

A FRAMEWORK FOR TRANSPARENCY AUDIT

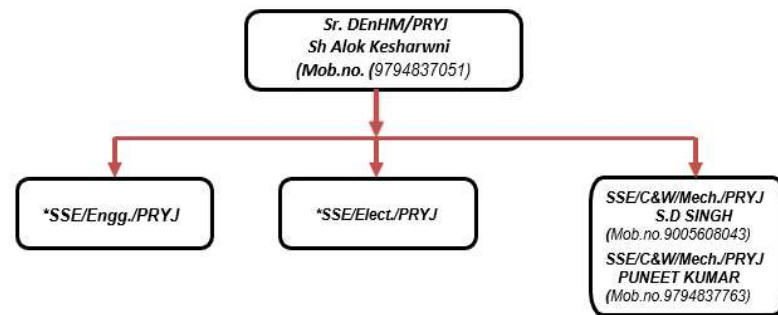
The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-section b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories, namely, 1-organization and function, 2-Budget and programmes, 3-Publicity and public interface, 4-E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function			
S. No	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met. Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)9(i)]	I. Name and address of the organization.	Sr. DEnHM/North Central Railway, Prayagraj
		II. Head of the organization	CEnHM/North Central Railway /HQ/Prayagraj
		III. Vision, Mission and Key objectives	Identifying the goals of NCR to facilitate its strategic as well as general decision-making process.
		IV. Function and duties	<p>INTRODUCTION: Environment and housekeeping department play a vital role for upkeeping hygienic environment system of the Railways. It is responsible for cleaning and maintenance of Railway station premises such as platforms, offices, FOBs, Toilets, water booths, chairs & benches, dustbins, circulating areas, pest /rodent control treatment and home to home track areas etc. In addition to this, depot divisional offices are also undertaken for cleaning activities. All these contractual cleaning activities are being carried out by outsourcing through tendering process.</p> <p>0.5 % fund are also collected from various estimated cost of proposal of the division and same is utilized for environment related specified work such as solar system, waste disposal, ETP/STP and green plantation etc.,</p> <p>Also, the department cater the work of ISO as well as green rating certification of various railway stations of the division and organize various environment related awareness programs and swachhta pakhwaara etc.</p>

V. Organization Chart

1. ORGANIZATIONAL LAYOUT OF EnHM OF PRYJ DIVISION



*Means- Vacant

Other staff

Designation	Pay Scale	Department	Sanctioned	Working	Name of staff
CMI	9300-34800-4600 Or 4800GP	Commercial	01	00	...
COS	9300-34800-4600 Or 4600GP	C&W/Mech.	00	01	Sh Mukesh K Kanojia
OS	9300-34800-4600 Or 4200GP	EnHM/Mech.	00	04	Sh G.Faridi, Sh D.K Singh, Sh Sanjay Singh & Sh Sanjay Pandey
OS C&W	9300-34800-4600 Or 4200GP	C&W/Mech.	01	01	Sh Sanjay Kumar
OS Commercial	9300-34800 Or 4200GP	Commercial	02	01	Sh Ajay Kumar
Sr. Clerk/C&W	5200-20200- Or 2800 GP	EnHM/Mech.	00	02	Sh Himanshu Mishra & Sh Kaushal Kumar
Sr. Technician	9300-34800-4600 Or 4200GP	C&W/Mech.	00	01	Sh Kapil Muni Dubey
Technician-I	5200-20200- Or 2800 GP	C&W/Mech.	00	01	Sh Anil Kumar
Stenographer	9300-34800 Or 4200 GP	EnHM/Mech	00	01	Smt Anita Pal
GA/Helper	5200-20200 Or 1800 GP	C&W/Mech.	01	01	Sh Ajit Kumar
Total			05	13	

