



INFORMATION ON BWEL IN ACCORDANCE WITH RTI ACT 2005

In accordance with the provisions of the Right to Information Act, 2005 and in compliance with chapter II section 4(1) sub clause (b), the following information is placed:

Compliance under Section 4(1)(b) of Right to information Act, 2005

Chapter	Particulars
I	Particulars of Organisation, Functions and Duties
II	Powers and duties of BWEL Officers and employees
III	Procedure followed in the decision making process (Organisation Chart)
IV	Norms set by BWEL for discharge of its functions
V	Rules and regulations, instructions, manuals and records held by BWEL or under its control or used by its employees for discharging its functions.
VI	Statement of the categories of documents that are held by BWEL or under its control
VII	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
VIII	Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as BWEL's 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
IX	Directory of BWEL's officers and employees
X	Monthly remuneration received by each of BWEL Officers and Employees, including the system of compensation as provided in its regulations
XI	The budget allocated to each of BWEL's agencies indicating the particulars of all plans, proposed expenditures and report on disbursement made
XII	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
XIII	Particulars of recipients of concessions, permits or authorisations granted by BWEL
XIV	Details in respect of the information, available to or held by BWEL, reduced in an electronic form
XV	Particulars of facilities available to citizens for obtaining information, including the working hours of a Library or a reading room, if maintained for public use
XVI	Name, designation and other particulars of the Public Information Officers



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I) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES:

A) PARTICULARS OF ORGANISATION

- a) Date of incorporation: 4th December, 1978
- b) Mode of incorporation: Incorporated as Government Company under the provisions of the Companies Act, 1956
- c) Administrative Ministry: BWEL is a central PSU under the Ministry of Railways.
- d) Paid up Capital : Rs.906.87 Lakhs

B) ACTIVITIES/DUTIES

- Fabrication of different type of Railway Wagons.
- Fabrication of Steel Structures, Girders etc.
- Turnkey Projects.

C) Address of BWEL Corporate Office, Regional Offices, and Factories -

Corporate/ Head Office -

Bharat Wagon & Engg. Co. Ltd.,
'C' Block, 5th Floor,
Mauryalok Complex,
Dak Bungalow Road,
Patna - 800001.

Regional Offices:

1. Bharat Wagon & Engg. Co. Ltd.,
New Delhi.
2. Bharat Wagon & Engg. Co. Ltd.,
40, Strand Road,
4th Floor, Room No. -12,
Kolkata -700001.

Factories/Works:

1. Bharat Wagon & Engg. Co. Ltd.,
Mokam Unit,
Mokama - 803302.
2. Bharat Wagon & Engg. Co. Ltd.,
Muzaffarpur Unit,
Muzaffarpur - 842001.
3. Bharat Wagon & Engg. Co. Ltd.,
Bela Works,
Bela Industrial Area,
Muzaffarpur - 842002.



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II) POWERS AND DUTIES OF BWEL OFFICERS AND EMPLOYEES:

A) POWER

Powers are delegated to various agencies namely Board, Managing Director, General Managers and other Officers depending upon the nature of issue. Some of the important Powers delegated are mentioned below -

Board:

- Annual Accounts and recommendation for declaration of dividend.
- Policy matters relating to service conditions, wages and salary structures including allowances, bonus, retirement benefits, not requiring Government's approval.
- Contracts (above rupees one crore), Write off bad Debts (over Rs.25000/-), sanctioning above 20% excess over sanctioned estimate in a project/item.
- Ex-gratia payment above Rs.10000/- in case of death / injury of company employees.
- Appointment of officers above Dy. Manager post, scale- Rs.5400-225-6300-250-9050/- (1992 Revision), and below Board Level.

Chairman and Managing Director:

Chairman and Managing Director of the company is a Functional Director and Chief Executive Officer of the company. Power of the CEO is based as per the Schedule of Power of the company (BWEL).

Apart from above, depending on the case and its value, power is delegated to the other officers of BWEL in different grades.

