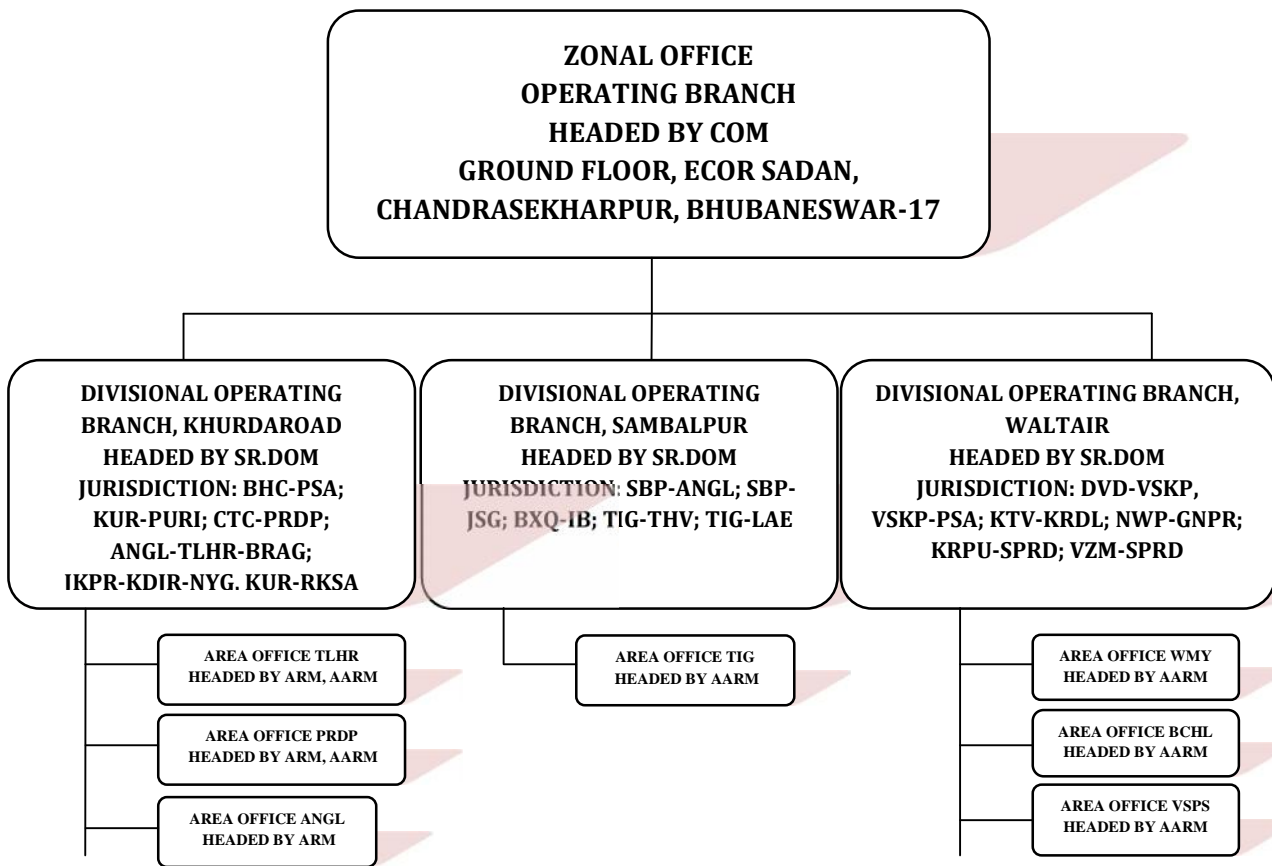


ZONAL ORGANIZATION OF OPERATING BRANCH

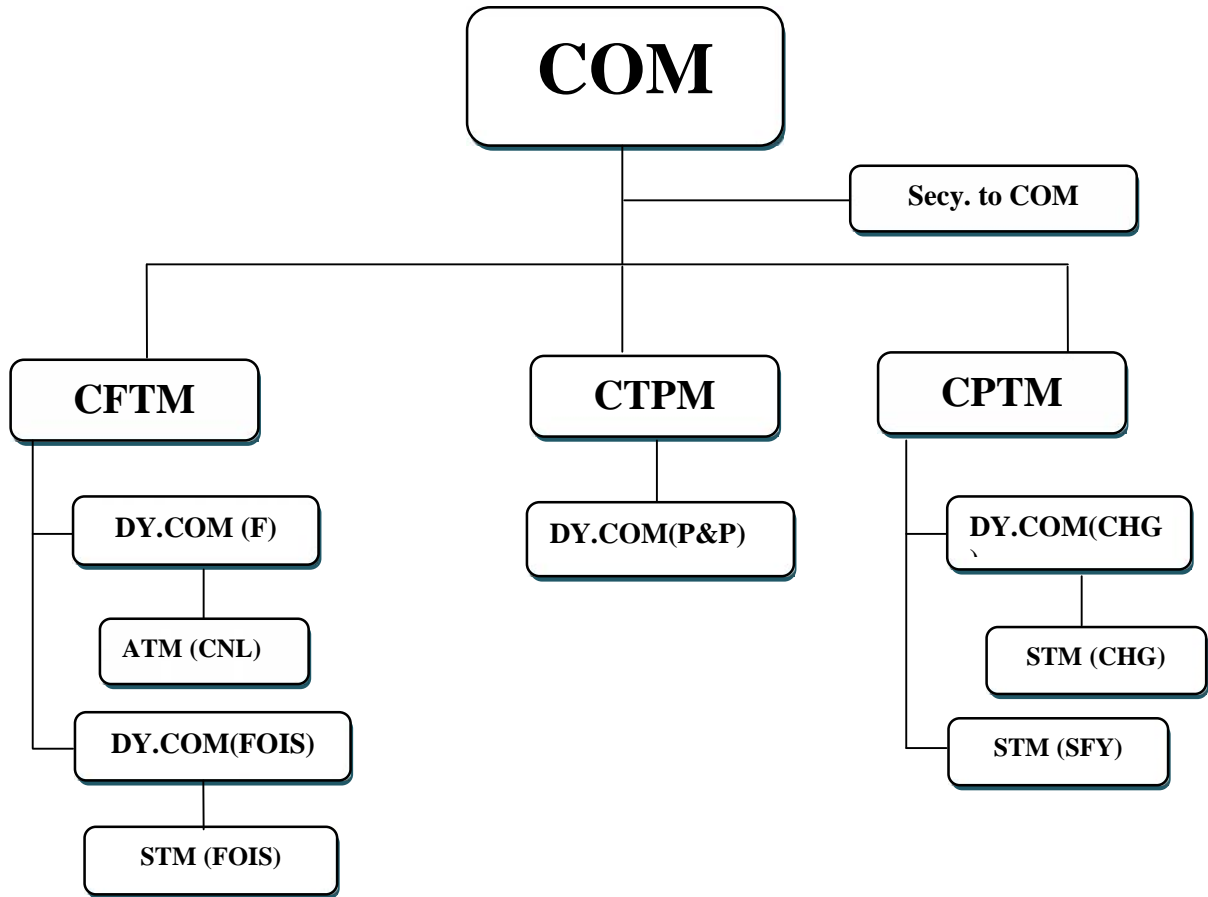


Abbreviations:

COM	Chief Operations Manager	ARM	Area Manager
Sr.DOM	Senior Divisional Operations Manager	AARM	Assistant Area Manager

KHURDA RD. DIVISION		WALT AIR DIVISION		SAMBALPUR DIVISION	
CODE	NAME	CODE	NAME	CODE	NAME
KUR	Khurda Road	VSKP	Visakhapatnam	SBP	Sambalpur
CTC	Cuttack	DVD	Duvvada	TIG	Titlagarh
BHC	Bhadrak	VZM	Vizianagarm	JSG	Jharsuguda
PRDP	Paradeep	KTV	Kottavallasa	BXQ	Brundamal
PSA	Palasa	KRPU	Koraput	THV	Therubali
TLHR	Talcher	KRDL	Kirandul	LAE	Lakholi
BRAG	Barang	BCHL	Bacheli		
ANGL	Angul	NWP	Naupada		
NYG	Nayagarh	GNPR	Gunpur		
KDJR	Kendujhargarh	SPRD	Singapur Road		
JKPR	Jakhapura				
PURI	Puri				