		VI. Any other details the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/Commissions constituted from time to time have been dealt.	EnHM wing formed in ALD division vide Rly BD Letter No.2015/EnHM/06/02 dated 28.08.2015. EnHM wing of PRYJ is dealing with cleaning contracts of A1 (NSG-2) as well as A (NSG-3 NSG-4 & NSG-5) class stations over PRYJ 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.
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	<p>I. Powers and duties of officers (Administrative, financial and judicial)</p> <p>II. Rules/orders under which powers and duty are derived and</p> <p>III. Exercised</p>	<p>Duties of EnHM Department Staff: This department stands with JA/SG Scale power and duty includes out sourcing of various cleaning activities like mechanized cleaning of stations, green rating certification of IR establishment and other environment related activities through tendering process.</p> <ul style="list-style-type: none"> It is the duty of EnHM department to outsource cleaning activities at A1 (NSG-2) as well as A (NSG-3 NSG-4 & NSG-5) Railway Station including other Railway assets/establishment as appeared in Inspection Notes of higher authorities. This includes the following items – <ul style="list-style-type: none"> a) Quotation based tendering work for cleaning work b) Open tendering two pockets for cleaning contract c) Preparation of an estimate after thorough measurement of assets for each activity to be outsourced of various stations d) Conducting cleaning campaign and Swachhhta Pakhwaara e) Green rating as well as ISO certification <p>ADRM (G) is competent authority to sanction proposal for service tender up to its Value of Rs. 20 Cr. For more than Rs. 20 Cr tender value, sanction of proposal by DRM is obtained. Sr. DEnHM is the administrative authority to prepare estimate and its tender conditions for calling upon the open tenders after getting finance vetting from associate finance department. The conditions of tender vest on the terms & conditions as available IRGCC, SBD and other special conditions. After awarding of contract, monitoring of round the clock contractual activities are done by CHI/HI or Dy.ss of the respective stations and billing of the contractor is initiated by them.</p> <p>This station cleaning contractual activities are being outsourced through tendering on outcome basis on GeM.</p> <p>Rules, Regulations, Instructions, Manuals and Records. Following documents are used: -</p> <ol style="list-style-type: none"> Guidelines for tendering work <ol style="list-style-type: none"> IRGCC-2018 SBD issued by Railway Board vide its Letter No.....

		IV. Work allocation	<p>c. GFR -2017 (Rule-161-IV)</p> <p>2. ISO /Green rating certification</p> <p>i. MOU by Railway Board and CII on 13.09.2019</p> <p>ii. R.B letter No.2019/EnHM/12/03 dated 12.03.2020 regarding green certification of one major station of the division</p> <p>iii. NGT guidelines vide its case/OA No. 141/2014 (Saloni Singh and A nr.Vs Uol Ors)</p> <p>3. 1% then 0.5 % ERW fund</p> <p>i. Railway Board Letter No. 2016/EnHM/13/02 dated 13.05.2016</p> <p>ii. Railway Board Letter No. 2022/E&R/03(02)/1 dated 28.12.2022</p> <p>4. Work Allocation: 09-0284-32</p>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>I. Process of decision making identify key decision-making points</p> <p>II. Final decision-making authority</p> <p>III. Related provisions, acts, rules etc.</p> <p>IV. Time limit for taking a decision, if any</p> <p>V. Channel of supervision and accountability</p>	<p>The procedure followed in the decision- making process, including channels of supervision and accountability:</p> <p>1. All the financial decisions are taken as per MSOP followed by the vetting by Sr.DFM of the division</p> <p>2. All the technical decisions are taken as per guide lines deliberated in various codes, manuals and special instructions.</p> <p>3. Decisions are taken collectively & with full transparency</p> <p>4. Channel of supervision is done through CHI/HI or Dy.SS being posted at various stations and sometimes by SSEs or higher authorities inspections.</p>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<p>I. Nature of functions/Services offered</p> <p>II. Norms/standards for functions/service delivery</p> <p>III. Process by which these services can be accessed</p> <p>IV. Time limit for achieving the targets</p> <p>V. Process of redress of grievances</p>	<p>The norms set by EnHM Department for the discharge of its functions:</p> <p>1. Outsourcing of cleaning activities at various stations over PRYJ division</p> <p>2. Site measurement is collected for the preparation of estimate after sanctioning the proposal by CA</p> <p>3. Estimated cost got vetted from associate finance department</p> <p>4. Tendering through open mode and awarding of contract</p> <p>5. Contractual services offered at site followed with the monitoring of activities by Railway representative</p> <p>6. Scrutiny of monthly bill of contractor with transparency</p> <p>The norms/standard set by EnHM Department for the service delivery:</p> <p>1. Rules through Railway Board circulars as well as its correction slips</p> <p>2. Norms of IRGCC-2018</p> <p>3. SBD issued by Railway board</p> <p>4. Other relevant documents/standards being followed by other Railway for service contract.</p> <p>Through various mode of tendering e.g. quotation, open tender and store purchase through NS items</p> <p>Generally, 4-6 months timing is set</p> <p>Shortcomings/complaints received either online or written statements by the bidders are redressed at requisite stage i.e. prior to finalize the tendering process.</p>

1.5	Rules, regulations, instruction manual and	I. Title and nature of the record/manual/instruction	Indian Railway General conditions of contract -2018 for services (IRGCC-2018)
		II. List of Rules, regulations, instructions manuals and records	Standard Bid Documents (SBD)
	records for discharging function [Section 4(1)(b)(v)]	III. Acts/Rules manuals etc.	Various applicable rules such as Minimum wage act, Dispute acts and Arbitration
		IV. Transfer policy and transfer orders	
1.6	Categories of	I. Categories of documents	
	documents held by the authority under its control [Section 4(1)(b)(vi)]	II. Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	I. Name of Boards, Council, Committee etc.	
		II. Composition	
		III. Dates from which constituted	
		IV. Term / Tenure	
		V. Powers and functions	
		VI. Whether their meetings are open to the public?	
		VII. Whether the minutes of the meetings are open to the public?	
		VIII. Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	I. Name and designation	<u>Sr. DEnHM/PRYJ (Alok Kesharwani)</u> 9794837051
		II. Telephone, fax and email ID.	<u>SSE/EnHM/PRYJ (S.D Singh)</u> 9005608043
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	I. List of employees with Gross monthly remuneration	
		II. System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	I. Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	

