

**Disclosure under Section 4 (1) (b) of Right to Information Act,2005**

A Govt. of India Enterprise, has taken measures to provide information to the citizens of the country in accordance with The Right to Information Act, 2005 (Act). This section of CRWC official website along with other relevant sections contain information as required to be published under Section 4 (1)(b) of the Act.

Section 4 (1) (b) of RTI Act	Requirements Under The RTI Act	Details
(i)	The particulars of the organization, its functions and duties	<p>Central Railside Warehouse Company Ltd (CRWC) is a Govt of India Enterprises, Department of Food and Public Distribution, Under the Ministry of Consumer Affairs, Food &amp; Public Distribution. The company is incorporated on 10.07.2007 and certificate for commencement of business under Section 149(3) of the Companies Act 1956 on 24.07.2007. The corporate vision, mission and objective are as under:-</p> <p><b><u>Corporate Vision:</u></b> To provide multi model logistics to the trade and the support and Indian economy in reducing logistics cost.</p> <p><b><u>Corporate Mission:</u></b> To provide efficient rail based total logistic solutions, leveraging economy of scale to the advantage of all stakeholders.</p> <p><b><u>Corporate Objectives:</u></b></p> <ol style="list-style-type: none"> <li>1. To Plan, develop, promote, acquire and operate Railside Warehousing Complexes/Terminals/Multimodal Logistics Hubs on land leased from railways or acquired otherwise.</li> <li>2. To promote and provide seamless supply chain management systems rail based logistics in India and abroad.</li> <li>3. To carry on the business of Multimodal transport operations and aggregation/disaggregation of cargo both for domestic/Impex movement in India and abroad.</li> <li>4. To provides state of the art warehousing facilities and competitive modes of handling and transportation facilities of Cargo.</li> </ol> <p><b>The staff strength of the company as on 30.09.2018 are as under :-</b></p> <p>Group-A 08 Group-B 47</p>
(ii)	The powers and duties of the officers and employees	<p>For smooth discharge of their functions the Heads of Departments derive power from the Delegation of Power assigned to them by the Competent Authority.</p> <p>CRWC has well defined powers for company officials at different levels. The duties are assigned from time to time.</p>

(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<p>Overall management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision making body within the Company.</p> <p>Central Railside Warehouse Company Limited being a Public Sector Enterprise (PSE), the Board of Directors of the Company is also accountable to Government of India.</p> <p>The day-to-day management of the Company is entrusted on the MD and other Officers of the Company. The Board of Directors has delegated powers to the MD, Heads of Departments, who have in turn delegated powers to the other officers of the Company through Delegation of Powers. The MD, Heads of Departments and other officers exercise their decision-making powers as per the delegation of powers.</p> <p>The MD, Heads of Departments and other officers are accountable to Board of Directors for proper discharge of their duties &amp; responsibilities.</p> <p>The powers, which are not delegated are exercised by the Board of Directors subject to the restrictions and provisions of the Companies Act, 2013.</p>
(iv)	The norms set for the discharge of functions	Central Railside Warehouse Company Ltd has its Article of Association and well defined procedure and guidelines in the form of delegation of powers, laid down policies and guidelines, manuals, rules and regulations, guidelines of Department of Public Enterprises, guidelines of Central Vigilance Commission, etc for smooth operations of the Company.
(v)	The rules, regulations, instructions, manuals and records, held or under the control of the company or used by the employees for discharging their functions	<p>Central Railside Warehouse Company Ltd has a number of set rules and manuals which govern the functioning of the organization. Some of these are -</p> <ol style="list-style-type: none"> <li>1. <b>CRWC_Employees Service Rules 2013.</b></li> <li>2. <b>CRWC_Traveling Allowance Rules, 2012.</b></li> <li>3. <b>CRWC_Recruitment Rules 2012</b></li> <li>4. <b>CRWC_Leave Rules, 2012.</b></li> <li>5. <b>CRWC_Leave Travel Concession Rules, 2012.</b></li> <li>6. <b>CRWC_Conduct, Discipline And Appeal Rules.,2012.</b></li> </ol> <p>etc for discharging the function of the company</p>

