

**RIGHT TO INFORMATION ACT 2005**

**MUMBAI RAILWAY VIKAS CORPORATION LIMITED**

*(A PSU of Govt. of India, Ministry of Railways)*

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;**

**CPRO**

The address, phone nos.& fax no. of nominated officers of MRVC Ltd. are as follows:

1. Mr. Prakash Rao Vazalwar, COM/MRVC nominated as **Appellate Authority**.

	<u>Rly</u>	<u>MTNL</u>	<u>MOBILE</u>
Off.	22682	022-22071027	09821121098

Res.

Fax: 022-22096972

Address: Chief Operations Manager  
Mumbai Railway Vikas Corporation Ltd.  
2<sup>nd</sup> Floor, Churchgate Station Bldg,  
Mumbai – 400 020

2. Mr. Manoj Goyal, Dy.CEE-III/MRVC nominated as **Public Information Officer (PIO)**

	<u>Rly</u>	<u>MTNL</u>	<u>MOBILE</u>
Off.	23020	022-22093487	09821931340

Res. 58094 088-24163515

Fax: 022-22096972

Address: Deputy Chief Electrical Engineer-III  
Mumbai Railway Vikas Corporation Ltd.  
2<sup>nd</sup> Floor, Churchgate Station Bldg,  
Mumbai – 400 020.

3. Mr. Shibu Varghese, PRI/MRVC nominated as **Assistant Public Information Officer (APIO)**

		<u>MTNL</u>
Off	22648	022-22195266

Address: Public Relations Inspector  
Mumbai Railway Vikas Corporation Ltd.  
2<sup>nd</sup> Floor, Churchgate Station Bldg,  
Mumbai – 400 020

- (ii) **such other information as may be prescribed; and thereafter update these publications every year;**

### **NOTIFICATION FOR REGULATION OF FEE AND COST**

In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely:-

1. These rules may be called the Right to information (Regulation of Fee and Cost) Rules, 2005.
2. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of **rupees ten** by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.
3. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-
  - (a) rupees **two** for each page (in A-4 or A-3 size paper) created or copied;
  - (a) actual charge or cost price of a copy in larger size paper;
  - (b) actual cost or price for samples or models; and
  - (c) for inspection of records, no fee for the first hour; and a fee of rupees **five** for each fifteen minutes (or fraction thereof) thereafter.
4. For providing the information under sub-section (5) of section 7, fee shall be charged by way of **cash** against **proper receipt or by demand draft or bankers cheque or Indian Postal Order** payable to the Accounts Officer of the public authority at the following rates:-
  - (a) for information provided in diskette or floppy rupees **fifty** per diskette or floppy; and
  - (b) for information provided in printed form at the price fixed for such publication or rupees **two** per page of photocopy for extracts from the publication.

## **RIGHT TO INFORMATION ACT 2005**

### **MUMBAI RAILWAY VIKAS CORPORATION LIMITED**

*(A PSU of Govt. of India, Ministry of Railways)*

#### **BACKGROUND**

Mumbai Railway Vikas Corporation (MRVC) Ltd was incorporated on July 12, 1999, to implement the railway work of Mumbai Urban Transport. The Corporation will execute the projects so far identified and will also be involved in the planning and development of Mumbai Suburban Rail System.

The requirement of funds for the total project including resettlement and rehabilitation will be provided as follows:

- Budgetary support from Government of Maharashtra and Indian Railways.
- Revenue from commercial development of Railway land and airspace.
- Borrowings to be decided with mutual consent of Government of Maharashtra and Indian Railways.
- Surcharge to be levied on commuters from a date to be mutually agreed upon between Government of Maharashtra and Indian Railways.

#### **OBJECTIVES**

- Integrate suburban rail capacity enhancement plans with urban development plan for Mumbai and propose investments.
- Implement the rail infrastructure projects in Mumbai suburban sections.
- Commercially develop Railway land and airspace in Mumbai area to raise funds for suburban railway development.
- Resettlement & Rehabilitation of Project Affected Households.

#### **OVERVIEW OF THE EXISTING MUMBAI SUBURBAN RAILWAY**

- The Suburban Railway System in Mumbai is the most complex, densely loaded and intensively utilized system in the world.
- It has the highest passenger density in the world – 6.3 million commuters travel everyday.
- Two zonal Railways, Western Railway (WR) and Central Railway (CR), operate the Mumbai Suburban Railway System.
- It is spread over an expanse of 319 route kms.
- The suburban services are run by Electric Multiple Units (EMUs)
- 191 rakes (train sets) of 9-car and 12-car composition are utilized to run a total of 2226 train services.
- It is operated on 1500 Volt DC power supply from overhead catenary.

## **OBJECTIVES of MUTP**

- Bringing down the passengers per 9 coach to 3000 as against existing 5000.
- Segregate the suburban train operation from the main line passenger and freight services.

## **MUTP Phase I**

### **(Rail Component)**

5<sup>th</sup> & 6<sup>th</sup> Lines Kurla \_ Thane  
Optimization of Central Railway  
Optimization of Harbour Line  
5<sup>th</sup> line Mahim – Santacruz  
Quadrupling of Borivali – Virar Section  
Optimization of Western Railway  
DC to AC Conversion  
EMU procurement & manufacture  
Stabling lines of EMUs.  
Maintenance facilities for EMUs.  
Virar Car Shed  
Track Machines  
Institutional Strengthening & studies  
Resettlement & Rehabilitation.

## **Infrastructural inputs in MUTP Phase I**

- Addition of 93 track kms – base figure 790 kms (excluding loop lines and yards) (34 kms in Thane –Turbhe- Vashi section and 53 kms in Virar-Borivali section under MUTP have since been added).
- Induction of dual voltage 101 new 9-car rakes. 51 on additional account and 50 on conversion account.
- Resettlement & Rehabilitation about 15,000 Project Affected Households.
- Running of 12-car rakes on all lines (excluding Harbour Line) by lengthening of all platforms.
- Achieving 3 minutes headway on all the lines (re-spacing of signaling to be done).
- DC to AC conversion in all suburban sections except Thane-CSTM section (to be taken up in Phase\_II).

## **Benefits of MUTP Phase I**

- 550 new trains 25% increase in total trains perday.
- On fast line, all trains will be of 12 cars. On slow line, 20 % of trains will be of 12 cars.
- Vehicle kms per day will increase by 33%.
- Overcrowding during peak hour peak direction will come down from existing, over 5000 commuters to 3600 commuters per 9-car rake.

## **Improved Features of New EMU Coaches**

- Energy saving of about 30% due to re-generative braking
- Use of 3 phase AC traction motor having 20% higher horse power
- Higher speed potential of 100 Km/h as against existing 80 Km/h
- Reduction in journey time of about 4 to 5 minutes in a typical Churchgate-Borivali or CSTM-Thane section
- Higher acceleration of  $0.54 \text{ m/s}^2$  as against existing  $0.38 \text{ m/s}^2$
- Smoother acceleration due to variable voltage variable frequency (VVVF) control
- Carbon dioxide level in the coach restricted to international standard of 700 ppm difference between outside and the coach through use of external air blowers
- Use of air springs for better riding quality and maintaining level of the coach under varying loading conditions
- Improving lighting at 300 lux
- Computerized passenger information system with LED display
- Station announcement on running trains using Global Positioning System technology

#### **Introduction of New Technology EMU Rakes Improved Features**

- Energy saving of about 30% due to re-generative braking.
- Use of 3 ph. AC Traction motor having 20% higher horse power.
- Higher speed potential of 100 kmph as against existing 80kmph.
- Higher acceleration and deceleration of  $0.54 \text{ m/s}^2$  and  $0.76 \text{ m/s}^2$  as compared to existing  $0.38 \text{ m/s}^2$  and  $0.6 \text{ m/s}^2$  respectively.
- Reduction in journey time of about 4 to 5 minutes in a typical Churchgate –Borivali or CSTM-Thane Sections.
- Smoother operation due to Variable Voltage Variable Frequency (VVVF) control.
- As per International Standard, Carbon Dioxide level in the coach restricted to maintain maximum 700 ppm difference between outside air and inside the coach through use of external air blowers.
- Use of air springs for better riding quality and maintaining level of the coach under varying loading conditions.
- Improved lighting at 300 lux.
- Computerized passenger information system with LED display.

- Station announcement on running trains using Global Positioning system (GPS) technology.

### **MUTP Phase II**

- 5<sup>th</sup> & 6<sup>th</sup> Lines CSTM-Kurla.
- 5<sup>th</sup> & 6<sup>th</sup> Lines Thane –Diwa.
- 6<sup>th</sup> Line Borivali – Mumbai Central.
- Extension of Harbour line from Andheri to Goregaon.
- DC to AC Conversion (CSTM –Thane Section)
- Station Improvement and Trespassing Control Scheme.
- Resettlement & Rehabilitation.
- EMU procurement & Manufacture
- Maintenance facilities for EMUs.
- Stabling lines for EMUs.
- Technical Assistance & institutional Strengthening.

### **Infrastructural inputs in MUTP Phase II**

- Addition of 88 track kms –existing 790 kms and 93 kms being added in MUTP Phase-I.
- 96new 9-car rakes.
- DC to AC conversion in Thane –CSTM section (172 Track km), completing the DC-AC conversion on Mumbai Suburban System.
- Resettlement & Rehabilitation about 3,000 Project Affected Households.

### **Benefits of MUTP Phase II**

- Will segregate the suburban train operations from the main line passenger & freight services.
- All trains running on the suburban lines will be of 12 car.
- 800 New Trains – Increase of 30% over and above MUTP Phase I.
- Bringing down the passenger per 9 coach train to 3000 as against existing 5000 and 3600 on completion of MUTP Phase I.

### **CONTRIBUTION TO PREVENTION OF GLOBAL WARMING, SAVING ENERGY & EFFECTIVE UTILIZATION OF POWER**

#### **Reduction of Carbon dioxide as per Kyoto Protocol is our commitment**

#### **Environment**

MRVC had done Environment Impact Assessment of all the projects and prepared Environmental Management Plans, mitigating measures have been taken for noise and air pollution, health and safety, debris removal etc during the execution of projects.

#### **Carbon Credit**

Mumbai would be receiving 157, 3 phase new technology EMU rakes with regenerative braking. Introduction of this technology would save about 20 crore units of energy per year. For each unit of energy produced in a power plant, 1 kg of Carbon Dioxide is produced. Thus, on account of this project, there would be a reduction of approximately 20 lakh tones of Carbon dioxide emission, which will qualify for Carbon Credits.

### **Resettlement & Rehabilitation (R&R)**

About 15,000 Project Affected Households (PAHs) have been resettled and rehabilitated under MUTP Phase I.

### **Mangrove Plantation**

MRVC has planned 13500 saplings, 8500 at Dahisar (East) and, 5000 between Mankhurd Vashi on Railway land in the year 2004. Survival of those is above 80% which has been appreciated by the World Bank.

### **Rain Water Harvesting**

About 15000 Project Affected Households are resettled in tenements having rain harvesting facility. MRVC is also planning for rain water harvesting at other construction sites.

## **DETAILS OF INFORMATION ABOUT THE ORGANISATION**

### **RIGHT TO INFORMATION ACT, 2005**

**Sec 4(1)** Every public authority shall-

- a) **maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated:**

All MRVC records are duly catalogued and indexed so that access to such records is facilitated under the Right to Information Act, 2005.

**Sec 4 (1)(b)**

(i) [the particulars of its organization, functions and duties;](#)

**Name:-** Mumbai Railway Vikas Corporation Limited  
( A PSU of Govt. of India, Ministry of Railways)

**Address:-** 2<sup>nd</sup> Floor, Churchgate Station Building, Churchgate,  
Mumbai – 400 020. Tel. Nos. 022-22014623, 22072896. Fax : 022-22096972.

**Functions and Duties:-**

The main objects as per the **memorandum** are as follows:-

1. To develop co-ordinated plans and implement the rail infrastructure projects.
2. To integrate urban development plan for Mumbai with rail capacity and propose investment.
3. To undertake commercial development of Railway land and air space.
4. To co-ordinate and facilitate improvements of track, drainage and removal of encroachments and trespassers.
5. To co-ordinate with organizations operating the train services and responsible for protection of Railway's right of way and urban development for purposeful resolution of allied issues and problems.

To discharge its liabilities arising due to such projects and actions.

(iii) [the powers and duties of its officers and employees](#)

The main object of the Corporation is to create infrastructure facilities for augmenting the suburban network of Mumbai metropolitan region and commercial exploitation of railway land including the air space. With this objective in view, the corporation is required to-

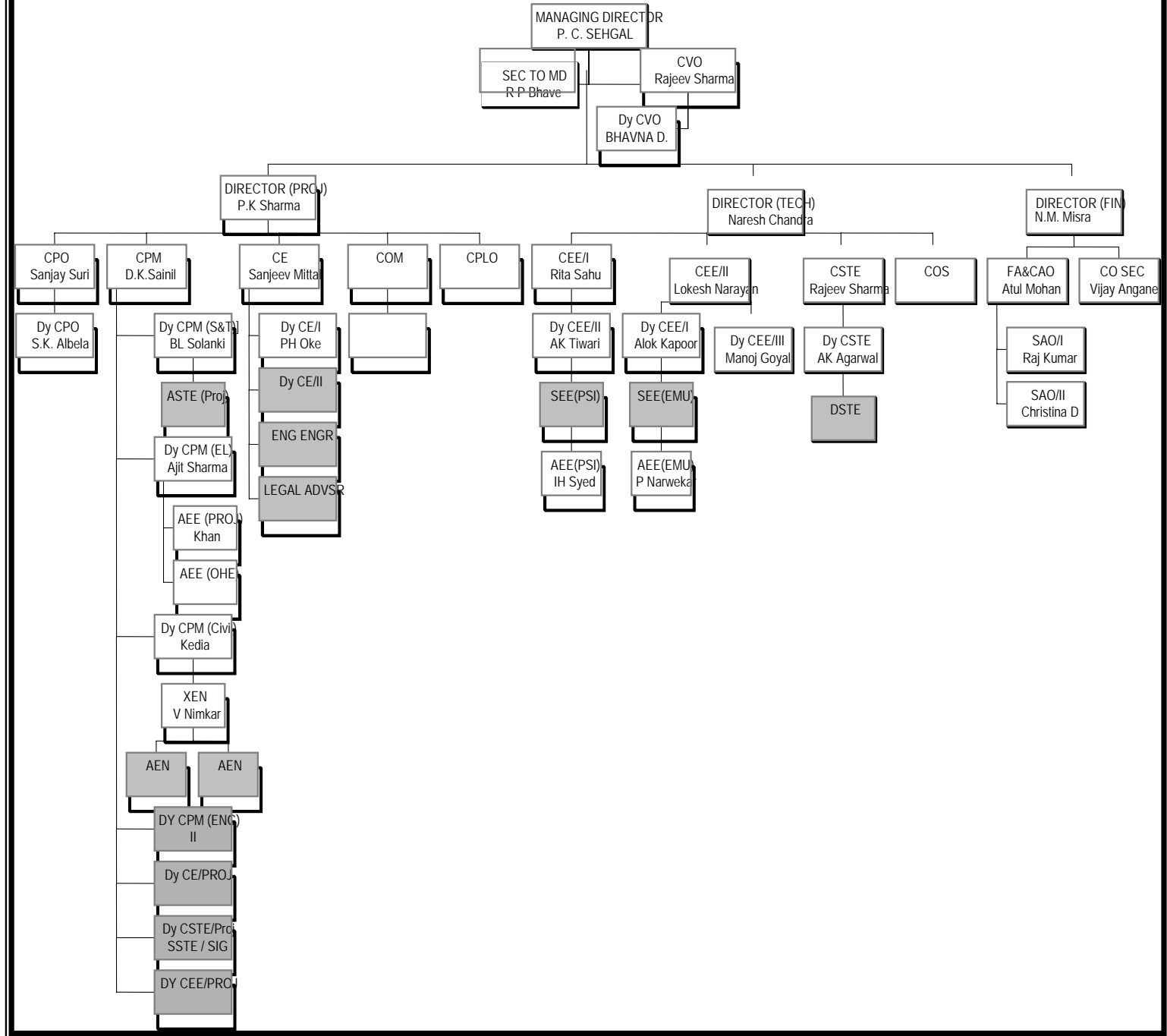
- ❖ Develop coordinate plans and implement the rail infrastructure projects.
- ❖ Undertake commercial development of Railway land and air-space,

The assets created by the corporation will be handed over to the Railways for their operational use and maintenance as well as for replacement. The corporation, therefore, does not have a permanent cadre.