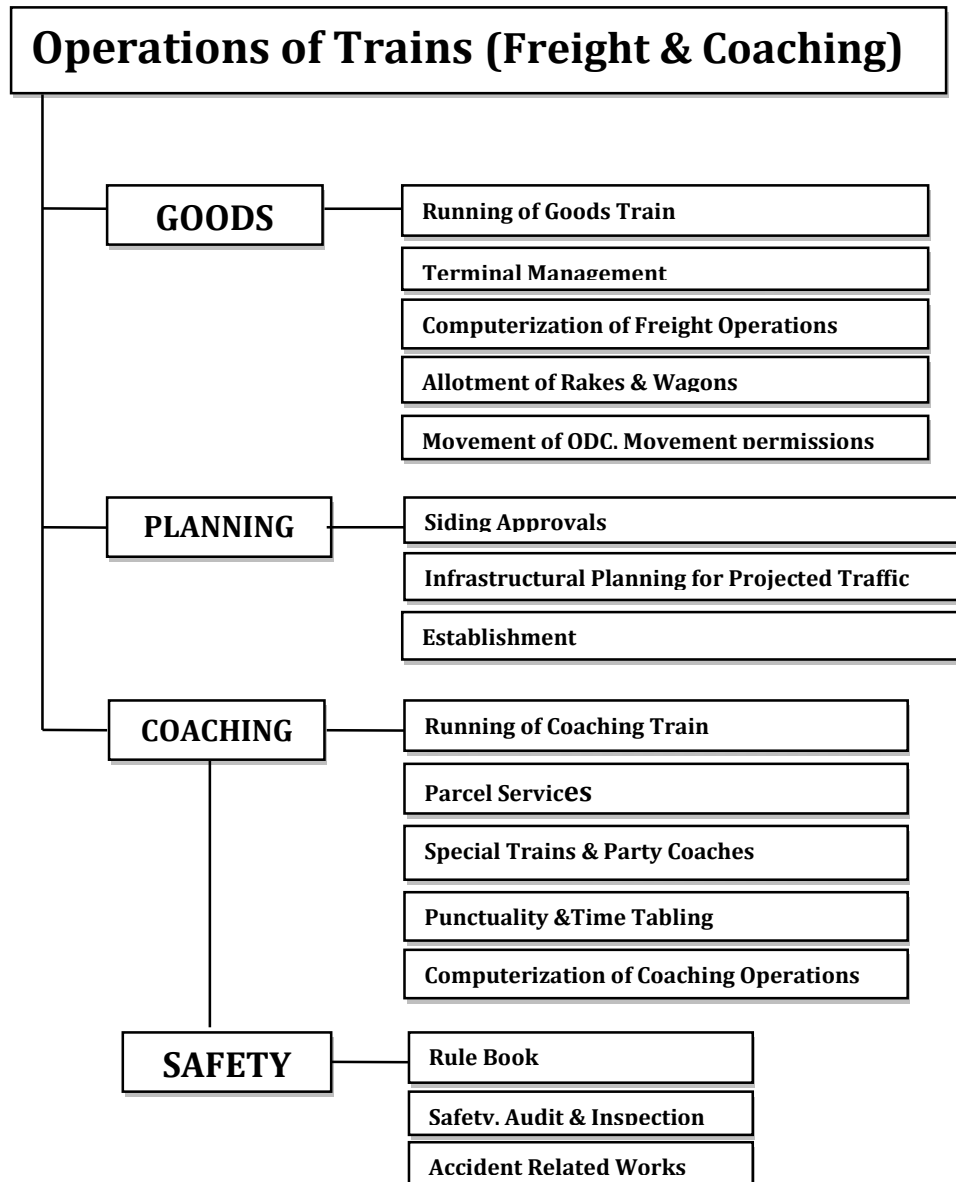
ZONAL ORGANIZATION



Abbreviations:

COM	Chief Operations Manager	FOIS	Freight Operation Information System
CFTM	Chief Freight Transp. Manager	F	Freight
CTPM	Chief Transp. Planning Manager	P&P	Planning and Project
CPTM	Chief Passenger Transp. Manager	CHG	Coaching
Secy. to COM	Secretary to Chief Operations Manager	SFY	Safety
Dy.COM	Dy. Chief Operations Manager	CNL	Control
STM	Senior Transportation Manager		
ATM	Asst. Transportation Manager		