B) DUTIES:

Each Production Division is divided into a number of functional departments for better administration of these functions. Some of the important functional areas are -

- Planning Department
- Materials Department
- Manufacturing/ Production Department
- Quality Assurance
- Maintenance Department
- Finance Department
- Personnel & Administration
- Security Department



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III) Procedure followed in the decision making process (Organisation Chart):

Presently BWEL has two Manufacturing Units/Works, two Regional Offices, and one Corporate/Head Office. One unit is located at Mokama (Bihar), second unit is located at Muzaffarpur and Bela Industrial Area at Muzaffarpur. Regional offices are located at Kolkata and New Delhi, whereas Corporate/Head Office is located at Patna (Bihar).

Overall management of the company rests with the Board of Directors of the company. BWEL being a Public Sector Enterprise, the Board of Directors is accountable to Government of India. The primary role of the Board is that of trusteeship to protect and enhance shareholder's value. The Board oversees the company's strategic direction, reviews corporate performance, authorizes and monitors strategic decisions, ensures regulatory compliance and safeguards interests of shareholders. The day-to day management of the company is entrusted with the Managing Director who is supported by General Managers and other officers and staff of the company.

Organization Chart - (attached in separate Excel-Sheet)



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IV) Norms set by BWEL for discharge of its functions:

The company has well defined procedures and guidelines for discharge of various functions. These are highlighted below -

A) Structured Policies and Guidelines

BWEL is having well structured policies and guidelines governing major activities of the company. While discharging the functions, the officers follow these laid down policies and guidelines.

B) Manuals

BWEL has procedural manuals covering important activities viz Purchase Manual, Works Manual. These manuals ensure carrying of activities in a systematic and standardised manner and eliminate the scope of exercise of discretion. While discharging the functions covered by these manuals, the employees follow the provisions of these manuals.

C) Guidelines of Department of Public Enterprises

BWEL being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

D) Guidelines of Central Vigilance Commission

BWEL being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

E) Compliance of provisions of Statutes, etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and Rules and Regulations.



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V) Rules and regulations, instructions, manuals and records held by BWEL or under its control or used by its employees for discharging its functions:

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the company in discharging their duties, are given below -

A) Matters pertaining to company affairs

- Memorandum & articles of Association
- Decision of Shareholders in the General meetings as containing in the minutes book.
- Decisions of the Board of Directors from time to time as contained in the minutes book.

B) Matters pertaining to Finance & Accounts

- Accounting Policies.
- Accounting Standards

C) Matters pertaining to Works, Contract, Commercial, Procurement, etc.

- Purchase Manual
- Works Manual

D) Establishment matters pertaining to BWEL employees

- BWEL Conduct, Discipline and Appeal (CDA) Rule
- Standing Orders for Workers.
- Leave Rules
- Medical Facility Rules
- Promotion Policies
- TA/DA Rules
- Rules pertaining to medical advance, marriage advance, festival advance, conveyance advance, car/scooter purchase advance, compensatory city allowance etc.
- Directives regarding recruitment and promotion of SC/ST as per rules of Govt. of India issued from time to time.
- Directives regarding recruitment of OBC, Physically Handicapped, Women and Minorities as per rules of Govt. of India issued from time to time.

E) Plant Operation

Operational Procedures



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VI) Statement of the categories of documents that are held by BWEL or under its control :

Various categories of documents that are being held by the Company or under its control are given below -

A) Documents pertaining to incorporation

- Memorandum & article of Association

B) Documents pertaining to Board Meeting & General Meeting

- Agenda Papers of Board meetings
- Minutes Book of meetings of the Board of Directors
- Notice and Minutes Book of General Meetings of the shareholders, etc.

C) Documents pertaining Accounts

- Statement of Financial Results
- Annual Report
- Documents pertaining to payment of Incom Tax, tax Deducted at Source, etc.
- Vouchers, etc.

D) Documents pertaining to Contracts, Commercial etc.