MRVC is proposed to have a lean and trim organization by extensive use of IT. The key posts are essentially required to be manned by persons possessing a high degree of technical expertise and experience in the relevant field of railway working. The corporation, therefore, relies mainly on the serving Railway personnel possessing the requisite skill and experience to fill up its number of posts on deputation basis.

**The Organisation Chart broadly depicting the MRVC Setup at the Corporation level is as follows:**

**ORGANISATION CHART**



## Accounts department

### Functions and Duties

1. Finance scrutiny of various proposals for concurrence.
2. Passing of contractors Bills, Suppliers Bills and Misc Bills.  
Filing of returns for Income Tax, Service tax, Withholding tax & Sales tax. Maintenance of books for all expenditure. Submission of claims to CAAA for reimbursement of World Bank loan, Maintenance & Custody of Bank Guarantees.
3. Scrutiny of all bills and vouchers related to World Bank funded as well as non World Bank funded works.
4. Issue of cheques, Reconciliation of Bank Book with Cash Book, Compilation and Finalization of Accounts, Financial Management Systems and Audit.
5. Preparation of Project Budget i.e August Review, Budget Estimate, Final Modification.  
Investment of surplus funds to be deposited in banks.
6. Preparation & passing of salary bills of Gazetted officers, non-gazetted staff, contract staff and consultants, Other misc. work associated to salary.

## Electrical-OHE department

### Organisation

## Electrical - PSI department

### Organisation

**Shri A. K. Malhotra, Director (Technical)** is the overall in-charge of the Electrical Department.

PSI section of the Electrical Department is headed by **Smt. Rita Sahu, Chief Electrical Engineer-I**. The team comprises of the following officials:

- |    |                         |                                     |
|----|-------------------------|-------------------------------------|
| 1. | Shri. A. K. Tewari      | Deputy Chief Electrical Engineer-II |
| 2. | Shri G.V. C. Rao        | Senior Electrical Engineer (PSI)    |
| 3. | Shri I. H. Syed         | Assistant Electrical Engineer (TRD) |
| 4. | Shri V. Balasubramanian | Consultant                          |
| 5. | Shri M. S. Tekade       | Senior Section Engineer (PSI)       |
| 6. | Shri R. R. Jaiswal      | Senior Electrical Engineer (Elect.) |
| 7. | Ms. Clara D'Souza       | Office Superintendent (Elect.)      |
| 8. | Ms. Mariamma Joseph     | Data Entry Operator – 1             |
| 9. | Mr. Yogesh              | Data Entry Operator – 2             |

## Activities of PSI Section:

The activities carried out by this section are as under: -

- (1) Finalization & Execution of following works under DC-AC conversion (World Bank financed): -
  - (a) Setting up of 25 kV AC TSS at Titwala, on Central Railway (commissioned on 26.04.2007).
  - (b) Supply and installation of cable & cable accessories between Tata Power Company's Malad Receiving & Western Railway's Jogeshwari traction substation (Under Execution).
  - (c) Supply and installation of cable & cable accessories between (i) TATA Power Company's Mahalaxmi receiving station & Western Railway's Mahalaxmi Traction substation and (ii) TATA Power Company's Dharavi receiving station & Western Railway's Bandra Traction substation (Under Execution).
  - (d) Setting up of Traction Substation and Feeding Post at Jogeshwari and 9 Switching Posts on Borivali – Churchgate Section of Mumbai Division of Western Railway (Under Execution)
  - (e) Setting up of Traction Substation and Feeding Post at Mahalaxmi & Bandra in Mumbai Division of Western Railway.
- (2) Monitoring of DC-AC conversion works on Central Railway – (Non-bank financed works, under execution by C.Rly.)
- (3) Monitoring of DC-AC conversion work on Western Railway - (Non-bank financed works, under execution by W.Rly.)
  - 1) Strengthening of OHE on Harbour Line (Under execution by C.Rly)

## Functions

### **CEE-I**

1. All works connected with DC-AC conversion including co-ordination with Railways, Railway Board, RDSO, World Bank and other departments.
2. All technical analysis related with electrical component of infrastructural works like VR-DRD, 5<sup>th</sup> Line of MM-STC and any other such works to be executed by MRVC.
3. Submission of information for progress reports for all electrical works related to DC-AC conversion.
4. All the activities related to General Service in MRVC including maintenance of power supply & air-conditioning in MRVC
5. To ensure implementation of procedures related to ISO 9000 for all activities under CEE-I.
6. To conduct inspection of works in progress for compliance of standards.
7. Any other work assigned by Director (Technical) / MD.

### **Dy. CEE-II**

1. All works connected with DC to AC conversion work – setting up of Traction substation and other power supply installation for western Railway – Inspection, supervision and monitoring the progress and execution of following works:
  - (i) Setting up of Jogeshwari and 9 switching posts.
  - (ii) Setting up of Bandra & Mahalaxmi TSS.
  - (iii) Supply and Installation of 110 kV cable to Jogeshwari TSS.
  - (iv) Supply and Installation of 110 kV cable to Bandra & Mahalaxmi TSS.
2. Preparation of budgetary statements and expenditure control.
3. Submission of information for progress reports for all electrical works under DC-AC conversion.
4. Co-ordination with RDSO, C.Rly. W.Rly, M/s TATA Power DC-AC, in connection with DC-AC conversion of W.Rly
5. To ensure implementation of procedures related to ISO 9000 for all activities under CEE-I.
6. Inspection of works in progress for compliance of quality and standards
7. Any other duties assigned by Director (Technical) and CEE-I.

### **SEE/PSI**

1. Monitoring the progress of execution work of Jogeshwari Traction Substation & 9 switching post and Bandra & Mahalaxmi TSS including design, drawing approval thereof. Drawing & Design approval of Cable laying works for Mahalaxmi (MX), Bandra (BA) & Jogeshwari (JOS) TSS.
2. Interaction with W.Rly. & C.Rly for various information / documents / drawing, etc.
3. Any other duties assigned by Dy.CEE-II / CEE-I / Director (Technical).

### **AEE/PSI**

1. Monitoring the progress of execution work of TSS at Jogeshwari, TSS including site supervision, design drawing approval and co-ordination with Contractor, RITES for inspection of materials and their dispatch after scrutiny of various reports.
2. Planning & monitoring the progress of execution work of setting up of Bandra & Mahalaxmi Traction Substation.
3. Interaction with W.Rly. & C.Rly. for various information / documents / drawing etc.
4. Any other duties assigned by Dy.CEE-II / CEE-I / Director (Technical).

### **Electrical-EMU Procurement section**

### **Organisation**

**Shri Naresh Chandra, Director (Technical)** is the overall in-charge of the Electrical department.

EMU section of the Electrical department is headed by Shri. Lokesh Narayan, **Chief Electrical Engineer-II**. Team comprises of following officials,

### **Organisation and Functions-EMU Maintenance Activities**

<b>Sr. No.</b>	<b>Designation</b>	<b>Sanctioned</b>	<b>On Roll</b>	<b>Vacancy</b>	<b>Name of Incumbents</b>	<b>Duties</b>
1	CEE/EMU	1	1	-	Shri Lokesh Narayan	EMU Maint. Activities
2	Dy. CEE-III	1	1	-	Shri Manoj Goyal	-do-
3	SEE/EMU	1	1	-	Shri R. K. Mittal	-do-
4	AEE/EMU	1	1	-	Shri Pradeep Narwelkar	-do-
5	SSE/EMU	1	-	*	* Shri N. Devrajan Acharya, Consultant	-do-
6	SSE/EL	1	1	-	Shri R. R. Jaiswal	Elect. Maint.
7	O.S./EL	1	1	-	Mrs. Clara D'souza	Office work

### **Functions of Officers**

#### **CEE – II (Senior Administrative Grade)**

1. All works connected with EMU procurement manufacturing of EMU coaches at ICF fitted with the Electrics supplied including co-ordination with Railways, Railway Board, RDSO, ICF, World Bank and other departments.
2. All work related with procurement of New design bogies for EMU rolling stock including co-ordination with Railway Board, RDSO, ICF, World Bank and other departments.
3. All work related with Technical Assistance in Quality assurance during manufacturing of EMU coaches at ICF.
4. All works related with EMU maintenance facilities in Carsheds/workshops of Central & Western Railway.
5. All works related with Construction of EMU carshed at Virar.
6. Submission of progress report to Railway Board for all electrical works funded by World Bank Including consultancies hired for Technical Assistance in various areas.
7. All works related with feasibility of introduction of 15 car services on CR & WR.
8. To ensure implementation of procedures related to ISO 9000 for all activities under CEE – II.
9. To conduct inspection of works in progress for compliance of standards.

#### **DY. CEE-I (Selection Grade)**

1. All works connected with EMU procurement manufacturing of EMU coaches at ICF fitted with the Electrics supplied including co-ordination with Railways, Railway Board, RDSO, ICF, World Bank and other departments.
2. All work related with procurement of New design bogies for EMU rolling stock including co-ordination with Railway Board, RDSO, ICF, World Bank and other departments.
3. All work related with Technical Assistance in Quality assurance during manufacturing of EMU coaches at ICF.
4. Any other work assigned by Senior officers.

### **AEE/EMU (Junior Scale)**

1. **Preparation of progress report on works related to EMU procurement, preparation of contract amendment, Project Authority Certificates and drafts for correspondence with the supplier/RDSO/ICF/Railway Board & other department.**
2. Interaction with WR, CR, ICF & RDSO for various information / documents / drawings etc.
3. Preparation of various progress reports to be sent to Railway Board & other departments.
4. **Interaction with supplier firm for progress of the MRVC contract.**
5. **Any other work assigned by Senior Officers.**

### **Functions of Officers**

#### **CEE – II (Senior Administrative Grade)**

1. All works connected with EMU procurement manufacturing of EMU coaches at ICF fitted with the Electrics supplied including co-ordination with Railways, Railway Board, RDSO, ICF, World Bank and other departments.
2. All work related with procurement of New design bogies for EMU rolling stock including co-ordination with Railway Board, RDSO, ICF, World Bank and other departments.
3. work related with Technical Assistance in Quality assurance during manufacturing of EMU coaches at ICF.
4. Works related with EMU maintenance facilities in Carsheds/workshops of Central & Western Railway.
5. Works related with Construction of EMU carshed at Virar.
6. Submission of progress report to Railway Board for all electrical works funded by World Bank Including consultancies hired for Technical Assistance in various areas.
7. All works related with feasibility of introduction of 15 car services on Mumbai division of WR.
8. To ensure implementation of procedures related to ISO 9000 for all activities under CEE – II.
9. To conduct inspection of works in progress for compliance of standards.

#### **DY. CEE-III (Selection Grade)**

1. All works related with EMU maintenance facilities in Carsheds/ workshops of Central & Western Railway.
2. All works related with Construction of EMU carshed at Virar.
3. Submission of progress report to Railway Board for all electrical works funded by World Bank Including consultancies hired for Technical Assistance in various areas.

4. All works related with feasibility of introduction of 15 car services on Mumbai division of WR.
5. All works related to Public Information Officer (PIO) for MRVC.
6. All activities related to General Electrical Service in MRVC.
7. Any other work assigned by Senior officials.

**SEE (EMU) (Senior Scale)**

1. Preparation of Bid documents for all the works connected with setting up of EMU carshed at Virar other EMU maintenance facilities.
2. Monitoring of progress of works related with EMU maintenance facilities, stabling lines, etc.
3. Interaction with WR & CR for various information/documents / drawings etc.
4. preparation of various progress reports to be sent to the RAILWAY board& other departments.
5. Preparation of status reports of various electrical works related to EMUs.
6. Monitoring & Supervision of General Electrical Service in MRVC office including General maintenance of Power supply & air conditioning in MRVC.
7. Any other works assigned by Senior officials.

## **AEE/EMU (Junior Scale)**

6. **Preparation of progress report on works related to EMU procurement, preparation of contract amendment, Project Authority Certificates and drafts for correspondence with the supplier/RDSO/ICF/Railway Board & other department.**
7. Interaction with WR, CR, ICF & RDSO for various information / documents / drawings etc.
8. Preparation of various progress reports to be sent to Railway Board & other departments.
9. Interaction with WR & CR for various information/documents / drawings etc.
10. Preparation of status reports of various electrical works related to EMUs.
11. **Interaction with supplier firm for progress of the MRVC contract.**
12. **Any other work assigned by Senior Officers.**

## **SSE/EL**

1. Monitoring & Supervision of General Electrical Service in MRVC office including General maintenance of Power supply & air conditioning in MRVC.
2. Liaising with WR Electrical Supply maintenance.
3. **Any other works assigned by Senior officials.**

## Engineering Department

Chief Engineer is the overall in-charge of the Engineering department. Engineering department has the following officials.

1. Chief Engineer
2. Dy. Chief Engineer
3. Office Superintendent – Works

### Organisation and Functions

#### **Chief Engineer:**

- Organising procurement of consultancy, works, & stores as per World Bank Procedure
- Monitoring various studies awarded to consultants
  - Technical Assistance In Improvement In Track Management and Maintenance System On Mumbai Suburban Section.
- Progress of MUTP Rail Component works
  - Phase- I
    - 5th & 6th line between Kurla & Thane
    - Optimisation Western railway
    - Optimisation Central Railway
  - Phase – II
    - Consultancy Services for detailed Engg. Of MUTP Ph.II works on Provision of 5<sup>th</sup> & 6<sup>th</sup> line between Thane-Diva stations on C.Rly.- by RITES.
    - Co-ordination between PIAs for works under Rail Component of MUTP Phase I & II.
- Correspondence with Railway Board, Railways, World bank & other PIAs for MUTP
- Coordination between Railways & MMRDA, MCGM in connection with MUTP works requiring Railways Assistance
  - Station Area Traffic Improvement Scheme
  - Construction of Road Over Bridges
- Organizing Co-ordination committee meeting of PIAs.
- Control over budget of Civil Engineering Department
- Monitoring of R&R for Rail Component of MUTP Phase I & II
- Environment Management of ongoing projects
- Appointment of consultants for preparation of EIA & EMP

### **Dy.Chief Engineer:**

- Assisting Chief Engineer in his duties.
  - Thane-Diva 5<sup>th</sup> and 6<sup>th</sup> line
  - Preparation of TOR for various works
  - Preparation of RFPs, Contract Agreements
  - Organising various meetings related to MUTP
  - Co-ordination between Railway and MCGM/ MMRDA in works needing Railways assistance
- Coordination between railways and MMRDA regarding R&R for projects under Rail Component of MUTP.
- Coordination between Railways and Consultants for various Technical studies under MUTP
- Environment Management of Projects
  - Conducting inspections of the projects
  - Preparation of reports
  - Monitoring the works of consultants
- Civil Maintenance of MRVC office

### **Dy.CE (Projects)**

- Consultancy services for detailed engineering of MUTP –II works on W.Rly 5<sup>th</sup> & 6<sup>th</sup> line between MCT and BVI.
- Consultancy services for detailed engineering of MUTP Phase II work of 5<sup>th</sup> and 6<sup>th</sup> Railway line between CSTM – Kurla on C.Rly.

### Duties of Office Superintendents-Works

- Maintenance of correspondence related to Engineering department.
- Maintenance of all files, registers, documents preparation of final documents of Bids, RFP's Contact Agreement.
- Processing Bills from the consultants / Contractors
- Maintenance of Imprest.
- Keeping records of the documents , Reports submitted by various consultants / Contractors & Authorities.

### ENGINEERING

Following Manuals/Codes/Rules etc. are used by this Unit.

IRPWM, IRWM, IRBM, IRTMM, Engineering Code, Schedule of Dimensions, Schedule of Rates (WR & CR), Specification of Materials.

Most of these are available in electronic form.