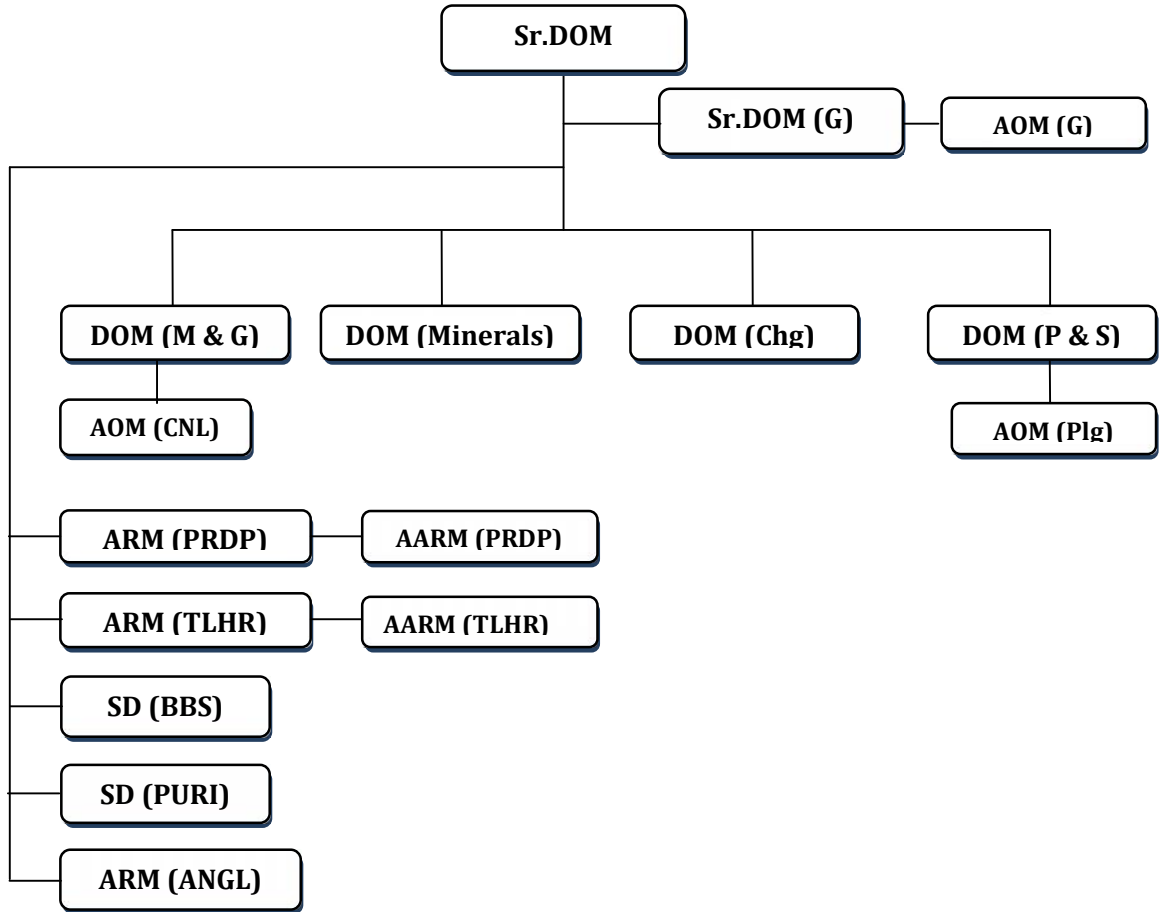
FUNCTIONS AND DUTIES



Coordination	:	COM, Assisted by Secy. to COM
Goods Functions	:	CFTM, Dy.COM (Freight), Dy.COM (FOIS), STM (FOIS)
Planning Functions	:	ATM (Control), CTPM, Dy.COM (P&P),
Coaching Functions	:	CPTM, Dy.COM (Coaching), STM (Coaching)
Safety Functions	:	CPTM, STM (Safety)