- **Purchase Manual**

E) Documents pertaining to Plant Operation

- Operational Procedures

F) Documents pertaining to establishment matter

- Documents containing details of employees
- Various internal policies, rules & regulations pertaining establishment matters
- Annual Confidential Reports of employees

G) Aggrements

- Annual MoU with GOI

H) Licences

- Factory Licence



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VII) 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:

BWEL is a Public Sector Company under Ministry of DHI, hence there is no arrangement for consultation with the members of the Public prior to formulation of its internal policies. All its policies are formulated in compliance with the provisions of all applicable statutes, rules and regulations, etc.



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VIII) Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as BWEL's 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:

Meeting of Boards, Committees and other Bodies are not open to the Public, or the minutes of such meetings are not made accessible for public. Various Committees/ Sub Committees formed are detailed below -

Board Meeting:

Board Meeting is held on regular interval to monitor the performance of the company, for decision/approval on several issue which are not in the preview of schedule of power of other committee or Executives, and also for strategic planning for the development of the BWEL.

Audit Committee:

Audit Committee consisting of Board of Directors is constituted. Every year Audit Committee meeting is held to recommend the Annual Accounts of the company to be placed before Board of Directors.

Tender Committee:

Junior Tender Committee and Senior Tender Committee are operating for procurement of items or services. Cases where the value is more than Rs.10,000/- (rupees ten thousand only), it is referred to Senior Tender Committee otherwise it is referred to Junior Tender Committee.

Works Committee:

Works Committee are functioning in Units in accordance with Industrial Dispute Act 1947.

House Allotment Committee

Canteen Management Committee

Workers Participation in Management:

- (a) Plant level committee
- (b) Shop level Committee

Apart from these depending upon the situation different committees are formed, for completion of special tasks as per the requirement, by the competent authority.



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IX) Directory of BWEL's officers and employees:

BHARAT WAGON & ENGG. CO. LTD.			
DIRECTORY OF BWEL's OFFICERS AND EMPLOYEES			
DESIGNATION	NAME	Tel. No.	Mobile
Head Office, Patna (0612)			
Chairman and Managing Director	M. K. Roy	2222147	7260896901
E.S. to CMD & I/C CS	R. Desikan	6456186	9334389257
Chief Manager (P&A)-I	Sunil Kumar	2221622	7260896902
Chief Manager (P&A)-II	V. S. Bhatt		7260896911
Chief Manager (Technical Services)	U. S. Mishra	2226699	7260896906
Manager (Materials)	Mukul Singh	2231357	7260896905
Dy. Manager (F&A)	B. B. Ambastha	2220558	7260896907
Asstt. Manager (F&A)	Shiv Shankar Kumar	2220558	7260896916
Reception/Board	-	2223428	-
Regional Office, Kolkata (033)			
Chief Manager (Matls.)	J. P. Chakraborty	22130560	9331034012
Mokama Unit (06132)			
Unit Head	Sanjay Sinha	232351	7260896904
Asstt. Manger (F&A)	Yogendra Rai	232325	7260896909
Consultant (Matls.)	S. P. Singh		7260896917
Executive(Mech.) & I/C P&A	Ashwani Kumar		7260896918
Guest House/Mokama	-	232353	
Muzaffarpur Unit (0621)			
Chief Manager(Works) & Unit Head	K. K. Choudhary	2214621, 2217005	7260896903
Manager (Works)	V. K. Srivastava	2213779	7260896912
Executive (W) & I/C Fin. Deptt.	A. K. Barun	2217230	7260896913
Executive (W) & I/C P&A	Ranjit Pd. Singh	2216823	
Executive (Matls.)	C S P Singh		7260896915
Guest House/ Muzaffarpur	-	2215309	
FAX	H. O. Patna	(0612) 2231263	
	Muzaffarpur Unit	(0621) 2212351	
	Mokama Unit	(06132) 232351	
	R. O. (Kolkata)	(033) 2880972	



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X) Monthly remuneration received by each of BWEL Officers and Employees, including the system of compensation as provided in its regulations:

The remuneration of the Executives and Supervisors of the company is governed by the guidelines of the Department of Public Enterprises, Government of India. The remuneration of the other employees are fixed through negotiations with Recognised Employee's Unions subject to overall guidelines of Department of Public Enterprises, Government of India.