## **Mechanical Department**

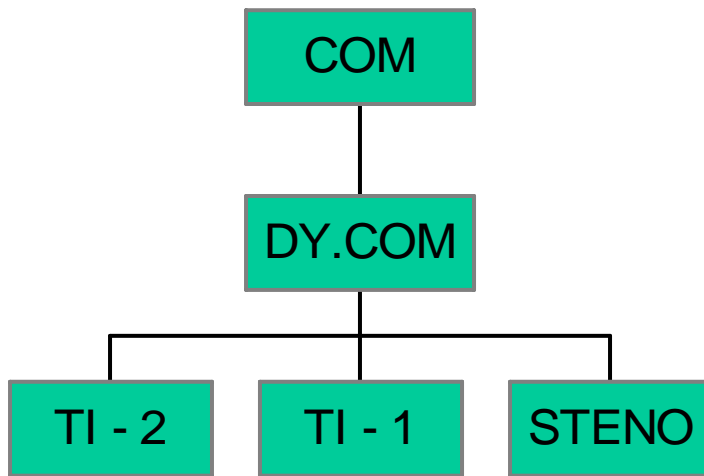
Shri Prabhat Sahai, Chief Mechanical Engineer is also the Chief Planning Officer of MRVC Ltd.

## **Functions**

Mechanical Aspects

Planning of MRVC's activities

# OPERATING DEPARTMENT



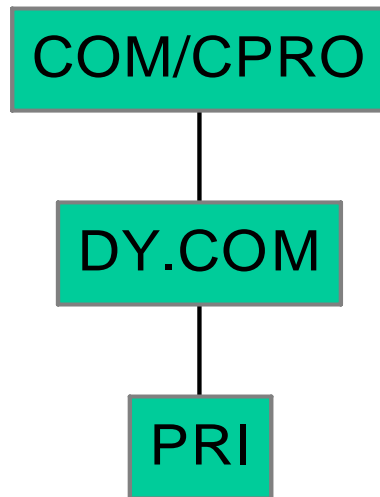
Shri. Prakash Rao Vazalwar, Chief Operations Manager-Overall in-charge of the Department  
Shri. , Dy. Chief Operations Manager – Day to day activities of the department

Shri. V.K. Pandit, TI 1  
Shri. Nitin Fofandi TI 2

## **Functions and Duties**

1. Planning the suburban infrastructure for Mumbai suburban section through Simulation process.
2. Preparation of model timetables for planned infrastructure.
3. Simulation of Mumbai suburban section.
4. Conducting of commuter feedback surveys.
5. Coordination with MMRDA, World Bank etc.
6. Improvement of headway
7. Active participation in CTS study,SATIS and other MUTP projects

# PUBLIC RELATION DEPT.



Shri. Prakash Rao Vazalwar, Chief Operations Manager-Overall in-charge of the Department  
Shri. \_\_\_\_\_, Dy. Chief Operations Manager – Day to day activities of the department

Shri. Shibu Varghese, PRI co-ordinates all Public Relation activities.

## **Functions and Duties**

1. Maintaining positive relations with press and other medias thereby ensuring adequate publicity coverage to MRVC and its projects
2. Liaisoning with Media.
3. Maintenance of MRVC website.
4. Empanelment of Ad agencies.
5. Release of display ads to newspapers, magazines, souvenirs etc.
6. Release of ads regarding tenders, EOIs., vacancies etc.in newspapers, magazines etc.
7. Co-ordinating with different departments regarding Right to Information Act,2005.
8. Preparation of proactive communications strategy in coordination with other MUTP agencies
9. Creating public awareness about improvements in the suburban section.
10. Reply to grievances, suggestions and references from press and public

**PERSONNEL DEPARTMENT**

Personnel branch is responsible for all HRD related functions, viz staff costing, creation of posts, recruitment observing the GOI reservation policies for reserved communities and training, pay fixation, Transfer and posting, implementation of all statutory labour legislations, interaction with labour law enforcement agencies, framing of Establishment manuals and interpretation thereof, Medical care and staff welfare, Industrial relations and Maintenance of industrial peace. The existing organisation of Personnel Branch is given below:

CADRE AS ON 17.11.2008													
Designation	Pay Scale	S/S	On Roll							Vac	Incumbent	Cat	
			Deput.	Dir	RE	Consul tant	Contra ct	O/S	TL				
											<b>DIRECTORS</b>		
MD	SCH 'A'	1	1						1	0	Dr.P.C.Sehgal	DEP	
DP	SCH 'B'	1	1						1	0	P.K.Sharma	DEP	
DT	SCH 'B'	1	1						1	0	Naresh Chandra	DEP	
DF	SCH 'B'	1								1	Vacant		
<b>Sub Total</b>		<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>3</b>	<b>1</b>			
											<b>GENERAL ADMN</b>		
SEC TO MD	SS	1	1						1	0	RP Bhawe	DEP	
Hindi Officer	No post				1				1		R.K.Gupta	Con	
Liasion officer	6500-10500	1	1						1	0	Mukesh Sabharwal	DEP	
Chief O.S	7450-11500	1	1						1	0	BK Sharma	DEP	
Protocol Officer	6500-10500	1	1						1	0	H.Y.Shaikh	DEP	
Protocol Inspector	5500-9000	1	1						1	0	Raghu vanshi	DEP	
PA TO MD	7450-11500	1	1						1	0	Asha Paul	DEP	
CA / PA	6500-10500	5	2						1	3	2	Mathew Abraham	DEP
												R.Rao	OS
												vacant	
												K.Sreevalsalan	DEP
											vacant		
Sr.Steno/ Jr.Steno	5500-9000	11	2			1	4	4	11	0	Deepa Rane	Cont	
	4000-6000										Mary Varghese	Cont	
											Pramila	Cont	
											Deepti Nair	Cont	

										Unnikrishnan K.V.	DEP	
										Sakunthala	DEP	
										Gerald Noronha.	OS	
										Ambujam Menon	Con	
										Lata	OS	
										Bharati bai	OS	
										Alamelu	OS	
Driver	4000-6000	2	1		1				2	0	Dilip Mahamuni	DEP
											M.Sudalai Kannu	RE
Driver	3050-4590	1	1						1	0	Bhoopal Singh Rawat	DEP
Peons	2550-3200	31	8				22		30	1	Kishore Kumar	Cont.
											Jaykumar	Cont.
<b>Sanction S/S</b>	<b>On roll</b>										Pravin Shinde	Cont.
Peons 3	3										Manzoor Khan	Cont.
OA 10	11										Abid Ali	Cont.
DCTA 7	7										Santosh Patil	Cont.
PACB 2	2										Ganesh Singh	Cont.
DAKM 5	5										Ramesh Kembavi	Cont.
R&D 1	1										Umesh Malvekar	Cont.
OA/NDLS 1	1										Rajbhir Singh	Cont.
	<b>30</b>										Kalimulla	Cont.
											Santosh Kumar	Cont.
											Sachin Sonu Shelke	Cont.
											Pravin Hegishte	Cont.
											Rajesh Baradia	Cont.
											Navin Dutt	Daily
											Trilok Singh	Cont
											Pooran Singh Ahirwar	Dep
											Surya Prakash Yadav	Cont.
											Davendra Singh	Cont.
											Kishore Tribhuvan	DEP
											Sandeep Khanse	DEP

												Santosh K Khushwaha	DEP
												Kaushal P Kuswah	DEP
												Ravindra Jadhav	DEP
												Hemant Ram	Cont
												Vacant	Cont.
												Samarlal Kamath	DEP
												Parmeshwar lal	Cont
												Subodh Kumar	Cont
												Jagganath Kotkar	DEP
<b>Sub Total</b>		<b>56</b>	<b>20</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>26</b>	<b>5</b>	<b>54</b>	<b>3</b>			
<b>PERSONNEL</b>													
<b>CPO</b>	<b>SAG</b>	<b>1</b>	<b>1</b>							<b>1</b>	<b>0</b>	<b>Sanjay Suri</b>	<b>DEP</b>
<b>DY CPO</b>	<b>SG</b>	<b>1</b>	<b>1</b>							<b>1</b>	<b>0</b>	<b>S.K.Albela</b>	<b>DEP</b>
OS-I	6500-10500	1	1							1	0	P.R.Menon	DEP
OS -II	5500-9000	2	2							2	0	Natrajan	DEP
										0	0	Sangvikar	DEP
PI-WI/PER	5500-9000	1	1							1	0	Vinesh Nelliatt	DEP
HC/PER	5000-8000	1	1							1	0	Swati T.Shrotri	DEP
<b>Sub Total (Personnel)</b>		<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>7</b>	<b>0</b>		
<b>ACCOUNTS</b>													
<b>FA&amp;CAO</b>	<b>SAG</b>	<b>1</b>	<b>1</b>							<b>1</b>		<b>Atul Mohan</b>	<b>DEP</b>
<b>SAO</b>	<b>SS</b>	<b>2</b>	<b>2</b>							<b>2</b>		<b>Raj Kumar Sharma</b>	<b>DEP</b>
												<b>Mrs Christina Drego</b>	<b>DEP</b>
<b>CO SEC</b>	<b>JA</b>	<b>1</b>		<b>1</b>						<b>1</b>		<b>Vijay Angane</b>	<b>DIR</b>
SSO/SO  <i>(For Project posts, see under PROJ-1)</i>	7450-11500/ 6500-10500	6	6							6	0	<b>Lakshmi</b>	<b>DEP</b>
												<b>D.Parkar</b>	<b>DEP</b>
												<b>S.N.Gore</b>	<b>DEP</b>
												<b>Rastogi</b>	<b>DEP</b>
												<b>Sudhir Wankhede</b>	<b>DEP</b>
												<b>Rajesh Thete</b>	<b>DEP</b>
AA	5500-9000	5	1		1	1	1	1	1	5	0	<b>Raja Bhau</b>	<b>DEP</b>
												<b>Bhusan</b>	<b>OS</b>
												<b>Venkatesh</b>	<b>CONT</b>
												<b>Laxman saroj</b>	<b>Cont</b>
												<b>Bhagchandani</b>	<b>RE</b>
<b>Sub Total (Accounts excl)</b>		<b>15</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>15</b>	<b>0</b>		

Proj)																					
<b>ENGINEERING</b>																					
CE	SAG	1	1						1		Sanjeev Mittal	DEP									
DY CE	JAG	1	1						1		PH Oke	DEP									
ENV ENGINEER	JAG	1							0	1	Vacant										
OS -I	6500-10500	1	1						1		Arsela D'silva	DEP									
<b>Sub Total (Engineering)</b>		<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>3</b>	<b>1</b>											
<b>ELECTRICAL (PSI)</b>																					
CEE-I	SAG	1	1						1	0	Ms Rita Sahu	DEP									
CEE-III	SAG	1	1						1	0	Ravi Agrawal	DEP									
Dy CEE	SG/JAG	2	1			1			2	0	AK Tewari	DEP									
											Tarachand Razak	Con									
SEE(PSI)	SS	2				2			2	0	D.M.Surti	Con									
											K.D.Kshirsagar	Con									
AEE (PSI)	JS	2	1			1			2	0	I H Syed	DEP									
											Balasubramaniam	RE									
SSE(PSI)	7450-11500	5	1			2	1		4	1	R R Jaiswal	DEP									
											P.P.Sharma	RE									
											N.P.Johny	RE									
											V.S.Rathod	Con									
											Vacant										
SE	9300-34800	3							0	3	Vacant										
											Vacant										
											Vacant										
OS - I	6500-10500	2	1						1	1	Clara D'Souza	DEP									
											Vacant										
Lineman	5200-20200	3							0	3	Vacant										
											Vacant										
											Vacant										
DEO	3050-4590	2	1					1	2	0	Mariamamma	DEP									
									0	0	Shraddha Itagi	OS									
Consultants	No post					1			1		Anand Nevalkar	Cons									
<b>Sub Total (Electrical- PSI)</b>		<b>23</b>	<b>7</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>16</b>	<b>8</b>											
<b>ELECTRICAL (EMU)</b>																					
CEE-II	SAG	1	1						1	0	Lokesh Narayan	DEP									
Dy CEE	SG/JAG	2	2						2	0	Alok Kapoor	DEP									

											Manoj Goyal	DEP
SEE(EMU)	SS	1	1					1	0		R K Mittal	DEP
AEE (EMU)	JS	3	1		2			3	0		Pradeep Narwelkar	DEP
											Chaubey	RE
AEE (EMU)	8000-13500										D Acharya	RE
SSE(EMU)	7450-11500	1			1			1	0		J.B.Patel	RE
OS/II	5500-9000	1						0	1		vacant	
DEO	3050-4590	2						2	2	0	Violet Fernandes	OS
											Nilesh Yadav	OS
CAD/DEO	3050-4590	1						1	1	0	Vibha L.	OS
Consultants	No Post	0				1		1			Subha Rao(Chennai)	Con
<b>Sub Total (Electrical - EMU)</b>		<b>12</b>	<b>5</b>		<b>3</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>1</b>		
<b>PROJECT</b>												
CPM	SAG	1	1					1	0		DK Saini	DEP
DY CPM/CIVIL	JG	2	1		1			2	0		S S Kedia	DEP
								0	0		Ramkrishnan	RE
DY CPM/S&T	JG	1	1					1	0		B L Solanki	DEP
DY CPM/Elec	JG	1	1					1	0		Ajit Sharma	DEP
SSTE/SIG/PROJ	10000-15200	1	0		1			1	0		Umacharan Sharma	RE
XEN	SS	1	1					1	0		Jagdish	DEP
DEE	SS	1			1			1	0		V.R.Kulkarni	RE
AEN (P/WAY)	JS	2	2					2	0		R.S.Yadav	DEP
								0	0		R.S.Pal	DEP
AEN (Wks)	JS	10	6					6	4		V. K. Varshney	DEP
								0	0		Zubair A.Allapur(Ad-hoc)	DEP
								0	0		KA Patil	DEP
								0	0		V.K.Sahu	DEP
								0	0		vacant	DEP
								0	0		vacant	DEP
AEN		2						0	2		vacant	DEP
								0	0		vacant	DEP
								0	0		Mehd. Mian	DEP
								0	0		M.M.Zade	DEP

AEN/ Design	JS	1	1					1	0	M.D.Dixit	DEP
AEE / PROJ	JS	4	2		1			3	1	A U Khan (Adhoc)	DEP
								0	0	Vinod Khabar (Ad hoc)	DEP
AEE(Proj)	7500-12000							0	0	S.N.Sangle	RE
AEE(Proj)								0	0	vacant	
ASTE	JS	2	1					1	1	M.M.Mantri	DEP
										vacant	
SSE ( W )	7450-11500	1	1					1	0	K P Xaviour	DEP
SSE/Pway	7450-11500	0						0	0		
SE ( W )	6500-10500	0						0	0		DEP
								0	0	V.K.Sahu	DEP
SO/Accts	6500-10500	2	2					2	0	PR Deshpande	DEP
								0	0	Shashikant Singh	DEP
SSE(Sig)	7450-11500	3			3			3	0	Mane	RE
								0	0	Jamsandekar	RE
								0		S.S.Latamba	RE
SSE(Elect)	7450-11500	1			1			1	0	Sunder Raju	RE
SE(Sig)	6500-10500	1			1			1	0	Verghese Thomas	RE
SE(Tele)	6500-10500	1			1			1	0	Gulab Singh	RE
JE/I	5500- 9000	1			1			1	0	T.M.Verghese	RE
OS – I	6500-10500	1						0	1	Vacant	
OS – II	5500- 9000	1	1					1	0	D.M.Rathod	DEP
ESM	4500-7000	2			1			1	1	Suresh Vartak	RE
								0		Vacant	
Sr.Clerk	4500-7000	1			1			1	0	Jaya .R.Nair	Con
TI	6500-10500	1						0	1	Vacant	
Steno	4000-6000	2			1	1		2	0	Mamta Idnani	Cont
								0		Shrikumar	Con
DEO	3050-4590	2					2	2	0	Farida Hasan Ali	OS
								0		Neelam Kamble	OS
								0			
OA/DAKM	2550-3200	2	1					1	1	Balu Kadu	DEP
one each								0		Vacant	
DY CE/PROJ	JG	1						0	1	Vacant	
DY CSTE/PROJ	JG	1			1			1	0	Satyaprakash	RE