DIVISIONAL OFFICE ORGANIZATION, FUNCTIONS AND DUTIES

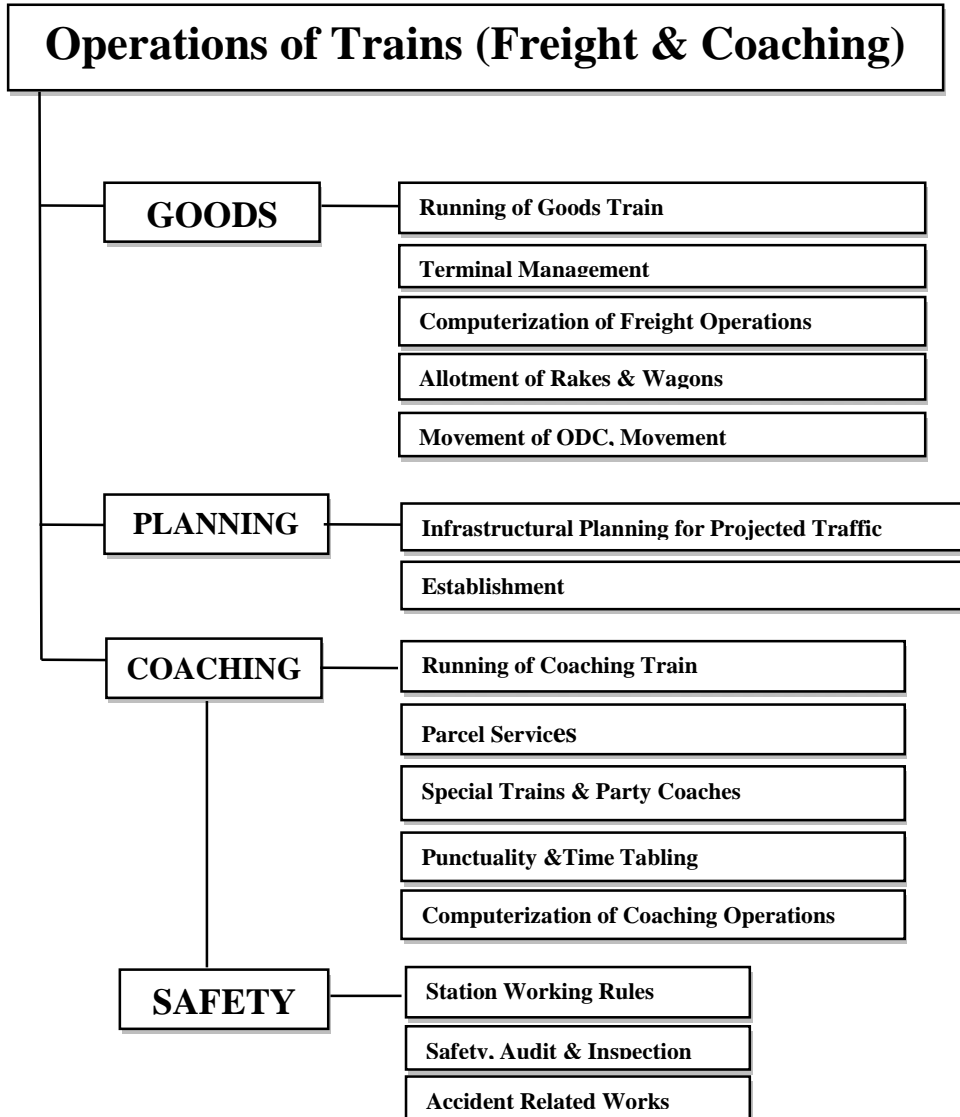
A. KHURDA ROAD DIVISION



Abbreviations:

Sr.DOM	Sr. Divisional Operations Manager	G	General
DOM	Divisional Operations Manager	Chg	Coaching
AOM	Assistant Operations Manager	M&G	Movement & General
ARM	Area Manager	P&S	Planning & Safety
AARM	Assistant Area Manager	Plg	Planning
SD	Station Director	CNL	Control
TLHR	Talcher	BBS	Bhubaneswar
PRDP	Paradeep	ANGL	Angul

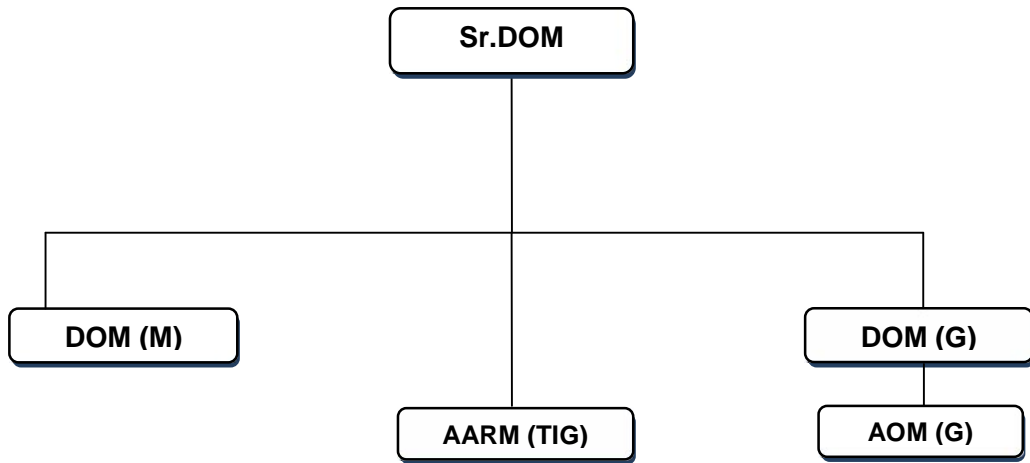
FUNCTIONS & DUTIES



- Coordination** : Sr.DOM
- Goods** : DOM (M&G),
DOM (Minerals)
AOM (Control),
ARM,AARM /TLHR,
ARM, AARM/PRDP,
ARM (ANGL)
- Safety & Establishment:** Sr.DOM(G)
- Planning** : DOM (P&S)
AOM (Planning)
- Coaching** : DOM (Coaching),
SD(PURI),SD(BBS)

