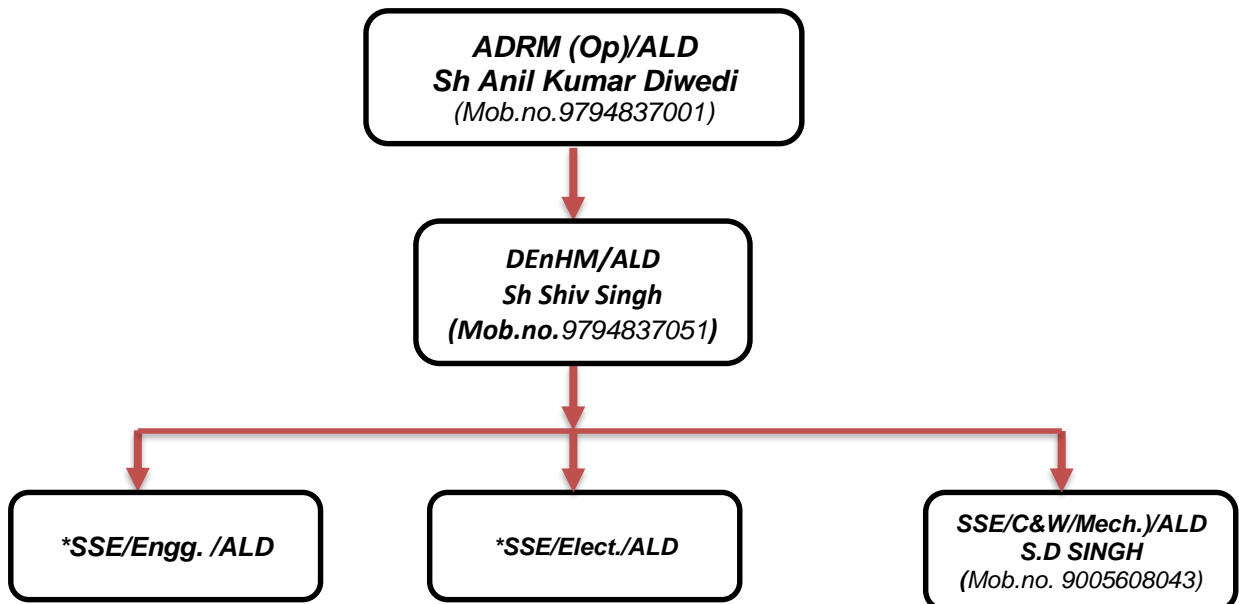


**Position of Suo-Moto Disclosure of Information on NCR Websites
(Section 4 of RTI Act -2005)**

1. ORGANIZATIONAL LAYOUT of EnHM OF ALD DIVISION



** Means – Vacant*

2. **Objective of EnHM department:** To provide ecofriendly environment to Indian Railway establishment (Stations, PU, workshops, Training school /school and railway buildings) and maintain cleanliness standard of Railway premises that includes passenger interface area, working place by way of utilizing wasteful energy in efficient manner.
3. **Functions:** EnHM wing of ALD is dealing with cleaning contracts of A1 as well as A class stations over ALD division to make smart impression amongst the passenger that reflects standardization of Railway assets including its healthy image. Apart from this, this wing also caters the work of green co rating and certification of IR establishment by applying best utilization of energy.
4. **Vision Mission and Key Objectives:** To achieve cleanliness standard of IR with aid of latest technology or machines to eliminate manual approach through outsourcing.
5. **Powers and Duties:** This wing stands with senior scale power and duty includes outsourcing of various cleaning activities like mechanized cleaning of stations, green rating certification of IR establishment and other environment related activities through tendering process.
6. **Pay Scale and staff strength**

Total man power availability of EnHM wing of ALD vide Sr.DPO/ALD's Letter No. RS/401/EnHM/general matter /ALD /2017 dated 21.03.2017 as on 22.10.2018 is given below.