		II. Address, telephone numbers and email ID of each designated official	
1.11	No. of employees against whom Disciplinary action has been proposed/taken [Section 4(2)]	No. of employees against whom disciplinary action has been I. Pending for Minor penalty or major penalty proceedings II. Finalized for Minor penalty or major penalty proceedings	07 nos. employee's Minor penalty proposed and finalized in the financial year 2024-25
1.12	Programme to advance understanding of RTI (Section 26)	I. Educational programmes II. Efforts to encourage public authority to participate in these programmes III. Training of CPIO/APIO IV. Update and publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt.15.4.2013]		

2. Budget and Programme

S.No.	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met. Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	I. Total Budget for the public authority II. Budget for each agency and plan and programmes III. Proposed expenditures IV. Revised budget for each agency, if any.	Rs. 23.09 Cr (for the financial year 2024-25) – Sanitation work Demand No.9 (RE 2024-25) PU – 32 26.99 Cr including Kumbh Mela PU – 27 8.80 Lakh PU – 28 1.15 Cr PU – 99 1.25 lakh Demand No.9 (RE 2024-25) PU – 32 19.98 Cr PU – 27 33.0 K PU – 28 1.66 Cr PU – 99 1.09 lakh

		V. Report on disbursements made and place where the related reports are available.	
2.2	Foreign and domestic tours [F No. 1/8/2012- IR dt. 11.9.2012]	I. Budget	
		II. Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		III. Information related to procurements a) Notice/tender enquires and corrigenda if any thereon. b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured. c) The works contracts concluded – in any such combination of the above and d) The rate / rates and the total amount at which such procurement or works contract is to be executed.	

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	I. Name of the programme of activity	
		II. Objective of the programme	
		III. Procedure to avail benefits	
		IV. Duration of the programme / scheme	
		V. Physical and financial targets of the programme	
		VI. Nature / scale of subsidy / amount allotted	
		VII. Eligibility criteria for grant of subsidy	
		VIII. Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non- discretionary grants [F No. 1/6/2011-IR dt. 15.04.2013]	I. Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	
		II. Annual accounts of all legal entities who are provided grants by public authorizes.	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xii)]	I. Concessions, permits or authorizations granted by public authority.	
		II. For each concession, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession / grant and /or permits of authorizations c) Name and address of the recipients given concessions/permits or authorizations d) Date of award of concession/permits of authorizations	

2.6	CAG & PAC paras [F No.1/6/2011-IR dt. 15.04.2013]	CAG and PAC paras and the action taken reports (ARTs) after these have been laid on the table of both houses of the parliament.	
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3. Publicity Band Public Interface

S.No.	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met. Not applicable will be treated as fully met/partially met)
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3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No. 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultation with or representation by the members of the public I. Relevant acts, Rules, Forms and other documents which are normally accessed by citizens	
		II. Arrangements for consultation with or representation by a) Members of the public in policy formulation / policy implementation b) Day and time allotted for visitors Contact details of Information and Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public – private partnerships (PPP) I. Details of Special Purpose Vehicle (SPV), if any	
		II. Detailed project reports (DPRs)	
		III. Concession agreements.	
		IV. Operation and maintenance manuals	
		V. Other documents generated as part of the implementation of the PPP.	

		VI. Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
		VII. Information relating to outputs and outcomes	
		VIII. The process of the selection of the private sector party (concessionaire etc.)	
		IX. All payment made under the PPP project	
3.2	Are the details of policies/decisions, which affect public, informed to them [Section 4(1)(c)]	Public all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive.	
		I. Policy decisions/legislations taken in the previous one year	
		II. Outline the Public consultation process	
		III. Outline the arrangement for consultation before formulation of policy	
3.33	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication I. Internet (website)	
3.34	Form of accessibility of information manual /	Information manual/handbook available in I. Electronic format	

	Handbook [Section 4(1)(b)]	II. Printed format	
3.35	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available I. Free of cost	
		II. At a reasonable cost of the medium	