DIVISIONAL OFFICE ORGANIZATION, FUNCTIONS AND DUTIES

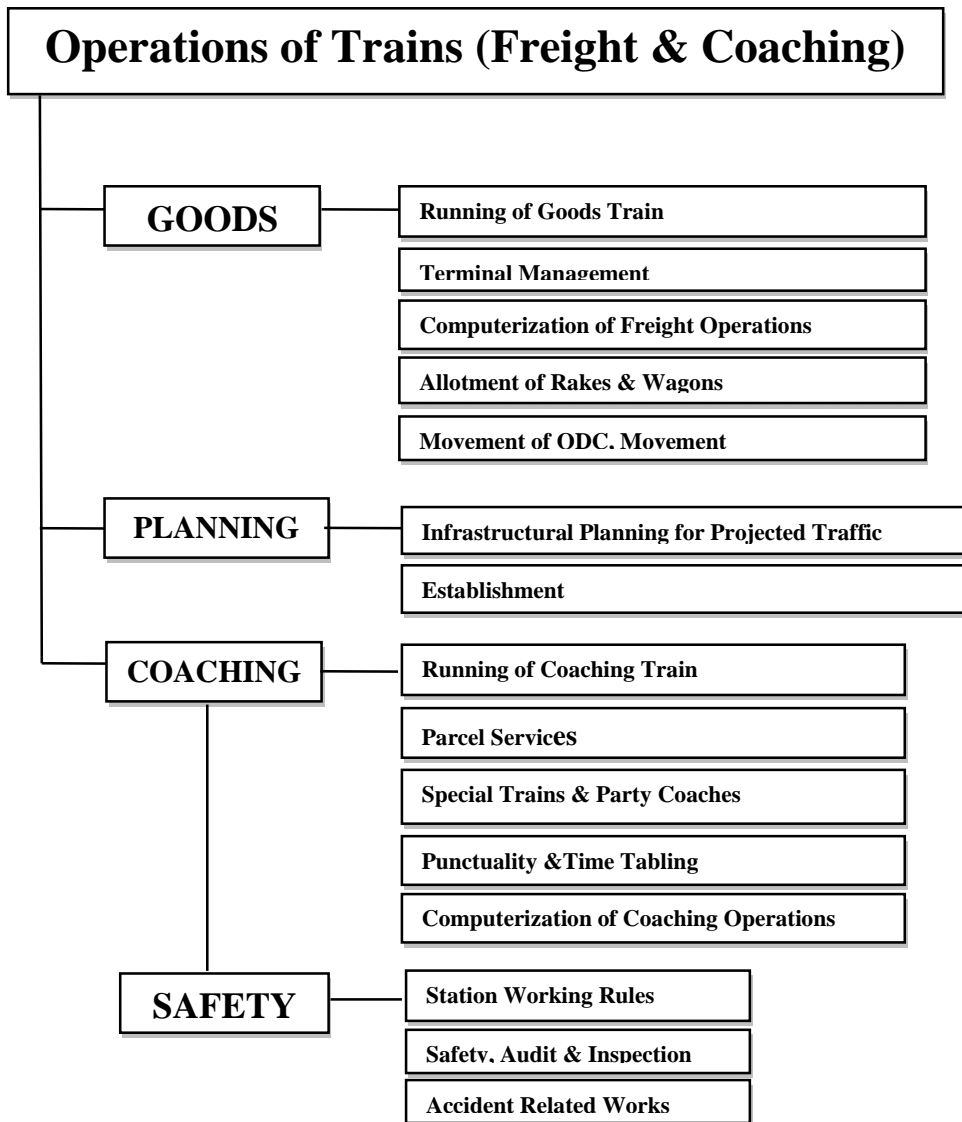
B. SAMBALPUR DIVISION



Abbreviations:

Sr.DOM	Sr. Divisional Operations Manager	G	General
DOM	Divisional Operations Manager	M	Movement
AOM	Assistant Operations Manager		
AARM	Assistant Area Manager	TIG	Titilagarh