SSE(Proj)	7450-11500	1			1					1	0	R.Chandrasekharan	RE	
MCF(Proj)	5000-8000	1			1					1	0	Arvindkumar Varma	RE	
MCM(Proj)	5000-8000	1	1							1	0	D.A.Deshpande	DEP	
										0	0			
<b>Sub Total (Project wing)- Phase-2</b>		<b>56</b>	<b>23</b>	<b>0</b>	<b>15</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>43</b>	<b>13</b>				
												<b>OPERATING</b>		
<b>COM</b>	<b>SAG</b>	<b>1</b>	<b>1</b>							<b>1</b>	<b>0</b>	<b>PrakashRao Vazalwar</b>	<b>DEP</b>	
<b>CTI</b>	<b>JA</b>	<b>1</b>								<b>0</b>	<b>1</b>	<b>vacant</b>		
T.I	6500-10500	2	2							2	0	V. K. Pandit	DEP	
											0	Nitin Fofandi	DEP	
PRI	6500-10500	1	1							1	0	Shibu Varghese	DEP	
<b>Sub Total (Operating)</b>		<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>4</b>	<b>1</b>				
												<b>PLANNING</b>		
<b>CPLO</b>	<b>SAG</b>	<b>1</b>	<b>1</b>							<b>1</b>	<b>0</b>	<b>Prabhat Sahai</b>	<b>DEP</b>	
<b>Sub Total (Planning)</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1</b>	<b>0</b>				
												<b>STORES</b>		
<b>COS</b>	<b>SAG</b>	<b>1</b>								<b>0</b>	<b>1</b>			
OS-II	5500-9000	1	1							1	0	Madhavi Breed	DEP	
DMS	6500-10500	1	1							1	0	Brajesh Kumar	DEP	
<b>Sub Total (Stores)</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>2</b>	<b>1</b>				
												<b>VIGILANCE</b>		
<b>CVO</b>												<b>Rajeev Sharma</b>		
<b>DYCVO</b>	<b>JA</b>	<b>1</b>	<b>1</b>							<b>1</b>	<b>0</b>	<b>Bhavana Devnani</b>	<b>DEP</b>	
CVI	7450-11500	1								0	1	<b>B.K S.(Vacant)honour.</b>		
<b>Sub Total Vigilance)</b>		<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>1</b>	<b>1</b>				
												<b>SIGNAL &amp; TELECOM</b>		
<b>CSTE</b>	<b>SAG</b>	<b>1</b>	<b>1</b>							<b>1</b>	<b>0</b>	<b>Rajeev Sharma</b>	<b>DEP</b>	
<b>DY CSTE</b>	<b>SG</b>	<b>1</b>	<b>1</b>							<b>1</b>	<b>0</b>	<b>VK Agarwal</b>	<b>DEP</b>	
<b>DY CSTE</b>	<b>SG</b>	<b>1</b>			<b>1</b>					<b>1</b>	<b>0</b>	<b>A.N.Toke</b>	<b>RE</b>	

ASTE	B	2	2					2	0	Dinesh Ruprelia	DEP
										K.C.George(Adhoc)	DEP
SSE(SIG)	7450-11500	4			3			3	1	C.Mathew	RE
										vacant	RE
SE(SIG)	6500-10500									B.K.Mehra	RE
										Solanki	RE
CTA(Comp)	7450-11500	1	1					1	0	Vivek Johny	DEP
MCM	5000-8000	1	1					1	0	A. V. Pandit	DEP
OS - I	6500-10500	1	1					1	0	E. Rebello	DEP
HC	5000-8000	1	1					1	0	Nilesh Ghodke	DEP
Signal Maintainer	5000-8000	1			1			1	0	Dalal	RE
JE/II/MCF/ESM	5000-8000	2	2					2	0	Pradeep K. Londhe	DEP
										Sanjay A.Karve	DEP
<b>Sub Total (Sig &amp; Telecom)</b>		<b>16</b>	<b>10</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>1</b>	
<b>GRAND TOTAL</b>		<b>204</b>	<b>96</b>	<b>1</b>	<b>28</b>	<b>11</b>	<b>28</b>	<b>12</b>	<b>176</b>	<b>31</b>	

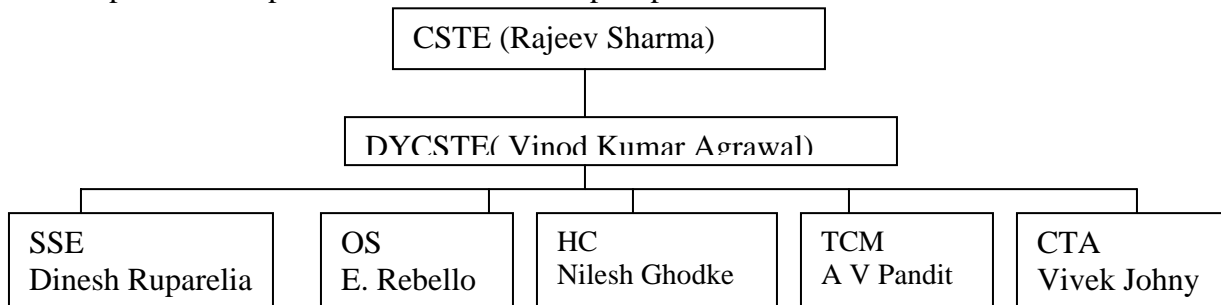
VACANCY POSITION AS ON 17.11.2008			
Sr.No	CATEGORY	Pay Scale	No.of Posts Vacant
1	DF	SCH 'B'	1
2	COS	SAG	1
3	CA	6500-10500	2
4	ENV ENGINEER	JAG	1
5	OS/II - Elect./EMU	5500-9000	1
6	AEN(W)/Project	JS	4
7	OS-I (Project)	6500-10500	1
8	ESM/Project	4500-7000	1
9	TI/Project	6500-10500	1
10	OA/DCTA	2550-3200	2
11	DY CE/PROJ	JG	1
12	SSE(Sig)S&T	7450-11500	1
13	CTI	7450-11500	1

14	CVI	7450-11500	1
		Total	19
<b>Vacancies due to newly created posts</b>			
1	AEN / Project	9300-34800	2
2	AEE/ Project	9300-34800	1
3	ASTE/ Project	9300-34800	1
4	SSE/ Elect(PSI)	9300-34800	1
5	SE(PSI)/ Elect(PSI)	9300-34800	3
6	OS-I / Elect (PSI)	9300-34800	1
7	Lineman	5200-20200	3
		Total	12
	<b>Total Vacancies</b>	<b>19+12</b>	<b>31</b>

The powers and duties of its officers and employees are defined in the Schedule of Powers (Intranet site: ADMINISTRATION/SOPGEN establishment matters)

### **Role Of Signal & Telecom (S&T) Department in MRVC**

S&T department is responsible for planning, tendering & award of Contract, its management for execution of Signalling & Telecom part of MUTP-I work. S&T department has commissioned various studies for improvement of Signalling & Telecommunication including study for improvement of Line Capacity through Modern Signalling (Automatic Train Control) on Mumbai suburban system. In addition to above S&T dept is also responsible for creation & upkeep of IT & Telecom infrastructure for MRVC.



Functions & duties of the officials of S&T dept are as under

1. **CSTE:** CSTE is overall in charge of S&T dept. His role includes Tender process, Contract management & coordination with World Bank & counterparts in Railway Board, RDSO & Railways for smooth progress of S&T works.

2. **DyCSTE:** Dy CSTE assists CSTE in day-to-day work. His role includes Tender process, Contract Management & coordination with World Bank & counterparts in Railway Board, RDSO & railways for smooth progress of S&T works.
3. **SSE(Sig):** He is assisting DyCSTE in site supervision & inspection of material. His role includes supervision of work & coordination with Contractor & Railways for smooth progress of S&T works.
4. **OS(S&T):** He assists CSTE & DyCSTE in day to day work. He is responsible for upkeep of all records, files. He is responsible for checking of Bills received from supplier & Contractor & taking approval for the passing of payment
5. **HC(S&T):** He assists CSTE, DyCSTE & OS(S&T) in day to day work. He is responsible for upkeep of all records, files. He is responsible for checking of Bills received from supplier & Contractor & taking approval for the passing of payment
6. **TCM:** He is responsible for maintenance of Telecom infrastructure within MRVC.
7. **CTA:** He is responsible for maintenance of IT infrastructure within MRVC.

### **Stores Department**

#### Stores

- i) COS is incharge of Stores Department. No other officer is working under him. Stores Department is responsible for making available various items required by different departments of MRVC for day-to-day functioning. These items include stationery (Xerox paper, hard file, folders, Loose file, letterheads, envelopes, diaries) furniture (Table, chairs, cupboard), computers, printers and peripherals, uniform for staff, Air Conditioners, Telephone, Mobiles, cartridges. Items required for camp office at New Delhi are also purchased from here.

**COS is also Management Representative (MR) for maintaining Quality Standards under ISO 9001:2000 .**

Two staff i.e. OS(Stores) and DMS are assisting COS for discharging his functions of Stores Department.

- ii) The powers of COS are given in Stores Purchase Guidelines as well as in Schedule of Powers of MRVC.
- iii) The Stores Department is functioning as per rules laid down in the Stores Purchase Guidelines and Finance & Accounts Manual (Chapter VII). Both these documents are available in the electronic form.

#### General

i) **COS is incharge of General Administration and for which Secretary to MD and Chief OS is assisting.**  
**Duties/Work assigned to General Section under Chief OS/G:-**

**A. Staff Matters :**

- 1) Preparation of leave/attendance registers, updating M/Roll, monitoring attendance of staff (Rly. Staff as well contract staff), submission of leave/absentee statement to 'P' branch every month.
- 2) General supervision over clerical staff and liaison with Account staff.
- 3) Arrangement of staff for attending office on Sat./Sundays/Holidays during Loksabha/Rajya Sabha Sessions.
- 4) Signing of Passes/PTOs and card passes issued by OS/P in absence of nominated officer.

**B. General Matters :**

- 1) Receipt and despatch of dak, maintenance of inward/outward dak registers (local courier, postage, registered letters, speed posts, inland and international dak sent through courier).
- 2) Procurement, storage and distribution of stationery items, housekeeping material and other requirement of the officers and office staff.
- 3) Utilisation and accountal of General Imprest of Rs.12,000/- and submission of accounts for recoupment from time to time.
- 4) Requisitioning, distribution and accountal of cash for hospitality/entertainment expenses by officers.
- 5) Obtaining sanction and preparing requisition for general items for office use like, furniture/fixture, upholstery, nameplates, door mats, office equipment, cutlery, crockery and other office stores required by officers and staff.
- 6) Custody, accountal verification of assets, updating of assets registers (of furniture & fixture items) (present value Rs.42.73 lakhs approx).
- 7) Replacement, repairs, shifting of furniture items and updating the asset registers.
- 8) Dealing for tenders/quotations for general services viz. Hiring of cars, Air tickets, Security services, Housekeeping, Hotel accommodation, Printing & stationery. Work orders and passing of bills etc.
- 9) Scrutiny & verification of bills for Air tickets, Hotel Accommodation, Corporate credit cards, Car Hiring, House keeping, Security services, Printing & Stationery, Newspapers, books/journals, magazines etc. and forwarding of bills to Accounts for passing & payment.
- 10) Maintenance of files, correspondence and internal notings regarding;
  - i) Requisition and procurement of office stores, furniture & fixture.
  - ii) Printing & stationery for entire office.
  - iii) Repair & maintenance of furniture & fixture.
  - iv) Car hiring for Directors and Officers
  - v) Housekeeping contract
  - vi) Cash Imprest (expenditure, purchases, accountal & statements, custody of cash)
  - vii) Furniture & Fixture (Assets), requisition, verification, bills & repairs
  - viii) Insurance of Assets
  - ix) Security service Contract
  - x) Staff matters – Posting, transfer, leave and attendance, Conf. Reports of Peons.
  - xi) SOP (GEN) – updating, revision and circulation

- xii) Books, Magazines and Journals for MRVC library (Procurement and passing of bills), Issue/Receipt of books/magazines.
  - xiii) Corporate Credit Cards correspondence and bills.
- 11) Receipt, storage, distribution and accountal of stationery items in the storeroom for day-to-day use of the entire office.
  - 12) Liaison with OS/Works & SSE (Works) for repairs and maintenance of the office premises.
  - 13) Supervising and monitoring the work of security guards and contractors, housekeeping workers and contractors.
  - 14) Supervising, maintaining and accountal of books stored in MRVC library.
  - 15) Subscription, procurement, circulation and storage of magazines and journals and important circulars/letters. (with the help of Sr.Clerks/Works)
  - 16) Assisting /Co-ordination with protocol officer, and other officials in meetings, conferences, seminars, BOD meetings etc.
  - 17) Liaison with Western and Central Railway officials for various work / meetings etc.
  - 18) Looking after work of OS(S&T) or OS(W) in their absence or leave.
  - 19) Any other job assigned by COS, SAG offices and Directors.
- ii) The powers of COS and other officers are given in Schedule of Powers and Chapter XVIII of MRVC's Finance and Accounts Manual.

The General Administration Department is functioning as per rules laid down in the various chapters of the Finance & Accounts Manual and The Delegation of Powers and Schedule of Powers, Entitlement given in Chapter XVIII of MRVC's Finance and Accounts Manual. These documents are available in the electronic format.

## **Project Department**

### **Functions and Duties -Civil, Elect. & S&T**

S No.	Designation	Sanctioned	Operated	Vacancy	Name of Incumbent	Duties
1	CPM	1	1	0	D K Saini	Overall Project incharge for execution of Civil, Elect & S&T works
	<b>Civil</b>					
2	Dy CPM(Civil)	2	1	1	S S Kedia	Execution of civil works incharge
3	XEN	1	0	1	Order of Shri. M. Jagdish issued on 10.07.07	Execution of civil works under Dy CPM (Civil)
4	AEN (Wks)	4	3	1	i) V K Varshney ii) Sharad Saxena iii) M M Jade  A D Khire, Consultant(Projects) working against vacancy	Execution of civil works under Dy CPM (Civil)
5	AEN(P-way)	2	2	0	i) R S Yadav ii) R S Pal	Execution of civil works under Dy CPM (Civil)
6	SSE/SE(Wks)	6+2	3	5	i) V K Sahu ii) K A Patil iii) K P Xavior	Execution of civil works under Dy CPM (Civil)

S No.	Designation	Sanctioned	Operated	Vacancy	Name of Incumbent	Duties
					C K Jathar, Consultant(Civil) working against vacancy	
7	SSE(P-way) <b>Electrical</b>	2	0	2		•
8	Dy CPM(Elect)	1	1	0	Ajit Sharma	Execution of Elect works incharge.
9	AEE	3	2	1	i) A U Khan ii) Vinod Khabbar	Execution of Elect. Works under Dy CPM (Elec)
10	SE(Ele) <b>S&amp;T</b>	1	1	0	Sunder Raju	
11	Dy CPM(S&T)	1	1	0	B L Solanki	Execution of S&T works incharge.
12	SSTE	1	0	1		•
13	ASTE	1	1	0	Bethnaswamy (Bethnaswamy applied for VR.)	Execution of S&T works under Dy. CPM (S&T)
14	SSE/SE(Sig)	2+1	2	1	i) A D Mane ii) Jamshendekar	Field supervision of S&T works, checking of S&T plans & drawings under Dy. CPM (S&T)
15	SE(Tel)	1	0	1	Shri Gulab Singh, Consultant (Tele) working against vacancy	Supervision of Telecom works under Dy. CPM (S&T)
16	ESM <b>Misc</b>	1	0	1		•
17	OS-II	1	1	0	D M Rathod	Maintaining files, imprest, stores and contractual works etc.
18	Sr Clerk	1	1	0	Jaya	Being used as DEO
19	Steno	2	2	0	i) Mamta Idnani ii) Lovina	
20	TI	1	0	1		•
21	OA	2	2	0	i) Balu Kadu ii) Rakesh Zandare	
22	SO(Accts)	2	2	0	i) P R Deshpande ii) Shashikant Singh	Under administrative control of FA&CAO

(iv) [the procedure followed in the decision making process, including channels of supervision and accountability](#)

(v) [the norms set by it for the discharge of its functions](#)

The organization chart provides the channels of supervision and accountability.