4. E. Governance

S.No.	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met. Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual / Handbook Available [F No. 1/6/2011-IR dt. 15.04.2013]	English	
		Vernacular / Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt.15.04.2013]	Last date of Annual updating	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	I. Details of information available in electronic form.	
		II. Name/title of the document/record/other information	
		III. Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	I. Name and location of the faculty	Sr.DEnHM/Prayagraj Office
		II. Details of information made available	These are the followings: (2024-25) 1. Sanitation related information to CNB Railway Station 2. Sanitation related information to PRYJ Railway Station 3. Sanitation related information to MZP Railway Station 4. Sanitation related information to ALJN, TDL, PHD Railway Stations. 5. Name of firm to whom cleaning contracts are awarded 6. Minimum wages of contractual staff 7. Working days of contractual staff in a month 8. Garbage disposal system
		IV. Working hours of the facility	Genera Duty Hrs
		V. Contact person and contact details (Phone, fax email)	Sh D. K Singh, OS/EnHM/PRYJ: 9140261613
4.5	Such other	I. Grievance redressal mechanism	Information provided to the citizen on collecting data from concerned section/stations

	information as may be prescribed under section [Section 4(1)(b)(xvii)]	II. Details of applications received under RTI and information provided	Approx.20 nos. applications have been received and accordingly information provided by the EnHM department.				
		III. List of completed schemes/ projects/ Programmes	12 nos. Railway station +01 no. DRM office/PRYJ projects completed				
		IV. List of schemes/ projects / programme underway	02 Nos. Railway station projects are underway				
4.5		V. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract.	S. N	Name of contract	Name of contractor/Firms	Amount of contract	Completion period
			1.	Mechanized cleaning contract of PRYJ Railway Stations.	M/s Khagoul Loco & Jai Bharat Associates, Prayagraj	Rs.31.00 Cr	4 years valid up to 31.10.2025
			2.	Mechanized cleaning contract of CNB Railway Stations.	M/s Khagoul Loco & Jai Bharat Associates, Prayagraj	Rs.31.20 Cr	4 years valid up to 29.07.2025
			3.	Mechanized cleaning contract of PCOI Railway Stations.	M/s Khagoul Loco Labour cooperative society Limited, Patna	Rs.4.01 Cr	4 years valid up to 31.07.2025
			4.	Mechanized cleaning contract of MKP Railway Stations.	M/s Sengar Security and Labour services Pvt Ltd, Gwalior	Rs.3.64 Cr	4 years valid up to 30.06.2026
			5.	Mechanized cleaning contract of SFG & BDL Railway Stations.	M/s Prime Cleaning services, U.P, Lucknow	Rs.5.52 Cr	4 years valid up to 15.02.2028
			6.	Mechanized cleaning contract of ALJN, TDL, ETW & PHD Railway Stations.	M/s Jai Bharat & Associates, Prayagraj	Rs.30.90 Cr	4 years valid up to 16.04.2029
			7.	Mechanized cleaning contract of FTP & MZP Railway Stations.	M/s Habile Services PVT Ltd, Prayagraj	Rs.14.47 Cr	4 years valid up to 23.05.2029
			8.	Mechanized cleaning contract of DRM office	M/s Sengar Security and Labour services Pvt Ltd, Gwalior	Rs.1.56 Cr	4 years valid up to 31.03.2028
		VI. Annual Report					
		VII. Frequently Asked Question (FAQs)					
		VIII. Any other information such as					
		a) Citizen's Charter					
		b) Result Framework Document (RFD)					
		c) Six monthly reports on the					
		d) Performance against the benchmarks set in the Citizen's Charter.					

4.6	Receipt & Disposal of RTI applications & appeals [F No. 1/6/2011-IR dt. 15.04.2013]	I. Details of applications received and disposal	20 nos. applications received for appeal & disposed of by the CA
		II. Details of appeals received and orders issued	02 nos. applications received for appeal & disposed of by the CA
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given.	

5. Information as may be prescribed

S.No	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met. Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F No. 1/2/2016-IR dt. 17.08.2016, [F No.1/6/2011-IR dt. 15.04.2013]	I. Name & details of a) Current CPIOs & FAAs b) Earlier CPIO & FAAs from 1.1.2015	
		II. Details of third-party audit of voluntary disclosure a) Dates of audit carried out b) Report of the audit carried out	Sr. Divisional Audit officer of Prayagraj of N.C Railway had conducted third party audit of running mechanized cleaning contract: 1. It was carried out on 21.11.2024 2. No audit report yet received by the EnHM department
		III. Appointment of Nodal Officers not below the rank of joint Secretary / Additional HoD a) Date of appointment b) Name & Designation of the officers	
		IV. Consultancy committee of key stake holders for advice on suo-motu disclosure a) Dates of appointment Name & Designation of the officers	
		V. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI a) Dates from which constituted VI. Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S.No.	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met. Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)	<p>I. Whether STQC certification obtained and its validity.</p> <p>II. Does the website show the certificate on the Website?</p>	