FUNCTIONS & DUTIES

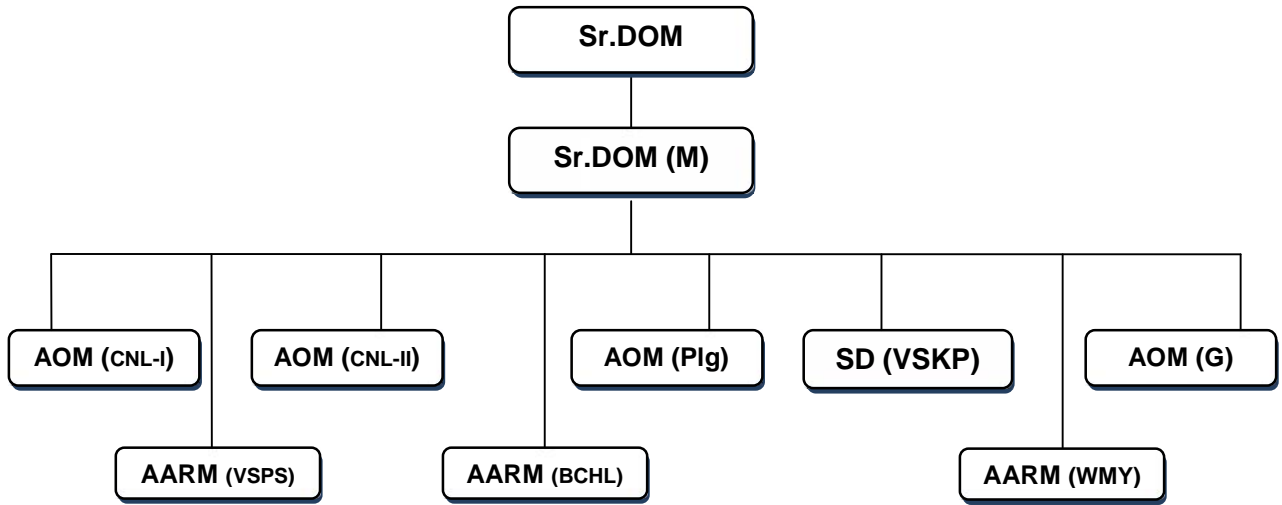


Coordination : Sr.DOM
Goods : DOM (M),
 AARM/TIG

Planning/Coaching/Estt. : DOM (G)
Safety : AOM (G)

DIVISIONAL OFFICE ORGANIZATION, FUNCTIONS AND DUTIES

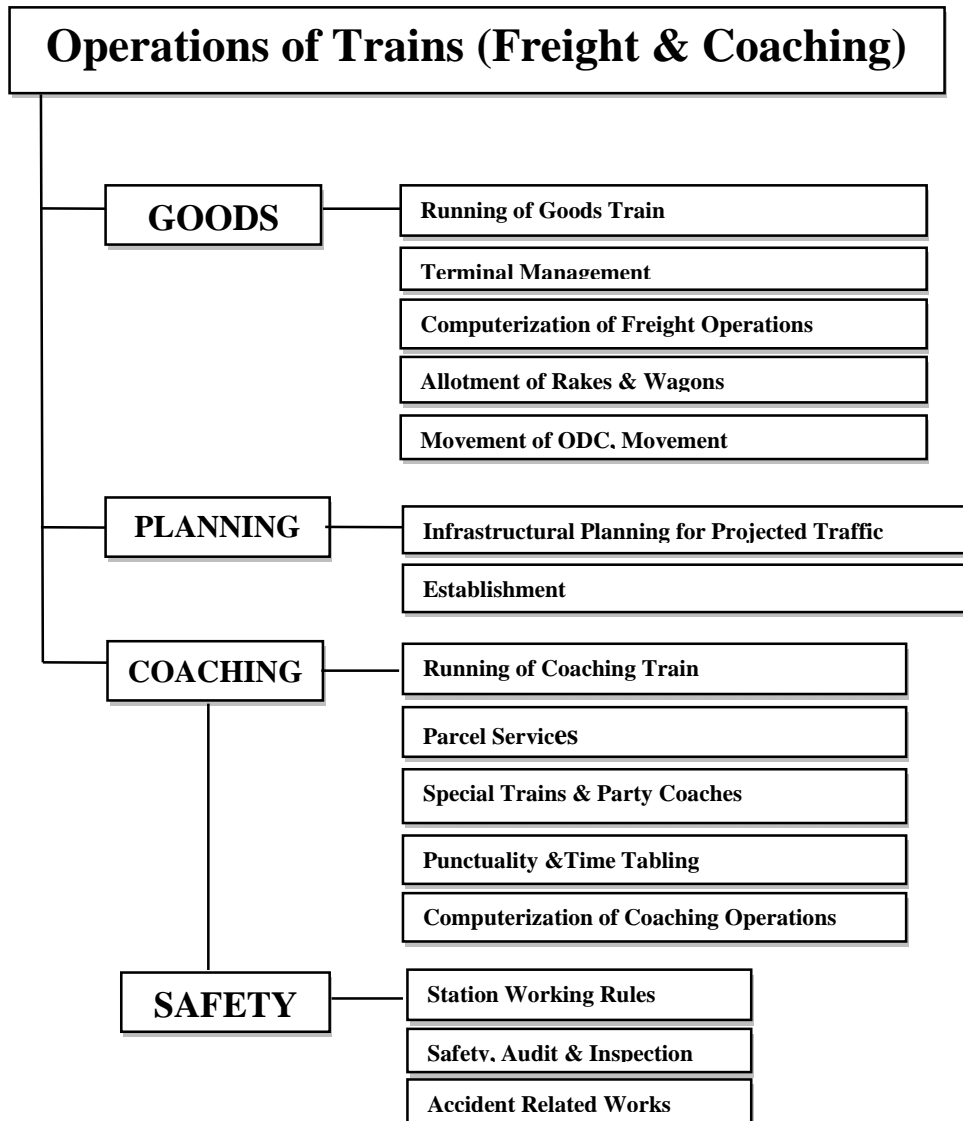
C. WALTAIR DIVISION



Abbreviations:

Sr.DOM	Sr. Divisional Operations Manager	G	General
AOM	Assistant Operations Manager	M	Movement
AARM	Assistant Area Manager	Plg	Planning
SD	Station Director	CNL	Control
VSPS	Visakhapatnum Steel Plant	BCHL	Bacheli
WMY	Waltair Marshalling Yard		

FUNCTIONS & DUTIES



**Coordination & Establishment
Goods**

- : Sr.DOM
- : Sr. DOM (M),
AOM (Control-I),
AOM (Control-II),
AARM /WMY,
AARM/VSPS,
AARM/BCHL

**Planning
Coaching & Safety**

- : AOM (Planning)
- : AOM (G),
SD(VSKPI)

POWERS AND DUTIES

Powers are vested depending upon the rank.