Procedure followed in the decision making process is as follows:

**PROCEDURE FOR PREPARATION OF MUTP PROPOSALS**

Sr. No.	Activity	Responsibility	Reference Document	Record
1.	Receipt of proposals for infrastructure works in Mumbai from Zonal Railways, MMRDA and others for inclusion in MUTP.	Concerned Department		Consolidated list of works for inclusion in MUTP
2.	Submission of consolidated list of works to be included in MUTP for Railway Board's in principle approval	CME	Proposals received and techno-economic feasibility reports	
3.	Preparation of consolidated proposal for MUTP works approved in principle by Railway Board to obtain approval of Govt. of Maharashtra	CME	In principle approval of Railway Board	Consolidated MUTP proposal for approval of Govt. of Maharashtra
4.	Approval of Govt. of Maharashtra to consolidated MUTP proposal	CME	Govt. of Maharashtra Resolution	MUTP proposal for inclusion in Works Programme
5.	Sanction of MUTP proposal for inclusion in Works Programme to Railway Board	CME	Railway Board's guidelines for preparation of PWP issued every year	Sanction of MUTP

**PROCEDURE FOR PREPARATION OF QUARTERLY PROGRESS REPORTS**

Sr. No.	Activity	Responsibility	Reference Document	Record
1.	Receipt of project expenditure by implementing agencies to MRVC	Accounts Department		Consolidated list of works for inclusion in MUTP
2.	Receipt of physical proSubmission of consolidated list of works to be included in MUTP for Railway Board's in principle approval	CME	Proposals received and techno-economic feasibility reports	
3.	Preparation of consolidated proposal for MUTP works approved in principle by Railway Board to obtain approval of Govt. of Maharashtra	CME	In principle approval of Railway Board	Consolidated MUTP proposal for approval of Govt. of Maharashtra
4.	Approval of Govt. of Maharashtra to consolidated MUTP proposal	CME	Govt. of Maharashtra Resolution	MUTP proposal for inclusion in Works Programme
5.	Sanction of MUTP proposal for inclusion in Works Programme to Railway Board	CME	Railway Board's guidelines for preparation of PWP issued every year	Sanction of MUTP

(vi) [the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;](#)

#### **CEE-I**

ACTM (AC Traction Manual), OHE Design Manual, RDSO Specification & Guidelines, Schedule of Dimension (SOD), relevant BISs, relevant IE .

#### **CEE-II**

#### **FILES LIST**

#### **A. EMU Procurement & Manufacture**

Sr. No.	File No.	Subject
1.	MRVC/EL/EMU/GEN/2	Procurement of EMU Rakes (General & Commercial matter)
2.	MRVC/EL/EMU-ICF/2	Procurement of EMU Rakes (ICF Matters)

3.	MRVC/EL/EMU-RDSO/2 (Technical)	Procurement of EMU Rakes ( RDSO - Technical )
4.	MRVC/EL/EMU-RDSO/2 (Mechanical)	Procurement of EMU Rakes ( RDSO - Mechanical )
5.	MRVC/EL/ EMU-WB/2	Procurement of EMU Rakes (World Bank)
6.	MRVC/EL/EMU-Rake Requirement /2	Procurement of Rakes (Requirement of Rakes)
7.	MRVC/EL/EMU/2/OC	Procurement of EMU Rakes correspondence with other Agencies.
8.	MRVC/EL/MOU-ICF/47	Memorandum of understanding- ICF
9.	MRVC/EL/EMU/2/Exterior Colour Scheme	Designing of Colour Scheme for MRVC EMU rakes
10.	MRVC/EL/EMU-RI/2	Routine Inspection calls for MRVC contract
11.	MRVC/EL/EMU- Procurement of EMU bogies	Procurement of new bogies
12.	MRVC/EL/EMU/CA-TECH/2	Contract Agreement – Technical
13.	MRVC/EL/EMU/2/CA	Notification of Award & Contract Agreement
14.	MRVC/EL/EMU/2/CA/Trg	Contract Agreement for EMU Procurement – Training
15.	MRVC/EL/EMU/2/Commg & Field Trials	Commissioning & Field Trials of New EMU rakes

**(B) Technical Assistance Consultancies:**

Technical Assistance Consultancy in Quality Control and Testing During Manufacture of EMUs at ICF

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/EL/EMU-QC/11	Consultancy for Technical Assistance in manufacturing & testing of EMU's (Quality Control)
2.	MRVC/EL/ EMU-QC/11-Bills	Consultancy for TA in Quality Control during manufacturing of EMU coaches at ICF- Bills
3.	MRVC/EL/EMU-QC/11/Trg	Consultancy for Technical Assistance in manufacturing & testing of EMU's (Quality Control) – Training.

**C. Miscellaneous & Other Matters:**

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/EL/Misc/5	Miscellaneous Correspondence
2.	MRVC/EL/Budget/7	Budget Correspondence
3.	MRVC/EL/MOU/58	Memorandum of understanding between MRVC & RIys
4.	MRVC/EL/PCDO/20	Monthly PCDO
5.	MRVC/EL/21	Procurement of Computers & other office equipment for RDSO
6.	MRVC/EL/EMU-Estimate/35	EMU Estimate
7.	MRVC/EL/Co-ordination/44	MUTP Co-ordination Meeting

## FILES LIST

### **A. EMU Procurement & Manufacture**

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/EL/EMU/GEN/2	Procurement of EMU Rakes (General & Commercial matter)
2.	MRVC/EL/EMU-ICF/2	Procurement of EMU Rakes (ICF Matters)
3.	MRVC/EL/EMU-RDSO/2 (Technical)	Procurement of EMU Rakes ( RDSO - Technical )
4.	MRVC/EL/EMU-RDSO/2 (Mechanical)	Procurement of EMU Rakes ( RDSO - Mechanical )
5.	MRVC/EL/ EMU-WB/2	Procurement of EMU Rakes (World Bank)
6.	MRVC/EL/EMU-Rake Requirement /2	Procurement of Rakes (Requirement of Rakes)
7.	MRVC/EL/EMU/2/OC	Procurement of EMU Rakes correspondence with other Agencies.
8.	MRVC/EL/MOU-ICF/47	Memorandum of understanding- ICF
9.	MRVC/EL/EMU/2/Exterior Colour Scheme	Designing of Colour Scheme for MRVC EMU rakes
10.	MRVC/EL/EMU-RI/2	Routine Inspection calls for MRVC contract
11.	MRVC/EL/EMU- Procurement of EMU bogies	Procurement of new bogies
12.	MRVC/EL/EMU/CA-TECH/2	Contract Agreement – Technical
13.	MRVC/EL/EMU/2/CA	Notification of Award & Contract Agreement
14.	MRVC/EL/EMU/2/CA/Trg	Contract Agreement for EMU Procurement – Training
15.	MRVC/EL/EMU/2/Commg & Field Trials	Commissioning & Field Trials of New EMU rakes

**(B) Technical Assistance Consultancies:**

Technical Assistance Consultancy in Quality Control and Testing During Manufacture of EMUs at ICF

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/EL/EMU-QC/11	Consultancy for Technical Assistance in manufacturing & testing of EMU's (Quality Control)
2.	MRVC/EL/ EMU-QC/11-Bills	Consultancy for TA in Quality Control during manufacturing of EMU coaches at ICF- Bills
3.	MRVC/EL/EMU-QC/11/Trg	Consultancy for Technical Assistance in manufacturing & testing of EMU's (Quality Control) – Training.

**C. Miscellaneous & Other Matters:**

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/EL/Misc/5	Miscellaneous Correspondence
2.	MRVC/EL/Budget/7	Budget Correspondence
3.	MRVC/EL/MOU/58	Memorandum of understanding between MRVC & Rlys
4.	MRVC/EL/PCDO/20	Monthly PCDO
5.	MRVC/EL/21	Procurement of Computers & other office equipment for RDSO
6.	MRVC/EL/EMU-Estimate/35	EMU Estimate
7.	MRVC/EL/Co-ordination/44	MUTP Co-ordination Meeting

## FILES LIST

### **A. Technical Assistance Consultancies:**

(a) Detailed Design Consultancy for setting up of EMU carshed at Virar

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/GEN/EL/8	Consultancy for TA in Detailed Design of new EMU Maintenance carshed at Virar

(b) Technical Assistance Consultancy in the Area of Maintenance Facilities

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/GEN/EL/9	Consultancy for TA in EMU Maintenance facilities

(c) Feasibility of Introduction of 15 car services on WR.

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/EL/EMU-rake requirement/2	Feasibility of Introduction of 15 car train services on suburban section of WR.

### **B. Electrical General Matters:**

<b>Sr. No.</b>	<b>File No.</b>	<b>Subject</b>
1.	MRVC/EL/AC/001	Procurement, Installation of Window AC
2.	MRVC/EL/Split AC/37	Procurement & Installation of Split AC
3.	MRVC/AC/AMC/49	Comprehensive AMC of ACs
4.	MRVC/GEN/EL/50	MRVC Office Electric Bill of W. Rly
5.	MRVC/EL/BEST Supply/60	Provision of Additional 3 phase Electrical Supply from BEST
6.	MRVC/EL/AMC/38	Electrical Repairs & Maintenance Contract of MRVC Office
7.	MRVC/EL/AC-AMC/NDLS/75	AMC of AC at camp office of MRVC at

Sr. No.	File No.	Subject
		New Delhi.

**D. Miscellaneous & Other Matters:**

Sr. No.	File No.	Subject
1.	MRVC/EL/Misc/5	Miscellaneous Correspondence
2.	MRVC/EL/Budget/7	Budget Correspondence
3.	MRVC/EL/MOU/58	Memorandum of understanding between MRVC & Rlys
4.	MRVC/EL/PCDO/20	Monthly PCDO
5.	MRVC/EL/Co-ordination/44	MUTP Co-ordination Meeting
6.	MRVC/GEN/EL/12	EMU Stabling Sidings.
7.	MRVC / EL / MUTP / I & II / 52	MUTP Phase I & II

**ANNXURE- I**

**A. Technical Assistance Consultancies:**

**a) Detailed Design Consultancy for setting up of EMU carshed at Virar.**

Sr. No.	File No.	Subject
1.	MRVC/GEN/EL/8	Consultancy for TA in Detailed Design of new EMU Maintenance carshed at Virar.

**b) Technical Assistance Consultancy in the Area of Maintenance Facilities**

Sr. No.	File No.	Subject
1.	MRVC/GEN/EL/9	Consultancy for TA in EMU Maintenance facilities.

**c) Feasibility of Introduction of 15 car services on WR.**

Sr. No.	File No.	Subject
1.	MRVC/EL/EMU-rake requirement/2	Feasibility of introduction of 15 car train services on suburban section of WR.

**B. Electrical General Matters:**

Sr. No.	File No.	Subject
1	MRVC/EL/BEST Supply/60	Provision of Additional 3 phase Electrical Supply from BEST.
2	MRVC/GEN/EL/50	MRVC Office Electric Bill of W. Rly.
3	MRVC/EL/AMC/38	Electrical Repairs and Maintenance Contract of MRVC Office.
4	MRVC/AC/AMC/49	Comprehensive AMC of ACs.
5	MRVC/EL/AC-AMC/NDLS/75	AMC of AC at camp office of MRVC at New Delhi.

**C. Other Matters:**

Sr. No.	File No.	Subject
1	MRVC/EL/Misc/5	Miscellaneous Correspondence
2	MRVC/EL/Budget/7	Budget Correspondence
3	MRVC/EL/MOU/58	Memorandum of understanding between MRVC & Rlys.
4	MRVC/EL/PCDO/20	Monthly PCDO
5	MRVC/EL/Co-ordination/44	MUTP Co- ordination Meeting.
6	MRVC/EL/Stabling/12	Stabling facilities
7	MRVC/EL/MUTP I & II/52 Vol. II	Progress of works under MUTP- Phase-1
8	MRVC/EL/Stabling/MUTP-II/96	Provision of stabling lines for EMU's under MUTP-II
9	MRVC/EL/AC-Carbon Credit/TD/85	Carbon Credit on account of TRD.
10	MRVC/GEN/ EL/8-M&P	DDC for setting up of EMU Carshed at Virar-M&P
11	MRVC/EL/EMU/VR/M&P/UFWL	Procurement of Under Floor Wheel Lathe
12	MRVC/EL/EMU/VR/M&P/TWP	Procurement of Train Washing Plant

**ANNEXURE-III****List of Contract Agreements and Notification of Award.**

- 1) Contract Agreement no. MRVC/EL/EMU/TA/VR CARSHED dated 23.09.2004 for Consultancy Services for Detailed Design Consultancy for setting up of EMU carshed at Virar awarded to M/s. Systra, France.
- 2) Contract Agreement no MRVC/EL/EMU/15 Car Feasibility/Consultancy/2007/1 dt. 12.10.07 for consultancy services for feasibility study for Western Railway between Churchgate - Virar awarded to M/s RITES.

- 3) Contract Agreement no. MRVC/EL/AMC/38/Vol. VI dated 19.06.2008 for Comprehensive Electrical Repair & Maintenance Contract for MRVC office, CCG. For a period of one year.
- 4) Contract Agreement no. MRVC/AC/AMC/49 G dated 20.05.08 for Comprehensive maintenance contract for AC provided in MRVC office, CCG, for a period of one year.
- 5) Contract Agreement no. MRVC/EL/AC-AMC/75/Vol. II dated 19.06.2008 for Comprehensive Maintenance contract of AC provided at camp office of MRVC at New Delhi.
- 6) Contract Agreement no. MRVC/AC/AMC/49 dated 13.11.2007 for Annual Maintenance Contract for 4T Multi Split AC of MD's Camp Office.
- 7) Contract Agreement no. MRVC/AC/AMC/49F dated 29.05.2008 for Annual Maintenance Contract for 1.5T AC at D. (P) Camp Office.

#### **ANNXURE- IV**

#### **PRESENT STATUS**

- 1) Contract Agreement no. MRVC/EL/EMU/TA/VR CARSHED dated 23.09.2004 for Consultancy Services for Detailed Design Consultancy for setting up of EMU carshed at Virar awarded to M/s. Systra, France.
  - a. Final Report accepted. Construction drawings are being submitted.
- 2) Contract Agreement no MRVC/EL/EMU/15 Car Feasibility/Consultancy/2007/1 dt. 12.10.07 for consultancy services for feasibility study for Western Railway between Churchgate-Virar awarded to M/s RITES.
  - a. Draft planning Report approved M/s RITES are now working on feasibility report.
- 3) Contract Agreement no. MRVC/EL/AMC/38/Vol. VI dated 19.06.2008 for Comprehensive Electrical Repair & Maintenance Contract for MRVC office, CCG. For a period of one year.
  - a. The above contract is on-going contract for routine maintenance of assets .
- 4) Contract Agreement no. MRVC/AC/AMC/49 G dated 20.05.08 for Comprehensive maintenance contract for AC provided in MRVC office, CCG, for a period of one year.
  - a. The above contract is on-going contract for routine maintenance of assets.
- 5) Contract Agreement no. MRVC/EL/AC-AMC/75/Vol. II dated 19.06.2008 for Comprehensive Maintenance contract of AC provided at camp office of MRVC at New Delhi.
  - a. The above contract is on-going contract for routine maintenance of assets.
- 6) Contract Agreement no. MRVC/AC/AMC/49 dated 14.11.2008 for Annual Maintenance Contract for 4T Multi Split AC of MD's Camp Office.
  - a. The above contract is on-going contract for routine maintenance of assets.
- 7) Contract Agreement no. MRVC/AC/AMC/49F dated 29.05.2008 for Annual Maintenance Contract for 1.5T AC at D. (P) Camp Office.
  - a. The above contract is on-going contract for routine maintenance of assets.

## **CE**

Following Manuals/Codes/Rules etc. are used by this Unit.

IRPWM, IRWM, IRBM, IRTMM, Engineering Code, Schedule of Dimensions, Schedule of Rates (WR & CR), Specification of Materials.

Most of these are available in electronic form.

- **List of Contract Agreements and Notification of Award**

- a) Contract Agreement No.MRVC/W/TA-Track/MerMec/07/01 dated 18.12.2007 - Technical Assistance In Improvement In Track Management and Maintenance System On Mumbai Suburban Section.
- b) Contract Agreement No.MRVC/W/MUTP Phase-II-W.Rly/Consultancy/ RITES/2007/16 dated 09.04. 2007  
Subsidiary Contract Agreement No. MRVC/W/MUTP Phase-II-C.Rly/ Consultancy / RITES/ 2008 /1 dated 25.10.2008. Consultancy Services for detailed Engg. Of MUTP Ph.II works on Provision of 5<sup>th</sup> & 6<sup>th</sup> line between Thane-Diva stations on C.Rly.- was awarded to RITES

## **CME**

No separate rules, regulations, instructions or manuals are held by Planning section. Copies of the MUTP Phase I proposal sanctioned by Ministry of Railways and MUTP Phase II proposal sent to Railway Board for sanction are available on the MRVC server.

