

## RIGHT TO INFORMATION ACT 2005

Details of Assistant Public Information Officer (APIO), Public Information Officer (PIO) and the Appellate Authority (AA) appointed pursuant to relevant provisions of "The Right to Information Act -2005" are given below:

Appellate Authority	Shri P. Bara Patre, Deputy Director General	0265-2653477
Public Information Officer	Shri Mohan A. Menon, Senior Professor (OB)	0265-2652991
Assistant Public Information Officer	Shri Hublal Jagan, Prof.(PM)	0265-2633425

In most cases information that may be required about National Academy of Indian Railways can be found at [www.nair.indianrailways.gov.in](http://www.nair.indianrailways.gov.in). Any further information required can be obtained from the APIO/PIO after payment of prescribed fees detailed below:

- (a) Application fee for information under sub-section (1) of Section 6 Rs. 10/-
- (b) In respect of information under sub-section (1) of Section 7
  - (i) Rs. 2/- for each page (A4/A3 size) created or copied;**
  - (ii) Actual charge of cost price of a copy in larger size paper;**
  - (iii) Actual cost of price for samples or models;**
  - (iv) For inspection of records, no fees for the first hour; and a fee of Rs. 5/- for each subsequent hour ( or fraction thereof)**
- (c) For information under Sub-section (5) of Section 7
  - (i) Rs. 50/- for information on diskette or floppy;**
  - (ii) Actual price fixed for information provided in printed form or Rs. 2/- per page of photo copy for extracts from publications.**

The fees can be paid in cash at the Booking windows at the Railway stations or Cash Offices or in the form of Demand Draft/Banker's Cheque in favour of Chief Cashier, Western Railway

**INFORMATON ABOUT NATIONAL ACADEMY OF INDIAN RAILWAYS FURNISHED  
IN COMPLIANCAE WITH SECTION 4 (1)(b) OF RIGHT TO INFORMATION ACT 2005**

**(I) The Particulars of the Organization, functions and duties**

Located in Pratap Vilas Palace and its campus at Lalbaug Vadodara (Gujarat), National Academy of Indian Railways is the premier Training Institute of the Ministry of Railways for training of officers of all disciplines belonging to Indian Railway. It imparts training to the newly recruited officers as well as to in-service officers, right from the initial level to the top managerial cadre by conducting various training programme and organizing National and International Seminar and Workshops. National Academy of Indian Railways is dedicated towards achieving Excellence in Training Railway Managers to equip them for accomplishing corporate objectives of Indian Railways.

National Academy of Indian Railways is headed by Director General who is supported by a team of officers including Deputy Director General, Senior Professors, Professors, Assistant Professors and other non-gazetted staffs. Academic and logistic facilities include a well stocked library, a computer centre with internet connectivity, an auditorium, number of lecture rooms and a Model Room with live models of trains and different singling systems etc.

Classes are held for Trainee Officers from Monday to Friday (excluding published holidays) from 09.00 Hrs to 16.15 hrs. whereas the Administrative Office functions from Monday to Friday (excluding published holidays) from 09.30 Hrs. to 18.00Hrs. Staff strength of NAIR is given below:

Category	Sanctioned Strength	On Roll
Faculty	28	28
Class III	66	49
Class IV	92	69
Staff of Western Railway based at National Academy of Indian Railways	90	65

**(ii) Powers and duties of the Officers and employees**

Faculty of National Academy of Indian Railways are drawn from various Services and Departments of Railways and their primary duty is to impart training pertaining to develop appropriate attitude, knowledge and skills among Railway Officers. Faculty members are also assigned various logistic works for management of available facilities on the campus. Other support staffs are also assigned various administrative and logistic works for day-to-day functioning of National Academy of Indian Railways.

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability.**

Director General is the head of National Academy of Indian Railways and reports to Ministry of Railways. Ministry of Railways has delegated suitable financial and administrative power to Director General for day to day task of managing training activities and various logistic functions. This decision making is in consultation with the Faculty Members assigned the concerned logistics. The Supervisors working in various departments execute the plans of the to management through their involvement by giving final shape to the decisions

**(iv) The norms set for discharge of function :**

The Railway Officers posted in National Academy of Indian Railways are designated as Director General, Deputy Director General, Senior Professors, Professors and Assistant Professor for imparting training to Railway Officers who come to the National Academy of Indian Railways, Vadodara for attending different courses. Railway officers are guided by the norms issued by Ministry of Railways from time to time in discharge of their function.