<b>(vi)</b>	A statement of the categories of documents that are held or under the control of the company	<p>Some of the documents held by the Company under its control are listed below -</p> <ol style="list-style-type: none"> <li>1. Documents pertaining to incorporation <ol style="list-style-type: none"> <li>A. Memorandum &amp; Article of Association</li> </ol> </li> <li>2. Documents pertaining to Accounts <ol style="list-style-type: none"> <li>A. Books of Accounts</li> <li>B. Annual Reports &amp; Accounts</li> <li>C. Accounting Manual</li> <li>D. Documents pertaining to deduction of Income Tax, Tax deducted at source</li> <li>E. Vouchers etc.</li> </ol> </li> <li>3. Documents pertaining to Company Affairs <ol style="list-style-type: none"> <li>A. Statutory Registers under the Companies Act, 2013</li> <li>B. Annual Returns under the Companies Act, 2013</li> <li>C. Returns &amp; Forms under the companies Act filed with the Registrar of Companies etc.</li> </ol> </li> <li>4. Documents pertaining to Board Meeting &amp; General meeting <ol style="list-style-type: none"> <li>A. Agenda Papers of Board Meetings</li> <li>B. Minutes Book of meetings of the Board of Directors etc.</li> </ol> </li> </ol>
<b>(vii)</b>	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	Central Railside Warehouse Company Ltd being a commercial entity, its policies relates to internal management and, hence, there is no arrangement for consultation with members of the public. All of its Policies are formulated in compliance with applicable provisions of statutes, regulations etc.
<b>(viii)</b>	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, 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	<p>The Company publishes in the Annual Report every year a Corporate Governance Report which inter-alia deals with the functioning of the Board procedure and its committees.</p> <ol style="list-style-type: none"> <li>1. Annual Reports (<a href="https://www.crowc.in/CRWC/finances">https://www.crowc.in/CRWC/finances</a>)</li> <li>2. Board of Directors (<a href="https://www.crowc.in/CRWC/corp_prof/bod">https://www.crowc.in/CRWC/corp_prof/bod</a>)</li> </ol>

(ix)	A directory of the officers and employees	<p>1. Management Corporate Office (<a href="https://www.crowc.in/CRWC/corp_prof/management">https://www.crowc.in/CRWC/corp_prof/management</a>)</p> <p>2. Field Officers (<a href="https://www.crowc.in/CRWC/corp_prof/field_off">https://www.crowc.in/CRWC/corp_prof/field_off</a>)</p> <p>3. RTI (<a href="https://www.crowc.in/CRWC/rti">https://www.crowc.in/CRWC/rti</a>)</p>
(x)	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations	<p>The remuneration of the officers of the company is governed by the guidelines of the Department of Public Enterprise, Government of India. The pay scales of the officers are of Industrial pattern.</p> <p><b>Pay Revision of Board Level And Below Board Level Executives Of Central Railside Warehouse Company, Public Sector Enterprises (CPSE) w.e.f 01.01.17</b> (<a href="https://www.crowc.in/CRWC/pdfs/3623_001.pdf">https://www.crowc.in/CRWC/pdfs/3623_001.pdf</a>)</p>
(xi)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable to the company
(xii)	Particulars of recipients of concessions, permits or authorizations granted	Not applicable to the company
(xiii)	Details in respect of the information, available to or held, reduced in an electronic form	The information relating to Company Profile, Board Of Directors, Code of Business Conduct & Ethics, Objective etc. is available at the Company's website at <a href="https://www.crowc.in">https://www.crowc.in</a>
(xiv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use	Not applicable to the company
(xv)	The names, designations and other particulars of the Public Information Officers.	The information is available on the Company's website at <a href="https://www.crowc.in">https://www.crowc.in</a>