## **CPM**

***Details of the Contracts pertaining to Project unit ( Civil, Electrical & S&T)***

## **COM**

- i) General and subsidiary rules
- ii) Operating manual
- iii) Accident manual

## CPRO

Unified Schedule of Powers regarding Publicity Matters.

## CPO

A comprehensive Establishment Manual encompassing all aspects of Personnel Branch functions has been framed.

## CSTE

### **S&T / MRVC FILE LIST**

<u>Sr.No.</u>	<u>File No.</u>	<u>Subject</u>
1.	MRVC/S&T/PC/1	Procurement of PCs and Accessories
2.	MRVC/S&T/Tele/PRI	Provision of PRI Connections
3.	MRVC/S&T/AFTC/2002/1/Insu.Claim/3	Insurance Claim
4.	MRVC/S&T/MOBILE/4	Mobile Phones of officers
4(A)	MRVC/S&T/GSM – Mobile/4A	Mobile Connections.
5.	MRVC/S&T/Budget/5	Budget Estimates Projections for MUTP Projects
6.	MRVC/S&T/Genl/6	Misc. Correspondence
7.	MRVC/S&T/WB/7	World Bank.
8.	MRVC/S&T/Tele/8	MTNL/Auto Telephones
9.	MRVC/S&T/CIR/SEM/9	S&T Information/Policy
10.	MRVC/S&T/CLA-TNA/10	Provision of 5 <sup>th</sup> & 6th line in Kurla-Thane section
11.	MRVC/S&T/WEBSITE/11	MRVC on Internet
12.	MRVC/S&T/Policy/12	Policy
13.	MRVC/S&T/Assets/13	S&T Assets
14.	MRVC/S&T/FE/14	Foreign Exchange Element for MUTP Phase I works
15.	MRVC/S&T/Internet/15	Internet
16.	MRVC/S&T/DC-AC/16	Conversion of DC to AC Traction in Mumbai Suburban
17.	MRVC/S&T/Xerox/17	Xerox Machine
18.	MRVC/S&T/Studies/18	Consultancy for Reliability/Headway Study for S&T
19.	MRVC/S&T/AUTO-CAD/19	AUTO-CAD
20.	MRVC/S&T/C.R./OPTIM/20	Optimisation of Central Railway
21.	MRVC/S&T/Estt/21	Establishment Matters
22.	MRVC/S&T/DAC/Insp/Trg./22	DAC Inspection plus training
23.	MRVC/S&T/DAC/2002/2 Vol.I/23 Division	Digital Axle Counter on C&W.Rly. Mumbai

24. MRVC/S&T/AFTC/2002/1/Vol.I/24 AFTC on C&W.Rly. Mumbai Division.
25. MRVC/S&T/AFTC/2002/1/Vol.II/24 AFTC on C&W.Rly. Mumbai Division.
26. MRVC/S&T/Meeting/C&W/25 Progress Meeting with C.Rly. & W. Rly.
27. MRVC/S&T/PCDO/26 S&T PCDO to CRB
28. MRVC/S&T/Rly.Bd/27 S&T Items referred to Rly.Board
- 29.MRVC/S&T/HD.WAY/EOI/28 Expression of Interest – Improvement in Headway line capacity, Mumbai Suburban
- 30.MRVC/S&T/REL/EOI/29 Expression of Interest – Reliability Improvement Measures – Mumbai Division.
31. MRVC/S&T/Coord.Meeting/30 Co-ordination Committee meeting for MUTP
32. MRVC/S&T/W. Meeting/31 Weekly Meeting
33. MRVC/S&T/MBL- Bills/32 Mobile Paid Bills
34. MRVC/S&T/Tele/Bills/33 Telephone Paid Bills
35. MRVC/S&T/Leaflets/34 Leaflets
- 36.MRVC/S&T/Headway/2002/4/35 RFP for consultancy services for improvement of Headway
37. MRVC/S&T/AFTC/Corr./36 AFTC Correspondence
38. MRVC/S&T/RDSO/37 RDSO Specification
39. MRVC/S&T/AFTC/2002/1/  
Seimens/38 AFTC contract Correspondence
40. MRVC/S&T/AFTC/2002/1  
Payments/39 AFTC 1<sup>st</sup> and 2<sup>nd</sup> Contract Payments
41. MRVC/S&T/PRWB/40 Progress Reports as per World Bank requirements
42. MRVC/S&T/Antivirus/41 Antivirus Protation for LAN Network of MRVC
43. MRVC/S&T/Projector/42 3 M. Multimedia Projector Model MP 7630
44. MRVC/S&T/Virar-Dahanu Rd/43 Running of EMU's between Virar-Dahanu Rd.
45. MRVC/S&T/MM-STC/44 5<sup>th</sup> Line from Mahim to Santacruz
46. MRVC/S&T/Estimate/45 (S&T) Estimates
47. MRVC/S&T/DAC/Corr./46 DAC Correspondence
- 47(A) MRVC/S&T/Duty List/47 Revised duty list of S&T Officers.
48. MRVC/S&T/DAC/2002/Siemens/48 DAC Contract Correspondence
49. MRVC/S&T/DAC/2002/Payments/49 DAC 1<sup>st</sup> & 2<sup>nd</sup> Contract Payment
50. MRVC/S&T/BVI-VR/50 Borivali-Virar Quadrupling of tracks.
51. MRVC/S&T/RELIABILITY/2002/3/51 Consultancy Services for Improvement of reliability

52. MRVC/S&T/Siemens/Progress/52 Siemens Progress
53. MRVC/S&T/AFTC/Siemens/PAC/53 Project Authority Certificate – Siemens
54. MRVC/S&T/Headway/MTR/54 Reports submitted by MTR Corporation on imp.of Headway
55. MRVC/S&T/Siemens/TRG/55 AFTC Training
56. MRVC/S&T/SS/56 Simulation Software
57. MRVC/S&T/LAN/57 Wiring for providing Telephones and LAN Connections on work station and Re-wiring for MD's indication.
58. MRVC/S&T/Plotter/58- Procurement of Plotter & Fax cum Scanner for the office of CPM.
59. MRVC/S&T/Vig/59 Vigilance Matters (S&T).
60. MRVC/S&T/VR-DH/Circuit/60 Circuit Designing ( With DY.CPM/S&T)
61. MRVC/S&T/Headway/Review/61 Review Committee for Improvement of Headway
62. MRVC/S&T/Exp/Tele-Exch/63 Expansion of Telephone Exchange
63. MRVC/S&T/CS/62 Conference System for MRVC meeting room
64. MRVC/S&T/OSHIWARA/64 Construction of new station at Oshiwara
65. MRVC/S&T/Headway/2002/4/ Study Tour/65 Improvement of Headway Training cum study tour
66. MRVC/S&T/VR-DRD/Contract/66 Running of EMU's between VR-DRD (Contract)
67. MRVC/S&T/Material/67 Issue of material to M/s Siemens
68. MRVC/S&T/MUTP-Ph.-11/68 MUTP-PHASE-11
69. MRVC/S&T/BOD-Meeting/69 BOD Meeting
70. MRVC/S&T/BG/70 Bank Guarantees
71. MRVC/S&T/AFTC/Siemens/CO/71 AFTC Contract Change Order
72. MRVC/S&T/15 CAR/72 Feasibility study for running of 15 Car Rakes.
73. MRVC/S&T/SYSTRA/73 SYSTRA – Signalling.
74. MRVC/S&T/AFTC - DAC/PH.III/75 Provision of AFTC - DAC on suburban section on Western & Central Rlys. Phase - III.
75. MRVC/S&T/TRAINING/ 77 Initial Training for Apprentice Signal Staff.
76. MRVC/S&T/SIEMENS/FGT/78 Functional Guarantee tests on AFTC Sets.
77. MRVC/S&T/REL/REPORTS/79 Consultancy Services for Improvement of Reliability Reports/Review.

- |      |                                       |  |
|------|---------------------------------------|--|
| 78.  | MRVC/S&T/Internet/RES/80              | Internet connection at Officers Residence.   |
| 79.  | MRVC/S&T/Reliability/Study<br>Tour/81 | Improvement of Reliability - Training-cum-Study Tour.  |
| 80.  | MRVC/S&T/DAC/Siemens/PAC/82           | Project Authority Certificate - DAC  |
| 81.  | MRVC/S&T/Tele. Exch./AMC/83           | AMC for Telephone Exchange.  |
| 82.  | MRVC/S&T/MOU/84                       | MOU between MRVC and Ministry of Railways.   |
| 83.  | MRVC/AFTC/2005/1/85                   | AFTC on Central & Western Railways - Phase III.  |
| 84.  | MRVC/S&T/Nirmal Park/86               | Provision of Telecom. Facilities at Nirmal Park.   |
| 85.  | MRVC/S&T/LC 21 & 22/87                | Commissioning Report of LC 21 & 22 at Vile Parle.  |
| 86.  | RVC/S&T/PC Upgradation -<br>Repair/88 | PC Repair.   |
| 87.  | MRVC/S&T/Railnet/89                   | Railnet  |
| 88.  | MRVC/S&T/AMC/PC/ 04-05/90             | AMC for 04-05 (Computers).   |
| 89.  | MRVC/S&T/AMC/PC/ 06-08/91             | AMC for 06-08 (Computers)  |
| 90.  | MRVC/S&T/NDLS IT/92                   | NDLS IT  |
| 91.  | MRVC/S&T/RTI Bill/93                  | The Right to Information Bill  |
| 92.  | MRVC/S&T/ISO/94                       | ISO 9001:2000 Certification.   |
| 93.  | MRVC/S&T/Staff/95                     | Requirement of Staff.  |
| 94.  | MRVC/S&T/Tele/96                      | Wiring for Providing Telephone & LAN Connection  |
| 95.  | MRVC/S&T/Railnet/Tender/97            | Laying of Optic Fibre Cable Between MRVC and Western Railway Server.                         |
| 96.  | MRVC/S&T/ 'S' Bond/Tender/98          | Provision of HDPE Pipe Over 'S' Bond I connection with Provision of AFTC on Central Railway. |
| 97.  | MRVC/S&T/Audit/99                     | Audit  |
| 98.  | MRVC/AFTC/AFTC/Tech/100               | AFTC Technical Correspondence  |
| 99.  | MRVC/S&T/DAC/Contract/101             | DAC contract   |
| 100. | MRVC/S&T/Insu./AFTC/102               | Insurance AFTC   |
| 101. | MRVC/S&T/Insu./DAC/103                | Insurance DAC  |
| 102. | MRVC/S&T/Imprest/104                  | S&T Imprest  |
| 103. | MRVC/S&T/Estt. ( Project )/105        | S&T Staff for Project Cell   |
| 104. | MRVC/S&T/Handing over notes/106       | Handing over notes   |

- |      |                                    |  |
|------|------------------------------------|--|
| 105. | MRVC/S&T/Position /107             | Bills Position                                   |
| 106. | MRVC/S&T/IEEMA/108                 | IEEMA  |
| 107. | MRVC/S&T/RDSO/109                  | RDSO Specification                               |
| 108. | MRVC/S&T/RITES/110                 | Consultancy Services by RITES                    |
| 109. | MRVC/S&T/Tail Cable/Laying/111     | Tail cabling work for DAC                        |
| 110. | MRVC/S&T/Policy/112                | Policy   |
| 111. | MRVC/S&T/AFTC/2006/cont./113       | Provision of AFTC Second Contract                |
| 112. | MRVC/S&T/Rly. - BD/MR/114          | References received from Rly. Bd./MR's Office    |
| 113. | MRVC/S&T/REL/Study Tour/115        | Reliability Study Tour/Report                    |
| 114. | MRVC/S&T/AFTC/2006/1/Insp/116      | Inspection of S&T material - AFTC                |
| 115. | MRVC/S&T/AFTC/2006/Payment /117    | AFTC - Alstom ( Payments )                       |
| 116. | MRVC/S&T/AFTC/2006(Insurance)118   | AFTC Alstom ( Insurance )                        |
| 117. | MRVC/S&T/AFTC/2006/Insp.Certi./119 | M/s. Alstom Insp - Test/Reports - Certificates   |
| 118. | MRVC/S&T/SSI/120                   | Solid State Interlocking.                        |
| 119. | MRVC/S&T/Rep - Centre/121          | Setting up of Repair Center & Storage for AFTC   |
| 120. | MRVC/S&T/15 Car EMU Study/122      | Feasibility Study for running 15 Car EMU Trains. |
| 121. | MRVC/S&T/Railtel/123               | Provision of Networking Services by Railtel.     |
| 122. | MRVC/S&T/Software/124              | MS Office 2007                                   |
| 123. | MRVC/S&T/Domain/125                | MRVC Domain                                      |
| 124. | MRVC/S&T/Camera/126                | Camera & Camcorder                               |
| 125. | MRVC/S&T/Parl-Quest/127            | Parliament Questions, S&T                        |
| 126. | MRVC/UNDB/ dgmarket/128            | Publication of procurement noticesin UNDB        |
| 127. | MRVC/G/1006/AFTC-DAC/129           | Hiring of Vehicles for S&T                       |
| 128. | MRVC/S&T/Par-Comm/130              | Parliamentary Standing Committee                 |

## **COS**

Stores Department is working as per the Stores Purchase Guidelines.

## **CPM**

Details are as under:

1. Contract Agreements
  
2. Contract under finalisation

(vii) a statement of the categories of documents that are held by it or under its control

## **CEE-II**

### **COM**

Procurement of Simulation Software

### **CPO**

The documents that are held by the Personnel Branch can be generally categorized into the following:

- a. Personnel records including leave account of each employee.
- b. Policy files on Establishment matters
- c. Day to day staff matters

### **CSTE**

## Annexure II

Categories of document held by S&T

1. Technical
  - a. Indian Railway Signal Engineering manual
  - b. Indian Railway Telecom Manual
  - c. General & Subsidiary rules.
  
2. Standard Bidding document
  - a. World Bank Guidelines for procurement.
  - b. World Bank guidelines for consultancy
  - c. World Bank Standard bidding document for Plant & Equipment
  - d. World Bank Standard bidding document for Consultancy.
  
3. Contract Agreement

## COS

Purchase order files of various items required for office use of MRVC and also different contract files which are being finalized by General Section as per the details at 4(1)(a). also the record regarding bills forwarded to Accounts for payment being maintained manually as well as in computer by Chief OS.

## CPM

Rules, regulations, instructions and manuals of Indian Railways and of MRVC are being followed

- (viii) **the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

## CPRO

Representations received from Members of Public or any organisations are examined and suggestions found useful are considered at the time of formulation of policies and proposals.

- (ix) **a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

The Company Secretary of Mumbai Railway Vikas Corporation Ltd. is responsible for writing and maintaining the Minutes of Board of Directors and the Audit Committee. The Minutes of the meeting of Board of Directors and Audit Committee are not open to the public as they are the confidential documents and are accessible only to the Directors and Auditors of the Company.

