

## **PUBLICATION & PUBLIC RELATION Branch/RDSO**

Clause 4(1) (b)

**(i) the particulars of its organisation, functions and duties ;**

### **About Organisation:**

In 1853, the Railways were introduced in India and with their expansion through the twentieth century, company managed and state-owned several railway systems grew up. To enforce standardisation and co-ordination amongst various railway systems, the Indian Railway Conference Association (IRCA) was set up in 1903 followed by the Central Standards Office (CSO) in 1930, for preparation of designs, standards and specifications. However, till independence, most of the designs and manufacture of railway equipments was entrusted to foreign consultants. But with Independence and the resultant phenomenal growth in country's industrial and economic activities leading to increase in the demand for rail transportation, there was a complete shift in emphasis in the field of design & manufacture. Consequently, a new organisation called Railway Testing and Research Centre (RTRC) was set up on 1<sup>st</sup> September, 1952 with its headquarter at Lucknow for testing and conducting indigenous applied research in railway technology. Later on, Central Standards Office (CSO) and the Railway Testing and Research Centre (RTRC) were merged into a single unit and thus in 1957, Research Designs and Standards Organisation (RDSO) came into being as an attached office of Railway Board.

The status of RDSO has been changed from an 'Attached Office' to 'Zonal Railway' with effect from 1<sup>st</sup> January 2003.

### **FUNCTIONS**

RDSO is the sole R&D organisation of Indian Railways and functions as the technical advisor to Railway Board, Zonal Railways and Production Units. Basically, its major functions involve:

- Development of new and improved designs.
- Development, adoption, absorption of new technology for use on Indian Railways.
- Development of standards for materials and products specially needed by Indian Railways.
- Technical investigation, statutory clearances, testing and providing consultancy services.
- Inspection of critical and safety items of rolling stock, locomotives, signalling & telecommunication equipment and track components.

RDSO also offers international consultancy services in matters pertaining to design, testing and inspection of railway equipments as well as survey for construction of new lines. The significant accomplishments of RDSO in the sphere of research & development have always attracted worldwide attention.

At the head of the organisation is the Director General ex officio General Manager who is assisted by an Additional Director General, Sr. Executive Directors and Executive Directors.

All the directorates of RDSO except Defence Research are located at Lucknow. The Cells for Railway Production Units and industries, which look after liaison, inspection and development work, are located at Bangalore, Bhopal, Mumbai, Burnpur, Kolkata, and New Delhi.

The Indian Railways Centre for Advanced Maintenance Technology (CAMTECH) at Gwalior is also functioning under the administrative control of RDSO.

## **PUBLICATION & PUBLIC RELATION BRANCH**

All the major information and RDSO's activities are widely circulated through various Research Reports, Codes, manuals and specifications etc. Besides, RDSO brings out quarterly magazine "Indian Railway Technical Bulletin" containing technical articles on topics of railway interest. The quarterly house journal "RDSO Highlights" covering prominent activities of the organization is also published by the Publication branch.

The Public Relation branch takes care of visiting dignitaries as well as affords necessary assistance to the students /trainees from different institutes. Constant liaison is also maintained with the mass media to keep the common man aware of the special type of works being done by this research organisation.

### **Functions & Duties :**

**Public Relation Branch** : is engaged in hospitality arrangement during the visits of VIPs to RDSO, preparing/issuing of press releases, organising various national functions and Railway Week celebrations etc., Participating in National/International exhibitions. Photographic work of all the Directorates of RDSO in addition to the coverage of important events and VIP visits.

**Publication Branch** is working as a centralised information unit of the organisation. Its main functions are:

- Printing, publication and distribution of the quality publications of RDSO.  
Following publications are brought out by Publication Branch:

### **Our Publications:**

- **Annual Report** (English & Hindi)

It contains information about the work done by RDSO. The General Chapter contains information about Finance, Staff, Public Relations & Infrastructure etc.

- **Indian Railway Technical Bulletin** (IRTB) published Quarterly- Feb., May, Aug., Nov.

### **Instructions for the guidance to the authors in the preparation of articles and other contributions to the Indian Railway Technical Bulletin:**

To stimulate interest in technical authorship, Railway Board have sanctioned the grant of four annual cash prizes of Rs 2000/-, Rs 1500/- and Rs 1000/- (two numbers) for the article adjudged as first, second and third (two numbers) published in any calendar year in the bulletin and have decided that authors (other than RDSO) of the remaining articles will be paid Rs 400/- for each article depending on its merit.

Contributions, having merit on the following subjects are acceptable for the bulletin.

- Articles on engineering, transportation, commercial, accounts, statistical and other allied subjects having a bearing on railway working.

The articles should be addressed to the Executive Director Administration-II/ Director Administration-I, Research Designs and Standards Organisation, Manak Nagar, Lucknow-226011, whose decision regarding suitability for publication will be final. Author's full name and designation should be given. All articles should begin with a synopsis not exceeding 100 words. References should be quoted numerically in a bibliography at the end of paper. Footnotes should be indicated by sub-script numbers to be presented in the order of their appearance. Standard or well recognised notations should be used and personal reference and lengthy quotations should be avoided. An article should not normally exceed 3,000 words. The authors should certify that the articles sent for publication in the Indian Railway Technical Bulletin have not been sent elsewhere for publication.

