

# **The Right to Information Act, 2005**

## **Manual**

**In respect of Sections 4(b)(i),(ii), (iii), (iv), (v), (vi),(vii),  
(xi), (xiii),(xiv), (xvi) and (xvii)**

**Ministry of Shipping, Road Transport & Highways  
Department of Road Transport & Highways  
Office of the Superintending Engineer(Mech.)**

**4(b)(i) The particulars of its organisation, functions and duties**

Regional office (Mechanical) is headed by a Superintending Engineer. He acts as a local representative of the Ministry for matters pertaining to central machines procured by Ministry. The stations and jurisdiction of Regional Offices of Superintending Engineer (Mechanical) are as under:-

Mechanical		
Bangalore	Southern States including Maharashtra and Goa	Superintending Engineer (Mechanical), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), No. 417, IVth Floor, IInd Stage, Block 'B', M.S. Bldg., Vidhana Veedhi, Bangalore-560 001 .
Guwahati	North-Eastern States including Sikkim	Superintending Engineer (Mechanical), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Guwahati-3.
Jaipur	Rajashtan, Gujarat, Punjab, Haryana, Himachal Pradesh, J&K, Chandigarh, Daman & Diu	Superintending Engineer (Mech), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Opp DCM, Ajmer Road, PO Shyam Nagar, Jaipur 302 019.
Lucknow	Uttar Pradesh, Uttaranchal, Madhya Pradesh, Chattisgarh, Bihar, Jharkhand	Executive Engineer (Mech.), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Kendriya Bhawan, Hall-1, 7 <sup>th</sup> floor, Sector H Aliganj , Lucknow-226024. *Superintending Engineer post vacant.
Kolkata	West Bengal and Orissa	Executive Engineer (Mech), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Room No.106, Block-C (1 <sup>st</sup> Floor), Central Government Office Complex, Salt Lake, Kolkatta-700064. * Presently held by Executive Engineer against the post of SE

**4(b)(ii) The powers and duties of officers of Roads Wing**

The main functions/duties and responsibilities of the Regional Officer (Mechanical) are given below:-

1. The Superintending Engineer (Mechanical) will act as a local representative of the Government of India, Ministry of Shipping, Road Transport & Highways. Department of Road Transport & Highways (Roads Wing) for all matters pertaining to Central machines.
2. He will inspect the Central machines available in his region from time to time to check their condition, repairs, maintenance, documentation and their proper utilisation. He will also inspect

documents pertaining to Central machines maintained by State PWDs.

3. He will watch the utilisation of Central machines and monitor their performance. He will also assist the State PWDs in finalisation of annual utilisation, programme of machines and suggest their alternative deployment in the best interest of Government.
4. He will approve and sanction repairs of Central Machines within the financial powers delegated to him by this Ministry vide letter No. RM-23(33)/75 dated 3<sup>rd</sup> November, 1976 and also recommend other repairs to this Ministry exceeding his financial powers. He will also watch the progress of repairs of Central machines so as to keep the down-time to bare minimum.
5. He will watch the recovery of hire charges earned vis-à-vis the repair expenditure while according sanction of repair estimates.
6. He will assist the State PWDs for commissioning and trial run of new machines purchased and take follow-up action in this regard. He will also ensure proper utilisation of initial spares purchased alongwith new machines.
7. He will pursue with the State PWDs to see that all reports/information called from the States by this Ministry are furnished by them. He will also ensure that other information called for by this Ministry pertaining to Central machines involving Parliament Questions, items concerning Parliament/PAC matter, audit paras etc. are furnished to Roads Wing promptly by State authorities.
8. He will associate with the State PWDs for timely disposal of unserviceable machines and surplus machines with them and for expeditious action in this regard.
9. He will process the loan proposals sent by the States for purchase of machines needed for execution of NHs works and send suitable recommendations to the Ministry.
10. He will keep the Ministry informed about day-to-date important developments pertaining to Central machines through quarterly reports and watch the overall interest of Central Government on all aspects so far as the use of machines are concerned.
11. He will see that policies/instructions issued by this Ministry regarding machines are followed by State PWDs and take necessary follow up action.
12. He will supervise inter-state transfer of Central machines and assist the collection teams of other States in their region.

