

Information under “Suo motu disclosure” as per section 4 of RTI Act

1.2 Power & Duties of officers and employees

Financial power as per Indian Railways model SOP-2018.

CME/QA-I:

Team Leader of Quality Assurance

- Provides strategic oversight and direction for the entire Quality Assurance (QA) framework within the organization.

Dy. CME/QA-I:

Lead- Final Stage Quality & Administrative Oversight

- Supervises the quality assurance processes across Paint, Furnishing/Finishing, and Electrical Furnishing stages including final inspections.
- Oversees the administrative functions of the M&C Lab.
- Acts as the First Appellate authority on QA matters related to RTI.
- Assists with any responsibilities delegated by CME/QA-I or senior management.

Dy. CME/QA-III:

Lead- Component QA & Certification

- Manages QA operations related to the service cell, bogie, wheel, and shell components..
- Coordinates the process of obtaining and managing various quality certifications.
- Serves as the Central Public Information Officer (CPIO) for RTI matters pertaining to QA.
- Supports additional duties as assigned by CME/QA-I or higher authorities.

AEE/QA:

Coordinator- Electrical QA & Lab Operations

- Handles QA functions for electrical systems and oversees M&C Lab activities within the shop floor environment.
- Reports functionally to Dy. CME/QA-I for operational alignment..

AWM/QA/FUR:

Furnishing QA Supervisor

- Looks after QA aspects specific to the Furnishing section, ensuring adherence to quality protocols..

CMT:

Quality & Calibration Lead

- Administers the M&C and Calibration Lab, covering both administrative & technical scopes.
- Ensure laboratory compliance with ISO/IEC 17025 standards..
- Coordinates welder approval testing and contributes to ISO: 3834 implementation initiatives at RCF..

ACMT:

Inspector- Incoming Materials & Paint Shop QA

- Oversees the quality inspection of incoming materials at Furnishing Depot, Shell Depot (Bogie Shop), aligned with established protocols..
- Responsible for QA activities in the Paint Shop domain.

1.4 Norms for discharge of functions

Functions/Services offered by Quality Assurance department are

- **Warranty claims & Customer Service Cell:** Responsible for settlement of warranty claims.
- **To ensure quality of shop made products & bought out items.**
- **M&C Laboratory:** Equipped with facilities for mechanical testing, chemical testing, microstructures, radiography, testing of paints, rubbers & plastics, gases and environmental testing.
- **Metrology Laboratory:** Responsible for calibration of mechanical equipment.

1.6 Categories of documents held by the authority under control

S.No.	Categories of documents	Custodian of documents/categories
1	<i>Master List of QESH Records</i>	MR/CME/QA-I
2	<i>Master List of Third Tier documents</i>	

2.3 Manner of execution of subsidy programme

No subsidy provided.

3.4 Form of accessibility of information manual/handbook

Information is available in both formats i.e. electronic and printed.

3.5 Whether information manual/handbook available free of cost or not

List of materials available at a reasonable cost of the medium.

4.5. Such other information as may be prescribed under section

(V) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract.

S. No.	Work Name	Name of the Contractor	Amount of Contract (Rs)	Completion of Contract
1	Re-certification of IMS (ISO 9001:2015, ISO 14001: 2015 & ISO 45001-2018) at Rail Coach Factory, Kapurthala	M/s Manupama Technologies Private Limited, 3C, Bala Prasad Tower, Diagonal Road, Bistupur, Jamshedpur, East Singhbhum- 831001	61,533.70	2024-2026 36 months
2	Upgrading of ISO 22163 from Rev 03 to 04 in RCF, training of Internal auditors (30 Nos.) on ISO 22163 Rev. 04, 9001:2015, 14001:2015 & 45001:2018 and handholding during ISO 22163 external audits	M/s Sudhir Maheshwari, 16 Harsh Park Society, Near Tagore Nagar, Old Padra Road, Vadodara-390007,Gujarat	10,52,905.05	2025-2027 36 months
3	Re-certification of ISO 22163:2023 (IRIS) at Rail Coach Factory, Kapurthala	-----	-----	-----
4	Re-certification of 5S at Rail Coach Factory, Kapurthala	-----	-----	-----
5	Certification of Welding Standards ISO 3834-2-2021 & EN 15085-2-2020 of RCF	-----	-----	-----