Designation	Pay Scale	Department	Sanctioned	Working	Status
SSE/C&W	9300-34800 4800 GP	C&W/Mech.	01	01	Joined on 03.06.2017
SSE/Works	9300-34800-4600 or 4800 GP	Engineering.	01	0	---
SSE/Electrical	9300-34800-4600 or 4800 GP	Electrical	01	0	----
CMI	9300-34800-4600 or 4800 GP	Commercial	01	0	-----
OS Commercial	9300-34800-4200 GP	Commercial	02	01	Joined on 04.05.2017
Sr. Clerk /C&W	5200-20200-2800 GP	C&W/Mech.	01	01	Joined on 27.04.2017
Peon	5200-20200-1800 GP	Personnel	01	01	Joined on 21.03.2017
Total			08	04	

7. **Duty List of officers:** One senior scale officer has been posted at ALD and discharging the following duties:

- Coordination with ADRM(Op), DRM/ALD, CEnHM/NCR, CME/NCR along with other BOs' of the division including other officers.
- Arranging and conducting various environment related drives.
- Checking of contract related estimates, tender documents, checking technical bids and needful for tender finalization.
- Implementation of awarded contract as per terms & conditions.
- Other environment related miscellaneous works.

8. Duty List of staff:

- Site visit and data collection for various contracts with the help of engineering and commercial departments.
- Preparation of estimates
- Correspondences from financial department regarding vetting.
- Preparation of comprehensive tender documents
- Uploading and unloading of tender documents
- Participation in various cleaning drive
- Miscellaneous correspondences with HQ/NCR and other BOs' of ALD division.

9. Cadre Gazetted , Non Gazetted : One gazetted and remaining all Non Gazetted

10. All Projects status:

- There are 02 A₁ categories stations namely Allahabad and Kanpur including 06 'A' categories of stations such as MZP, FTP, PHD, ETW.TDL and ALJN of ALD division. Out of these 02 comprehensive mechanized cleaning contracts of A1 class stations i.e. ALD & CNB have been finalized and their work started w.e.f 15.9.2018 and 08.10.2018 respectively. Whereas estimates of 06 nos. of 'A' class stations have also been prepared and submitted to finance department for vetting.
- The tendering process at ALD & CNB was initiated prior to the advice of Railway Board regarding implementation of SBD and hence contracts for these 02 stations (ALD&CNB) have already been finalized as per details give below

S.N	Name of Station	Category of station	Validity of new contracts	Remarks
1.	ALD	A ₁	02 years (15.09.2018 - 14.09.2020)	---
2.	CNB	A ₁	(02 Years 08.10.2018-07.10.2020)	---

- Railway stations of ALD division at which the house keeping contracts of 'A' class stations i.e. MZP, FTP, PHD, ETW, TDL and ALJN are being planned as per SBD. Tenders are likely to be invited up to November-2018
- **Provision of Budget:**
 - At present for awarded contracts of A₁ category stations i.e. ALD and CNB which are being dealt by ENHM wing of ALD have sufficient funds under revenue (Demand No. 09 subhead 280-station sanitation) for current year execution of contract.
 - In addition to above, the estimates for all 06 A category stations of ALD division are under process of financial vetting. The tenders of these works may likely to be finalized by December-2018. Sufficient funds are available during the current financial year to execute the works.

➤ **Green Co rating of IR establishment:**

The current status of various installation over NCR regarding seeking of green co rating certification such as Zonal Head quarter's office building of NCR & DRM's ALD office building, Allahabad & Kanpur Railway stations including building of Central Railway Hospital of Allahabad are being managed by EnHM wing of ALD.

11. Training programs: No training program to ENHM staff.

12. Rules/Acts, Procedure, Regulation, Instruction, Manuals and Codes etc.: As per Railway Board guide lines and SBD.

13. Tenders: Please see at S.N. 10 as above.