Zonal:

COM	Highest Authority
CFTM, CTPM, CPTM	Second in Command
Dy.COM	Third in Command
STM	Fourth in Command
ATM	Fifth in Command
Policy Making Powers	Limited as most policies are framed at Railway Board's level
Executive Powers Concerning Zone:	Largely exercised by the zonal officers as per rules and guidelines on the subject.

Divisional:

Sr.DOM	Highest Authority
DOM/ARM	Second in Command
AOM/AARM/S.D	Third in Command
Policy Making Powers	Limited as most policies are framed at Railway Board and Zonal Office.
Executive Powers Concerning Division:	Largely exercised by the divisional officers as per rules and guidelines on the subject.

Powers and duties of specialized staff are well defined in rule books such as Operating Manual, G&SR, SWR etc. Ministerial staff provide office assistance.

Procedure followed in decision making process, including channels of supervision and accountability:

All letters received in a particular day are entered into a register and then put up to concerned Officers in *dak* pad. Officers after seeing letters give their remark and then back to the Office Superintendent who distributes those to the dealer (ministerial / inspectorial staff) and ensures marking in the register mentioned above.

Dealers then examine letters and puts up in files giving relevant information in note sheet for further orders by concerned officers. Officers concerned, if they are competent to take decision on the subject pass order on the file. Otherwise they mark the file to the next higher authority and so on. After receiving decision/ order on file; dealers communicate necessary reply to the concerned authority/organization/person.

Accountability is fixed at various levels for dealing files as mentioned in the above paras and actions taken as may deem fit in cases of lapses as per D&A rules.

Norms set by the organization for discharge of its functions:

The norms set by the Railways are:

- i) Must adhere to a proper work schedule.
- ii) Do not give undue advantage to the benefit of any individual/firm.
- iii) Action shall be positive.
- iv) Deviate from wasteful expenditure.
- v) Maintain good will with other officers/customers.
- vi) Decisions to take care of future requirements of Railways are to be taken well in time.
- vii) Safe and efficient working of trains to the benefit of masses.

The rules, regulations, Instructions, manuals and records held:

Policy regarding train operation is framed by Railway Board, which is the highest executive body working under Ministry of Railways. All rules, regulations etc. emanate from the Railway Board at New Delhi and offices down below have to follow them in most cases. In rare cases where policy cannot be followed, the same is advised to the Railway Board giving sufficient details as to why deviation is necessary.

Manuals : Operating Manual, Block Working Manual, Accident Manual.

Rule Book : G&SR/ Station Working Rules.

Records : Records relating to running of trains are preserved at respective Stations for prescribed period. Records at Divisional and Zonal offices are preserved for different periods depending on importance of the records.

Instructions : Circulars issued from time to time by Board, Zonal Office and Divisions.

The particulars of arrangements that exist for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

This is taken care at Railway Board / Ministry level for which Indian Railway Conference Association (IRCA) exists for formulation and implementation of policy.

Within the Zone, Consultative Committees exist at three levels viz. Zonal, Divisional and station for interacting with users and to take their opinion / suggestions; on services. The public grievance organization which deals with complaints and suggestions of public is under SDGM at HQ and ADRM at divisions.

Statement of the boards, councils, committees and other bodies consisting of two or more persons consulted as part or for the purpose of advice, and also to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible to public: Railway Users Consultative Committee at three levels as mentioned above exists and operates as interfaces between Railway and the public. Its members are chosen from various walks of life; who are considered luminaries / men of prominence and able to represent public views concerning Railway Working.

Minutes of meetings are open to public and its records accessible to public on demand.

Directory of Officers and Employees: No such directory has been prepared for public use.

Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations: Personnel Branch looks after these items.

Budget allocated to, particulars of all plans, proposed expenditure and reports on disbursements at Zonal Head Office: Available with Finance Wing.

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes: No such activity falls under the purview of this branch.

Particulars of recipients of concessions, permits or authorizations granted by it: Not related to this branch.

**Chief Transportation Planning Manager
East Coast Railway, Bhubaneswar**