- (x) **a directory of its officers and employees;**

DESIGNATION	NAME	PA / CA	I/C	RLY	MTNL	MOBIL
<b>DIRECTORS</b>						
MD /	P.C.Sehgal	350	200	23427 46708	22080015 26050721	9821513
Secy./MD	R.P.Bhave	358	208	22667 58167	22090505 24112819	9821931
Protocol - MD	H.Y.Sheikh		209	22660	22195209	9870546
DIR(Technical)	Naresh Chandra	353	203	22665 21546	22036174 22834745	
DIR(Projects)	P. K. Sharma	351	201	22677 21280	22000902 22025824	
DIR(Finance)	N. M. Misra	352	202	22992	22096971 24036214	
Dir(I&CD)	P.R.K.Murthy	354	204		22052013	
DyCVO	Bhavna Devnani	357	207	22782	22001126 28486611	

<b>ACCOUNTS</b>						
FA&CAO	ATUL MOHAN	361	211	22681	22016359	9870336
				21650	22815020	
CO. SECRETARY	VIJAY G. ANGANE		206		22007274	
SAO-II	Christine Drego		214	22658	22195214	9870323
				44382	26007868	
SAO-I	RAJKUMAR SHARMA		213	23026	22195213	9870101
				45035	23063249	
SR. SO (ADMN)	S.K.Singh		221	22663	22195221	
SR.SO (COM)	Sushma.S		216	22648	22195216	
			218 /			
Sr.SO	Parker / Rajiv Rastogi		223	22648	22195218	
			222 /			
SO (EXPEND)	Gore / P.R Deshpande		220	22648	22195222	
			215 /			
Sr.SO (Bks)	Lakshmi S/ Raja Bhau		219	22648	22195215	
<b>ELECTRICAL</b>						
CEE-I	Rita Sahu	362	231	22687	22032826	9821107
					27711651	
CEE - 2	Lokesh Narayan	363	232	22678	22091489	9870338
				21649	22020537	
Dy.CEE-1	ALOK KAPOOR	364	233	22650	22076697	9821870
				21386	22852348	
Dy.CEE-II	A. K. TEWARI	364	234	22698	22090341	9821870
				21378	22843317	
Dy.CEE-III	Manoj Goyal	362	235	23020	22093487	9821931
				58094	24163515	
SSE	R.K.Mittal		237	22648	22195237	9821674
				45023	23097631	
AEE (EMU)	Pradeep.Narwelkar		238	22652	22195238	9870109
AEE (PCI)	I.H.Syed		239	22652	22195239	9821509
AEE	K.V.Chaube		283	22899	22195283	9821833
SEE - PSI	G.V.S.RAO		240	22652	22195240	9870337
SSE (EL)	R. R. JAISWAL		241	22648	22195241	
SSE ( EMU )	J.B.Patel		242	22648	22195242	9821867
SSE - (PSI)	M.S.Tekade		243	22648	22195243	9821456
OS (EL)	C.D.Clara		246	22648	22195246	
Consultant Elec	Bal Subramanium		244	22648	22014623	9870338
Consultant Elec(Prj)	V.R.Kulkarni		489	22648	22195489	9870546
JE Elec-Prj	Sunder Raju					9870212
<b>STORES</b>						
COS	S.K.Prasad	369	262	22670	22007270	9821434
				21630	22027379	
OS (Stores)	Madhavi Breed		269	22648	22195269	
DMS	Brajesh Kumar		270	22648	22195270	
<b>ENGINEERING</b>						
CE	Sanjeev Mittal	365	251	22994	22070758	9821710
				21542	22834855	
DY. CE-1	P. H. OKE	365	252	22585	22091656	9821879
				46366	26486470	

SE (w)	V.K.Sahu	256	22648	22195256	9870383	
OS (W)	Arsela D'Silva	257	22648	22195257		
<b>Liaison Office at Rly. Board, New Delhi</b>						
Liaison Officer	Mukesh Sabarwal			23341488	9899249	
			030 26793	23366333		
DESIGNATION	NAME	PA / CA	I/C	RLY	MTNL	Mobile
<b>MECHANICAL</b>						
CME	PRABHAT SAHAI	366	261	22679 21334	22036825 22024740	9821418
<b>OPERATING</b>						
COM / CPRO	Prakashrao Vazalwar	367	263	22682 21642	22071027 22047718	9821121
DyCOM			264			
PRI	Shibu Varghese		266	22648	22195266	
TI - 1	V. K. Pandit		267	22268	22195267	
TI - 2	Nitin Fofandi		268	22268	22195268	
<b>PERSONNEL</b>						
CPO	SANJAY SURI	368	271	22675 46701	22076304 26041500	9821872
DyCPO	Albela	369	273	23028 53840	22070761 22856536	
OS (P)	Prema Menon		276	22648	22195276	
OS-II (P)	Shrikant S		277	22648	22195277	
PI	S.Natarajan		278	22648	22195278	9821556
OS - 2	Vinesh		279	22684	22195279	
<b>SIGNAL &amp; TELECOM.</b>						
CSTE / CVO	Rajeev Sharma	370	281	22688 21242	22005357 22871513	9821418
DY.CSTE-1	V. K. AGRAWAL	370	282	22672 58096	22014624 24129501	9821435
DY.CSTE-2			283	22899	22052012	9870109
OS (S&T)	E. Rebello		285	22685	22195285	
HD-Clerk	Nilesh Godhke		287	22648	22195287	
CTA (COMPUTER)	Vivek Johny		331	23027	22195331	
SSE	Dinesh Ruparelia		286	22648	22195286	9821641
SSE (Sig-Wks)	N.S.Solanky		289	22648	22195289	9870109
SSE (Sig-Wks)	V.G.Wasnik		280	22648	22195280	9870376
SSE (Sig-Wks)	P P Puri		290	22648	22195290	9870109
SSE (T)	Gulab Singh		314	22648	22195314	9870377
EXCHANGE (MCM)	A. V. Pandit		288	23027	22195288	
MCM (Consultant)	Dalal		284	22648	22195284	9870337
<b>Project</b>						
CPM	D.K.Saini	372	291	22676 21560	22092620 22844694	9821299
DY. CPM (Civil)	S.S.Kedia	372	292	23025 58138	22090787 24181601	9821905
DY. CPM (Elec)	Ajit Sharma	373	293	23021	22071885	9870101

DyCPM(S&T)	B.L.Solanki	373	294	21373	22886554	9870101
				23041	22072578	
				21360	22020888	
Dy CE			295	23056	22073150	9821721
AEN (Project)	M.H.Zade		296	22648	22195296	9870323
AEE I (Project)	A.U.Khan		297	22648	22195297	9870109
AEE II (Project)	Vinod . K . Khabar		298	22648	22195298	9821940
ASTE	R Bethanasany		299	22648	22195299	9821448
AEN I (Project)	V.K.Varshney		300	22648	22195300	9821637
AEN II (Project)	Sharad Saxena		301	22648	22195301	9870269
AEN III (Project)	R.S.Yadav		302	22648	22195302	9870271
Consultant (Project)	C.K.Jathar		311	22648	22195311	9870362
XEN (Consl)	A.D.Khire		303	22676	22195303	9870383
TI	S.S.Dandekar		310	22648	22195310	9870269
Conslt ( D & D )	R.S.Pal		317	22648	22195317	9821947
SSE(S&T - PRJ)	A.D.Mane		312	22648	22195312	9870376
SSE (Sig-PRJ)	Jamsandkar		313	22648	22195313	9870338
SE (W)	K.A.Patil		314	22648	22195314	9870109
SE (W)	Xavier		315	22648	22195315	9870358
OS II (Project)	D.M.Rathod		316	22648	22195316	
Dhanu Road (Prj)/DAO			326	9525	28222324	
<b>GENERAL</b>						
CHIEF OS (G)	B. K. Sharma		265	22684	22195265	9821865
SECURITY			333/343	22648		
			334 /			
Canteen / Xerox / FAX/MRVC			335		22096972	
Electrician / Computer			337 / 332			

- (xi) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

## FA&CAO

### CADRE POSITION OF EXECUTIVES

- (xii) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

**FA&CAO**

- (xiii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**
- (xiv) particulars of recipients of concessions, permits or authorizations granted by it;**

## **CE**

The work of Resettlement & Rehabilitation of PAPs is being undertaken by MMRDA. The R&R Policy of Govt. of Maharashtra is as under:

### **GOVERNMENT OF MAHARASHTRA**

### **POLICY FOR RESETTLEMENT AND REHABILITATION**

### **OF**

### **PERSONS AFFECTED BY MUMBAI URBAN TRANSPORT PROJECT**

Policy for Resettlement and Rehabilitation of persons affected by Mumbai Urban Transport Project.

### **GOVERNMENT OF MAHARASHTRA**

Housing and Special Assistance Department  
Resolution No. Prakalpa 1700/CR 31/Slum 2  
Mantralaya, Mumbai 400 032  
Dated the 12<sup>th</sup> December, 2000

Read: Government Resolution, Housing and Special Assistance Department, No. MIS 1094/CR 558/Slum2, dated 12<sup>th</sup> March 1997.

### **RESOLUTION:**

Government of Maharashtra has decided to take up "Mumbai Urban Transport Project" (MUTP) with a view to bringing about improvements in traffic and transportation situation in the Mumbai Metropolitan Region (MMR). Efforts are being made to obtain financial assistance for this project from the World Bank. The Schemes under MUTP include roads, Roads Over Bridges (ROBs), traffic management schemes as well as various rail projects. The various schemes under MUTP would affect a substantial number of households, business activities and structures, which will have to be relocated. Resettlement of project affected persons, according to the World Bank operational directives, is required to be an integral part of World Bank financed projects. Preliminary estimate indicates that approximately 25,000 to 30,000 families will have to be relocated due to MUTP. Government of Maharashtra appointed a Task Force, in February, 1995 under the Chairmanship of Shri D.M. Sukthankar, former Chief Secretary to prepare a framework for Resettlement and Rehabilitation (R&R) Policy and to assist the Government in determining the institutional arrangements and implementation strategies for R&R. The Task Force submitted its report to the Government after a detailed study of the households, business activities and structures likely to be affected by MUTP. Based on the recommendations of the Task Force, orders prevailing for R&R of persons affected by the projects in rural areas, the legal provisions and a series of discussions with the World Bank missions a revised R&R Policy was submitted to the Government for approval. Accordingly, the following Resettlement and Rehabilitation policy has been formulated.

## 2. **Applicability of the Policy :**

The following R&R Policy shall be applicable to all the sub-projects described in the Borrower's Project Implementation Plan (BPIP) for the MUTP and also the sub-projects identified for inclusion in the subsequent phases of MUTP. Resettlement Action Plans (RAP) and Community Environmental Management Plans (CEMP) will be prepared for each subproject involving resettlements in accordance with the Policy.

## 3. **Objectives:**

- (a) To minimise the resettlement by exploring all viable alternative project designs, and to prioritise various elements of the project by treating this as one of the important considerations,
- (b) Where displacement is unavoidable, to develop and execute resettlement plans in such a manner that displaced persons are compensated for their losses at replacement cost just prior to the actual move, displaced persons are assisted in their move and supported during the transition period in the resettlement site and displaced persons are assisted in improving or at least restoring their former living standards, income earning capacity and production levels; and to pay particular attention to the needs of poor resettlers in this regard.
- (c) To accord formal housing rights to the PAPs at the resettlement site. Such rights shall be in the form of leasehold rights of the land to the co-operative society of the PAPs and occupancy rights of built floor space to the members of the society. The membership of the co-operative society and the occupancy rights will be jointly awarded to the spouses of the PAP household. The documents in this respect will be the leasehold agreement with the co-operative society, which will include a list of its members and description of dwelling unit allotted to each member. The members of the co-operative society will receive a share certificate signifying the membership of the society.
- (d) To develop and implement the details of the resettlement programme through active community participation by establishing links with the community based organisations; and
- (e) To make efforts to retain existing community network in the resettlement area, wherever this is not feasible to make efforts to integrate the resettled population with the host community, and to minimise the adverse impact, if any, on the host community.

## 4. **Categories of project affected structures:**

Project affected structures shall be categorised by referring to ownership, land use and type of construction.

### Ownership

- Land and building owned by the same person,
- Land owned by one person and building owned by the lessees,
- Land and building both leased to lessee,
- Land and building occupied by statutory tenants with owner occupant or where owner is an absentee
- Land occupied by squatters without any legal title. Category of squatters includes – non-resident structure owners, resident structure owners and tenants.

Land use:

- Land used for farming, horticulture etc.
- Land used for open uses such as storage, vehicle repairing etc.
- Structure used for residential purposes
- Structure used for shop-cum-residence
- Structure used for shop
- Structure used for workshop, factory etc.
- Structure used for schools, balwadis, community activities, religious purposes, medical and health facilities, gymnasium etc.

Type of structures:

- Multi-storeyed RCC structures,
- RCC or Steel frame structures in slum,
- Ground storeyed structures with RCC slab or tile or AC sheet or GI sheet roof,
- Ground storeyed structures/hutment in slums.

**5. Definition of Project Affected Persons (PAP):**

Project Affected Person includes households, business units including their workers and owners of assets like land and buildings affected by MUTP shall be considered as PAPs and may include non-resident land owners (including farmers and horticulturist); non-resident lessees; resident landlord (including farmers and horticulturists); resident lessee; resident lessees, tenants or sub-tenants of buildings; squatters (non-resident structure owners, resident structure owners, tenants); pavement dwellers. Household for this purpose means all the males/females, their family members and relatives staying in a house/tenement/hut.

**6. Eligibility of project affected persons (PAPs) for R&R:**

- (a) All legitimate occupants of land and building affected by MUTP up to the time of actual resettlement will be eligible for the benefit of R&R Policy. However, PAPs who are squatters and not the legitimate occupants of land or buildings shall be eligible for R&R only if enumerated during the baseline survey. The date of completion of baseline survey shall, therefore, be the cut-off date. While preparing the Resettlement Action Plan (RAP) the baseline survey will be updated if the gap between the baseline survey and the RAP is more than one year. Any new unauthorised structures or additions to existing structures carried out after the cut-off date and their occupants will not be eligible for R&R. Similarly, the occupants of a structure except legal heir who have acquired the structures after the cut off date shall not be eligible for the benefits of Resettlement and Rehabilitation. However, members added to the eligible households by way of birth and marriage after the cut-off date will be considered eligible for R&R. For this purpose, the baseline survey will create a detailed database available with both the R&R Agency and the affected community. The significance of the cut-off date will also be explained to the community.
- (b) PAPs who do not wish to participate in the RAP prepared in the manner as laid down in this policy will not be eligible for rehabilitation and will have to vacate the occupied space on their own.

- (c) Aerial photographs if available and visual documentation carried out during baseline surveys will help identify squatters entering the area after the baseline surveys. These squatters shall not be entitled for any R&R benefits. Motivating and strengthening the Community Based Organisations (CBOs) during the baseline survey will be attempted to help prevent further encroachment after baseline survey. R&R activities and MUTP project execution schedule shall be closely co-ordinated to minimise the time between site clearance and commencements of civil works so as to prevent further encroachment. Implementing agencies shall protect the cleared sites by appointing watch and ward staff. Even with these measures, if encroachment takes place, eviction will be resorted to.

#### 7. **Selection of Resettlement Site:**

The site for resettlement shall be selected out of the feasible options in consultation with the affected community as a part of the RAP preparation. The principal criteria for site selection shall include access to employment opportunities, infrastructure and social services. Environmental assessment of the resettlement site shall be carried out as part of the preparation of CEMP.

#### 8. **Land acquisition:**

- (a) For acquisition of land for the project, landowners and lessees shall be compensated as per the provisions of the Land Acquisition Act, 1894 (LA Act). The facility of Transferable Development Rights (TDRs) will be available as an alternative to compensation under the LA Act, in accordance with the Development Control Regulations (DCRs) for Greater Mumbai 1991 as amended from time to time and being in force.
- (b) TDRs will also be available to developers who agree to build and hand over free of cost dwelling units for R&R according to the approved RAP, in accordance with the DCRs more particularly the Urban Development Department Notification dated the 15<sup>th</sup> October 1997.<sup>1</sup> FSI of 2.5 shall be allowed for construction of tenements, under the above schemes, on the lands reserved for resettlement of PAPs by making appropriate changes in the reservation in the Development Plan. To provide incentive to landowners in residential zones to build dwelling units to the PAPs, an additional FSI of 1.5 may be permitted. 0.75 of this additional FSI shall be used for rehabilitating PAPs free of cost, and the balance FSI of 0.75 may be allowed for free sale.<sup>2</sup>

#### 9. **Resettlement Options:**

While preparing RAP following two options may be explored with the community;

- (a) Township option: This will be in the form of a sites and services project developed by the R&R agency (or other public agency) on greenfield site owned by the agency. A fully developed plot of 25 sq.meters shall be allotted one year in advance of the target date of relocation. The agency can use some land for high income housing of non-PAPs and for commercial activities. The agency can sell plots for commercial activities and high-income housing at market price to recover the project cost.