The present scales of Pay are given below -

Sl. No.	Grade	Category	Scale of Pay
OFFICER			
1	XX	CHAIRMAN & MANAGING DIRECTOR	10000-400-12000
2	XVI	GENERAL MANAGER	8250-300-10050
3	XIV	DY.GENERAL MANAGER	7500-300-9900
4	XII	CHIEF MANAGER	7000-275-8100-300-9600
5	XI	MANAGER	6500-250-7500-275-9425
6	X	DY.MANAGER	5400-225-6300-250-9050
7	IX	ASST. MANAGER	4800-200-5800-225-8275
8	VIII	EXECUTIVES	4000-175-7150
SUPERVISOR			
9	VII	A.E. & OTHERS	3200-110-3970-120-5290
10	VI	SR.SUPERVISORS	3000-105-3735-110-5055
11	V	SUPERVISORS & OTHERS	2800-90-3430-100-4930
STAFF & WORKMAN			
12	IV	HIGHLY SKILLED	1875-30-2025-35-2200
13	III	SKILLED	1850-26-1980-30-2130
14	II	SEMI SKILLED	1825-22-1935-26-2065
15	I	UNSKILLED	1800-18-1890-22-2000

In addition to above Dearness Allowance, accommodation in company's quarter on nominal rent or House Rent Allowance, Leave as per rule, Leave Travel Concession, Medical Allowance/ Reimbursement, Provident Fund, subsidized canteen for Workmen and Staff, etc. are given as per company's rules.



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XI) The budget allocated to each of BWEL's agencies indicating the particulars of all plans, proposed expenditures and report on disbursement made:

BWEL prepares capital budget for investment decisions which are cleared by the board. All Units / Offices submit their budget allocation, which are summarized and then approval is taken by the Board. The performance against the approved budget is monitored.

XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

BWEL does not have any subsidy scheme/programmes for public.

XIII) Particulars of recipients of concessions, permits or authorisations granted by BWEL:

BWEL does not grant any concession, permits or authorization.

XIV) Details in respect of the information, available to or held by BWEL, reduced in an electronic form:

The following information are available and held by the company in electronic form -

1. Annual Reports (containing information pertaining to Financial Highlights of the company's performance .
2. Data pertaining to employees.

XV) Particulars of facilities available to citizens for obtaining information, including the working hours of a Library or a reading room, if maintained for public use:

BWEL does not maintain any Public library.



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XVI) Name, designation and other particulars of the Public Information Officers:

Sl. No	Name & designation	Appointment	Address	STD Code	Telephone No.
1	Shri K. K. Choudhary, Chief Manager (W) & Unit Head	Appellate Authority	Bharat Wagon & Engg. Co. Ltd., Muzaffarpur Unit, Muzaffarpur - 842001.	0612	2214621
Corporate/ Head office					
2	Shri Vijay Shankar Bhatt, Chief Manager (P&A) - II.	Public Information Officer (PIO)	Bharat Wagon & Engg. Co. Ltd., Mauryalok Complex, Dak Bungalow Road, Patna - 800001.	Mob. No.	72608969 11
Muzaffarpur Unit					
1	Shri Ranjit Pd. Singh, Executive (W) & I/C P&A Deptt..	Asstt. Public Information Officer (APIO)	Bharat Wagon & Engg. Co. Ltd., Muzaffarpur Unit, Muzaffarpur - 842001.	0621	2216823
Mokama Unit					
1	Shri Ashwani Kumar, Executive (W) & I/C P&A Deptt	Asstt. Public Information Officer (APIO)	Bharat Wagon & Engg. Co. Ltd., Mokama Unit, Mokama - 803302.	06132	232351