**(v) Rules, regulation, instructions, manuals and records held by or under the control of or used by employees of National Academy of Indian Railways for discharging its functions.**

The Ministry of Railways is the apex body for issuing rules, regulations, instructions, manuals and the National Academy of Indian Railways functions in accordance with the rules and regulations issued by the Railway Board from time to time.

**(vi) Categories of documents held by or under the control of National Academy of Indian Railways.**

National Academy of Indian Railways, maintains records of various training courses held by it. Apart from this following records are also maintained.

1. Establishment and Accounts record of employees
2. Hostel records.
3. Campus records

**(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.**

The objective of National Academy of Indian Railways is to impart quality training to Railway Officers inducted and working at different level. There is no mechanism of consultation with or representation by members of public. However suggestions, if any, in matters of functioning of National Academy of Indian Railways and the training imparted by it are welcome.

**(viii) A statement of the board, 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 meeting are accessible for public.**

SN	Nature of Committee	Constitution of committee	Functions.
1	Academic Council	<b>Chair Person</b> Deputy Director General  <b>Secretary</b> Senior Professor (Organizational Behaviour)  <b>Members</b>  Professor (Relations Management)  Professor (Accounts Management)  Professor (Inventory Management)	The Academic Council decides the Training Programmes, Syllabus, and all other matters pertaining to training at the National Academy of Indian Railways. The Academic Council holds its meetings regularly as per our quality system procedure Minutes of

		<p>Time Tabling Officer Examination Officer</p>	<p>procedure. Minutes of the Academic Council Meeting are approved by Director General and circulated to all Faculty Members for their information and action where required.</p>
2	<b>Mess Committee</b>	<p><b>Chairperson</b> Deputy Director General</p> <p><b>Secretary</b>  Sr.Professor (Mechanical Engineer)</p> <p><b>Treasurer</b> Professor( Health Management)</p> <p><b>Joint Secretary</b> Professor (Information Technology)</p> <p>Assistant (Professor Law Management)</p> <p>Mess Representative of on going courses.</p>	<p>The Mess is run by the trainee officers themselves on no profit no loss basis For the management of Mess there is a Mess Management Committee comprising of a few Faculty members nominated from time to time by Director General as well as representatives from the various ongoing courses who are co-opted on the Mess Management Committee as Mess Representative.</p>
3	<b>Sports Association</b>	<p><b>Patron</b> Director General</p> <p><b>Chairperson</b> Deputy Director General</p>	<p>For conducting sports activities for the benefit on trainee officers.</p>

		<b>General Secretary</b> Senior Professor (Civil Engineering)  <b>Treasurer</b> Sr. Professor (Finance & Investment)	
4	<b>Cultural Association</b>	<b>Chairperson</b> Deputy Director General  <b>Secretary</b> Senior Professor (Mechanical Engineer)	NAIR Cultural Association looks after the cultural activities organized in NAIR by the trainee officers.
5	<b>Railway Institute</b>	<b>Chairman</b> Professor ( Relation Management)	Cultural & sports activities for non-gazetted employees of NAIR are organized by the Railway Institute.

All these committees are for internal management of NAIR and are not open to public. Minutes of meeting are also for internal guidance and circulation only.

**(viii) A directory of officers and employees**

Contact details of Faculty of National Academy of Indian Railways are available through the link Faculty on the home page of <http://www.nair.indianrailways.gov.in>.

**(x) The monthly remuneration received by each officers and employees, including the system of compensation as provided in regulation.**

Salary and other emoluments paid to Faculty and other Government servant of National Academy of Indian Railways is same as applicable to Central Government employees.

Railway employees on attaining their age of superannuation; are paid their retirement dues on the last working day of retiring month.

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

National Academy of Indian Railways is a part of Railway Board, which allocates funds for training and various administrative functions. There are no separate agencies of National Academy of Indian Railways with plans on which expenditure is incurred or disbursements made.

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

This is not applicable to National Academy of Indian Railways.

**(xiii) Particulars of recipient of concessions, permits or authorizations granted by it**

Nil

**(xiv) Details in respect of the information, available to or held by National Academy of Indian Railways.**

All important information regarding National Academy of Indian Railways is available at [www.nair.indianrailways.gov.in](http://www.nair.indianrailways.gov.in). It includes information regarding various activities of the Academy like Training Calendar, Monthly Training Programmes, Time Table, Examination results, extra circular activities etc.

**(xv) Particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

Library and reading room facility is available only for Trainee Officers, Faculty and other staff of National Academy of Indian Railways.

Facility for obtaining any further information about National Academy of Indian Railways in accordance with Right to Information Act 2005 is available through Public Information Officer.

Date: 25/09/2017

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