<sup>1</sup> Transfer of Development Rights is available as an alternative to compensation under the LA Act 1894. If the landowner whose land is reserved for a public purpose is prepared to surrender such land to free of cost and free of encumbrances to BMC, he can opt for receiving TDR equivalent to floor space which he

could have constructed had his land not been reserved. In Suburbs where most of the land acquisition is required to be carried out for MUTP, such floor space (and therefore the TDR will be reckoned at the Floor Space Index (FSI) of 1). These TDRs are saleable in the market and can be used in areas specified in the DCRs. In addition to the TDR given for the land, TDR equivalent to the floor space constructed for the slum dwellers and handed over free of cost can also be granted. Such floor space is restricted to FSI of 2.5 and consequently TDR available for constructed dwelling units is also restricted to 2.5.

<sup>2</sup> More particularly as provided for in Urban Development Department Notification dated the 15<sup>th</sup> October 1997.

- (b) Tenements under Slum Redevelopment (SRD)/Public Housing (PH)/Housing the Dis housed (HD): A tenement of 20.91 sq.m. in multi-storeyed buildings.
- (c) The entitlement of PAPs in terms of floor space/plot at the resettlement site for the options described in section 9 above will be as stated in Appendix-I.

#### 10. **Other amenities:**

- (a) For township/sites and services option:

In addition to the developed plot of 25 sq.m., water supply at 90 lpcd, pedestrian pathways according to DCRs, on plot toilet seat and water tap, community facilities like primary school, dispensary, playground, fair price shop as may be required, and site for religious places that existed in the old community.

- (b) For PH/HD and SRD options:

PH/HD and SRD are a part of the Development Plan of Greater Mumbai. The standards of off-site amenities will therefore be according to the Development Plan. The on-site amenities like the recreational open space, Balwadis, water supply, sanitation, pathways and access streets etc. shall be provided according to the standards prescribed in DCRs<sup>3</sup>

#### 11. **Monetary supplement to squatters:**

The Project Affected Squatters who opt for Township option, shall be entitled to a monetary supplement that represents the replacement cost of their shelter at the time of baseline survey. For calculating such monetary supplement, Municipal Corporation of Greater Mumbai and the Public Works Department shall determine for various types of construction, a unit cost of replacement based on the rate schedules used by them for construction activities undertaken by them. The monetary supplement shall be disbursed in suitable instalments related to the progress of work of building the structure on the serviced site. However, PAPs that opt for fully built dwelling unit will not be eligible for such monetary supplement.

#### 12. **Compensation for economic losses:**

Every effort shall be made to relocate the affected households to nearby site and thus avoid cutting access to existing employment and income earning sources.

- (a) If the relocation of workers/employees results in an increase in travel distance to reach the original place of work or new place of work, a lump sum compensation not exceeding twelve quarterly season tickets for such excess distance by suburban railway at the time of resettlement shall be paid to such workers/employees subject to actual verification of extra expenditure incurred.

<sup>3</sup> Some of the standards prescribed by the DCRs at present are: recreational open space @ of 15% of the plot area, water supply @ of 135 litres per capita per day, one balwadi of 20.9 sq.m. for every 100 dwelling units and minimum width of pathway is 1.5 m.

- (b) If it turns out to be impossible to continue present occupation or where workers/employees/entrepreneurs permanently lose their source of livelihood, because of displacement, a lump sum compensation equivalent to one year's income be given to such workers/employees/entrepreneurs at the rates to be determined by the R&R implementing agency. A valuation committee comprising the representatives of the R&R Agency and the NGO shall assist the R&R Agency in determining the annual income of PAPs.
- (c) Vulnerable households such as women headed households, handicapped and the aged will be extended an additional package of rehabilitation services to help them overcome the difficulties on account of resettlement. This will include preference in allotment of dwelling units on the ground floor for the handicapped and preference in sanctioning of loans from the fund mentioned below. Any further assistance required for vulnerable PAPs will be determined during RAP preparation.
- (d) For those who permanently lose their jobs, the rehabilitation package shall include access to employment information through employment exchange and training facilities. Moreover, community operated fund will be created to provide seed capital and other loans. Community operated fund could be linked with community saving programmes. The fund could be controlled and monitored by the community with the assistance of Non-Governmental Organisations (NGO).

### **13. Other benefits:**

In addition to the shelter-related rehabilitation described in the Appendix I, cost of shifting will be paid to the PAPs or free transport arrangements be made available to the PAPs for moving to the resettlement site.

### **14. Planning and Implementation procedure:**

- (a) Based on the baseline survey carried out through close participation of NGOs and CBOs, a list of eligible project affected structures, households, lands, shops and business activities shall be prepared and announced for community endorsement to avoid conflict over subsequent entrants in the project area.
- (b) RAP preparation shall be undertaken with active participation of eligible PAPs. Draft RAP shall include a statement of objectives and policies, an executive summary, and provision for the following:
  - Organizational responsibilities,
  - Community participation and integration with host populations,
  - Socioeconomic survey,
  - Legal framework,
  - Alternative sites and selection,
  - Valuation of and compensation for lost assets,
  - Land tenure, acquisition, and transfer,
  - Access to training, employment and credit,
  - Shelter, infrastructure and social services,
  - Environmental protection and management; and

- Implementation schedule, monitoring and evaluation.

Cost estimates should be prepared for these activities and they should be budgeted and scheduled in coordination with the physical works of the main investment project.

- (c) Draft RAP shall be shared with the PAPs, NGOs, CBOs and general public in the area through community meetings and other appropriate media. The views of PAPs will be taken into account in finalising the RAP<sup>4</sup>
- (d) In addition, general dissemination of information on R&R policy, specific RAPs and environmental management plan related to MUTP shall also be undertaken in a planned manner. These activities may include organising seminars, bringing out the news items in newspapers, TV, radio, technical and academic journals.
- (e) The RAP prepared in this manner shall be implemented by the agency identified for the purpose.
- (f) A two-stage resettlement process will be adopted only under emergency circumstances and only if the affected community agrees to move to the transit housing prior to shifting to permanent houses. Prior to shifting people to transit houses the following need to be ensured (i) the type of accommodation and basic amenities to be provided in the transit camps and a time table for moving to permanent sites are discussed and agreed with the PAPs and (ii) the World Bank will verify the feasibility of the schedules in the time table, particularly whether acquiring permanent sites can be completed within at most two years and that permanent housing can be available before the end of the third year.

#### 15. Redressal of grievances:

R&R Agency shall designate a senior officer at the local level to consider any grievance of PAPs in consultation with the concerned NGO and give his decision in writing, within a stipulated time period, and also keep a record of such decisions. If the aggrieved PAP is not satisfied with this decision, final appeal, could be made to the Grievance Redressal Committee appointed by the R&R Agency comprising its officials and the representatives of NGOs.

#### 16. Completion of Resettlement prior to Commencement of Civil Works:

The agreed resettlement activities in transit structures in the case of two stage implementation procedure and in permanent settlements in other cases shall be generally completed prior to commencement of the relevant section of the civil work of the transport project. On completion of resettlement, the site shall be turned over to the concerned transport project-implementing agency.

#### 17. Indirectly affected PAPs:

The relocation of affected communities and persons may have adverse impact on the community linkages at the old site. In order to minimise such adverse impact appropriate and careful measures need be planned. For this purpose, the affected community be

**<sup>4</sup> In case indigenous people are affected by MUTP a separate Indigenous People Development Plan (IPDP) will be prepared along with the RAP in accordance with the World Bank's Operational Directive 4.20**

identified based on the social and economic linkages and not purely on the basis of right of way required for the project. If the social and economic linkages are substantially affected<sup>5</sup>, the remaining people, whose proportion should not exceed 20% of the directly affected PAPs. If they desire should be resettled

along with the PAPs. However, if the remaining people do not desire to shift, efforts shall be made to provide earlier social and economic facilities at the old site.

**18. Host Community:**

The relocation of PAPs at the new site may impact two types of host communities. One, resident of the relocation site and the other living in the vicinity of the resettlement site. Resettlement of PAPs will displace the first type of host community and increase the burden on the infrastructure services available to the second type of the host community. The host community that is resident of the relocation site shall be treated as eligible PAPs and shall be extended all the benefits of this policy. In case of the host community in the vicinity of the relocation site, the increased demand of services on account of resettled community, may reduce the quality of life of the host community. In order to avoid or minimise such impacts, the RAP will propose augmentation of available services. Such augmentation will be carried out as part of RAP implementation.

**19. Modification of Development Plan:**

Urban Development Department shall decide, on case to case basis, about the changes to be carried out in the reservation in the Development Plan for lands to be acquired and utilised for R&R of PAPs according to the procedure laid down in the Maharashtra Regional and Town Planning Act 1966 (MR&TP Act).<sup>6</sup>

**20. Institutional Arrangements:**

Institutional arrangements, including interdepartmental oversight committees, the hiring of experts in housing, engineering, social development, land acquisition, legal, environment, PR and other relevant areas and monitoring mechanisms, will be set forth in a separate notification to be issued on institutional arrangements.

**21. Restrictions on transfer/disposal of tenements allotted to the PAPs:**

No PAP shall transfer/dispose of the tenement allotted to him without prior permission of the Government. The procedure followed by Slum Rehabilitation Authority for transfer/disposal of tenements under Slum Rehabilitation Schemes shall mutatis-mutandis be applied in case of transfer/disposal of tenements allotted to the PAPs under this policy.

**<sup>5</sup>The social and economic linkages shall be considered to be substantially affected when almost all the residents of the affected area had shifted together to the area from the same area of origin, or; some common infrastructure facilities such as, school, dispensary etc. were shared by all the residents, which need to be demolished to clear the site for the project and providing these facilities for the remaining families is not feasible, or; the number of the remaining families is so small that it is not possible for them to stay as a community.**

**<sup>6</sup>The procedure for modifying the Development Plan reservation is prescribed in Section 37 of the MR&TP Act 1966. This requires publication of proposed modification for inviting public suggestions and objections, hearing the suggestions and objections and then taking a final decision.**

These orders are issued after obtaining concurrence of the Urban Development Department vide informal reference No. 594 dated 22.11.2000.

This Government Resolution shall supersede all the previous Government Resolutions on this subject.

By order and in the name of the Governor of Maharashtra.

Appendix – 1  
SUMMARY OF REHABILITATION MEASURES

Sr. No.	Category of RAP	Legal Compensation	Rehabilitation		
			Monetary Supplement	Type of Shelter related Rehabilitation	Price to be Charged
1.	Non-resident land owners (Including farmers and horticulturists)	Market value of land and buildings according to LA Act.	Nil	Nil	
	Non-resident lessees	Apportionment of compensation for the unexpired period of lease according to LA Act.	Nil	Nil	
2.	Resident landlord (land and building) (including farmers and horticulturists)	As in 1 above.	Nil	Cash supplement equivalent to cost of construction of floor space (subject to a max. of 20.91 sq.m.) occupied prior to resettlement OR Floor space equal to self occupied floor area, subject to maximum of 70 sq.m., irrespective of use of floor space.	First 20.91 sq.m. of floor space free of cost and at actual cost for the area in excess thereof.
	Resident lessee of land and building	Apportionment of compensation for the unexpired period of lease according to LA Act	Nil	Floor space equal to self occupied floor area, subject to maximum of 70 sq.m., irrespective of use of floor space.	First 20.91 sq.m. of floor space free of cost and at actual cost for area in excess thereof.
3.	Resident lessees, tenants or sub-tenants of buildings	Shifting charges according to LA Act.	Nil	Floor space equal to self occupied floor area, subject to a maximum of	Free of cost on ownership basis upto 20.91 sq.m. of

				70 sq.m. irrespective of use of floor space.	floor space and at actual cost for area in excess thereof.
4.	Squatters				
	Non-Resident structure owners (The status to be established by documentary evidence which is admissible in law.)	Nil	Replacement cost of lost structure	Nil	
	Resident structure owners	Nil	Replacement cost of lost structure	<p><u>Township option</u> Plot of 25 sq.m.</p> <p>Plot in excess of 25 sq.m.</p> <p><b>PH/HD/SRD Option:</b> Residential: Floor space of 20.91 sq.m.</p> <p>Shops &amp; business area equivalent to existing area with a maximum of 70 sq.m. Out of which 20.91 sq.m. area in excess of 20.91 sq.m.</p>	<p>Free of cost</p> <p>At cost of excess area. Free of cost.</p> <p>Free of cost.</p> <p>Free of cost.</p> <p>At cost for the excess area</p>
	Tenants	Nil	Nil	<p><u>Township Option</u> Plot of 25 sq.m.</p> <p>Plot in excess of 25 sq.m.</p> <p><b>PH/HD/SRD Option:</b> Residential: floor space of 20.91 sq.m.</p>	<p>Free of cost.</p> <p>At cost for the excess area. Free of cost.</p>

				For shops & business Area equivalent to existing area with a maximum of 70 sq.m. out of which 20.91 sq.m. Area in excess of 20.91 sq.m.	Free of cost. At cost for the excess area
5.	Pavement dwellers	Nil	Replacement cost of lost structure  Nil	<u>Township Option</u> Plot of 25 sq.m. Plot in excess of 25 sq.m.  <b>PH/HD/STD Option:</b> Residential: Floor space of 20.91 sq.m.  For shops & business: Area equivalent to existing area with a maximum of 70 sq.m. out of which 20.91 sq.m.  Area in excess of 20.91 sq.m.	Free cost cost At cost for the excess area  Free of cost.  Free of cost At cost for the excess area
6.	Employees and entrepreneurs  (a) Employees residing in the affected community and working at some other place.  (b) Non-resident	Nil  Nil	Amount equivalent to the fare of twelve quarterly season tickets for excess distance by suburban railway.  Same as	Nil  Nil	



(xvi) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

**CPRO**

Representations received from Members of Public or any organisations are examined and suggestions found useful are considered at the time of formulation of policies and proposals.

(xvii) the names, designations and other particulars of the Public Information Officers;

**CPRO**

The address, phone nos.& fax no. of nominated officers of MRVC Ltd. are as follows:

3. Mr. Prakash Rao Vazalwar, COM/MRVC nominated as **Appellate Authority**.

	<u>Rly</u>	<u>MTNL</u>	<u>MOBILE</u>
Off.	22682	022-22071027	09821121098
Res.			
Fax:		022-22096972	
Address: Chief Operations Manager Mumbai Railway Vikas Corporation Ltd. 2 <sup>nd</sup> Floor, Churchgate Station Bldg, Mumbai – 400 020			

4. Mr. Manoj Goyal, Dy.CEE-III/MRVC nominated as **Public Information Officer (PIO)**

	<u>Rly</u>	<u>MTNL</u>	<u>MOBILE</u>
Off.	23020	022-22093487	09821931340
Res.	58094	088-24163515	
Fax:		022-22096972	
Address: Deputy Chief Electrical Engineer-III Mumbai Railway Vikas Corporation Ltd. 2 <sup>nd</sup> Floor, Churchgate Station Bldg, Mumbai – 400 020.			

3. Mr. Shibu Varghese, PRI/MRVC nominated as **Assistant Public Information Officer (APIO)**

		<u>MTNL</u>
Off	22648	022-22195266
Address: Public Relations Inspector Mumbai Railway Vikas Corporation Ltd. 2 <sup>nd</sup> Floor, Churchgate Station Bldg, Mumbai – 400 020		

(xviii) such other information as may be prescribed; and thereafter update these publications every year;

## **NOTIFICATION FOR REGULATION OF FEE AND COST**

In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely:-

5. These rules may be called the Right to information (Regulation of Fee and Cost) Rules, 2005.
6. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of **rupees ten** by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.
7. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-
  - (a) rupees **two** for each page (in A-4 or A-3 size paper) created or copied;
  - (d) actual charge or cost price of a copy in larger size paper;
  - (e) actual cost or price for samples or models; and
  - (f) for inspection of records, no fee for the first hour; and a fee of rupees **five** for each fifteen minutes (or fraction thereof) thereafter.
8. For providing the information under sub-section (5) of section 7, fee shall be charged by way of **cash** against **proper receipt or by demand draft or bankers cheque or Indian Postal Order** payable to the Accounts Officer of the public authority at the following rates:-
  - (c) for information provided in diskette or floppy rupees **fifty** per diskette or floppy; and
  - (d) for information provided in printed form at the price fixed for such publication or rupees **two** per page of photocopy for extracts from the publication.