13. He will maintain an upto date inventory of Central machines in the region in his office.
14. He will coordinate with ROs of the Ministry in matters relating to utilisation of Central machinery, unit rate and machinery use in the works estimates etc.
15. He will provide Technical Assistance to the State PWDs regarding specifications suitability according to job condition etc.
16. He will act as a Technical know-how deputation centre for Mechanisation and modernisation of highway construction.
17. He will assist the State PWDs in organising training for supervisory and operating staff for better operation, up-keep and utilisation of machinery.
18. He will provide data for rate analysis for different items of mechanised work to the Ministry and State PWDs.
19. Wherever necessary, he will assist the State PWDs in establishing appropriate Mechanical set up and creation of repair infrastructure.

As a member of Technical Committee he also inspect contractors' machines and recommend upgradation/modification where required.

**4(b)(iii) Procedure followed in the decision making process, including channels of supervision and accountability**

In the decision making process relating to technical matters, the procedure laid down in technical circulars issued by the Deptt. of Road Transport & Highways and such other rule of technical procedures and guidelines as may be applicable are followed. In respect of establishment and accounts matter, the procedure laid down in administrative manuals like GFR, FRSR, Swamy's books, administrative circulars etc. are followed. For decisions on technical matters, Regional Officer (Mechanical) is accountable Chief Engineer (Mechanical) and other higher technical officers in the Deptt. of Road Transport & Highways.

**4(b)(iv) The norms for discharge of functions:-**

Nature of reference and the complexity and the urgency of the reference determine the priority of submission and disposal of such case. For example, Parliamentary matters are given Top Most Priority. References are examined on 'First come first serve' basis, other things being equal. Norms for discharge of functions of technical works are being

followed as laid down by the Dept of Road Transport & Highways from time to time.

**4(b)(v) Rules/Regulations/Instructions/Manuals/Records, held by it or under its control or used by its employees for discharge its functions:-**

Apart from normal Govt. rules/procedure, the acts, rules and regulations mentioned at <http://morth.nic.in/Roads-manual.htm> are also used by Regional Offices.

**4(b)(vi) Statement of the categories of documents that are held by it or under its control**

- (a) Document relating to establishment matters;
- (b) Documents pertaining to technical matters dealt by the office;

**4(b)(vii) 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:**

This office does not have any arrangement for consultation with, or representation by the members of the public, in relation to the formulation of its policy or implementation thereof.

**4(b)(xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made:-**

No plan budget is allocated to Regional Office (Mech.), except for office expenses, salary etc. of the staff of Regional Office (Mech.).

**4(b)(xiii) Particulars of recipients of concessions, permits or authorisations granted by it**

NIL.

**4(b)(xiv) details in respect of the information, available to or held by it, reduced in an electronic form**

NIL.

**4(b)(xvi) The names, designations and other particulars of the Public Information Officers**

Bangalore	Shri R.K. Saxena, Superintending Engineer (Mechanical), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), No. 417, IVth Floor, IInd Stage, Block 'B', M.S. Bldg., Vidhana Veedhi, Bangalore-560 001 .
Guwahati	Shri S N Das, Superintending Engineer (Mechanical), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Guwahati-3.
Jaipur	Shri R.B. Saxena, Superintending Engineer (Mech), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Opp DCM, Ajmer Road, PO Shyam Nagar, Jaipur 302 019.
Lucknow	*Shri N.K. Nayak, Executive Engineer (Mech.), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Kendriya Bhawan, Hall-1, 7 <sup>th</sup> floor, Sector H Aliganj , Lucknow-226024. *Superintending Engineer post vacant.
Kolkata	*Shri Kaushik Basu, Executive Engineer (Mech), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Room No.106, Block-C (1 <sup>st</sup> Floor), Central Government Office Complex, Salt Lake, Kolkatta-700064. * Presently held by Executive Engineer against the post of SE

**4(b)(xvii) Such other information as may be prescribed**

NIL.