Illustrations and photographs should be the minimum required to explain the article. Diagrams and tables should normally be of ISI metric size A4 (297x210 mm) with margins of 13 mm at the top, bottom and right-hand side and 20 mm on the left hand side. Larger diagrams should be on sheets 297 mm deep but should not exceed 420 mm in width as far as possible. In case of diagrams larger than 297x420 mm, lettering should be such that when reduced in size, it remains legible.

Line diagrams should be in black ink on tracing cloth or on tracing paper having smooth white surface with lettering reduced to the minimum. Coloured inks should not be used. Instead, thick, thin dotted or chain dotted line may be employed. If author makes a request, tracings and photographs will be returned after printing.

- **RDSO Highlights** Published Quarterly - Jan., Apr., July., Oct.

The quarterly, bilingual house journal, consisting news and important activities/work done by the organisation during the period. It is bilingual publication and circulated to Railway Board, Zonal Railways, Production Units and non-railway institutions like IIT's & universities etc.

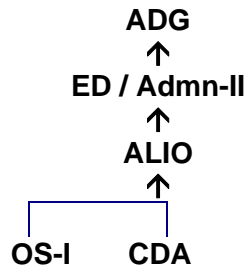
- Publicity Literature & Misc. Publications.
- Compilation of information for Railway Board and other publications.

The information about the RDSO, Publication Branch & Public Relation Branch is also available in the Annual Report of the organisation. The RDSO Annual Report 2004-05 is pasted on its Website.

## **(ii) the powers and duties of its officers and employees;**

The information in tabular form is enclosed as Annexure-I

- ## **(iii) Procedure followed in the decision making process, including channel of supervision and accountability:**



**(iv) the norms set by it for the discharge of its functions;**

Maintained as per procedure followed in the section.

**(v) the rules, regulations, instruction manuals and records held by it or used for discharging its functions;**

SOP, Financial Code, Esstt. Code & Manual, MOP etc,

**(vi) Categories of documents held by it or under its control;**

- RDSO's Annual Report (English & Hindi) Last issue published 2004-05
- RDSO Highlights. Last issue published - April-2006
- IRTB Indian Railway Technical Bulletin) Last issue published -Aug.Nov. 2005

- (vii) -NA-
- (viii) -NA-
- (ix) -NA-
- (x) -NA-
- (xi) -NA-
- (xii) -NA-
- (xiii) -NA-

(xiv) details in respect of information available to or held by it, reduced in electronic form:

Annual Report 2004-05 (English version) RDSO Highlights April-2006 issue is available on RDSO Website.

- (xv) -NA-
- (xvi) -NA-
- (xvii) -Nill-

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**(ii) Duties:****-Annexure- I**

Duties of Employees of Publication Section under the control of ALIO-II

1. ALIO - II : is working under control of ED/Admn and assisting in printing of regular publications, public relation & hospitality work of the organisation in addition to regular work of publication section. Any other work allotted by ED/Admn-II.

<b>S. N.</b>	<b>Name &amp; Designation</b>	<b>Important Duties/ Responsibilities</b>
2.	S.K.Dureja CDA (Rs.6500-10500)	<b>Printing of Publications:</b> -Annual Report, IRTB, RDSO Highlights and other publicity material. The job involves:- -Compilation, processing checking/editing of Manuscript, articles and preparation of camera ready copy -Preparation of List of publications/catalogue of RDSO report for Updating of RDSO news on the RDSO Website. -Compilation of draft material for Railway Bd Publications -Checking of RTS/Brief Notes of Consolidated tender for Printing -Visit of printing Press for expediting the Job -Verification of Printing Bills, Maintaining DSR-Doc section -Performing various miscellaneous PR works-Exhibitions, Preparation of briefs on the activities of RDSO and various other related work -Any other work allotted by ALIO/EDA-II
3.	S.K. Parashar SLIA (Rs 5500-9000)	<b>Printing of Publications:</b> -Annual Report, IRTB, RDSO Highlights and other Publicity material. The job involves:- -Compilation, processing checking/editing of Manuscript, articles and preparation of camera ready copy. -Preparation of list of publications/catalogue . -Visit of printing presses for expediting the Job. -Verification of printing bills. -Performing various miscellaneous PR works-Exhibitions, - Preparation of briefs on the activities of RDSO and various other related work . -Any other work allotted by ALIO/EDA-II
4.	S. K. Chawala PA (Rs 5500-9000)	PA to ED/Admn-II

**B. Ministerial**

5	C.L. Bhatti O.S.-I (Rs 6500-10500)	Correspondence with regard to collection of material from various directorates of RDSO for printing of :- a) RDSO Annual report b) Indian Rlys year book c) Indian Railways Annual Report and Accounts d) MR Budget Speech i) Maintenance of files of IRTB ,General files like of staff Matters, Policy Matters etc.
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		<ul style="list-style-type: none"> <li>ii) Sanction of Awards/Honorarium to the authors of IRTB</li> <li>iii) Issue of RDSO Advertisement in Newspaper/Magazines</li> <li>iv) Purchase of newspaper for PR work</li> <li>v) Maintenance of DSR, Preparation of Indents, Collection of material from stores</li> <li>vi) Correspondence related to Rajbhasha, preparation of Mly/Qly reports etc</li> <li>vii) Registration of Newspapers for release of advertisement</li> <li>viii) Any other work allotted by ALIO/ EDA-II</li> </ul> <p>-Processing of all the bills of Publication Section pertaining to printing of publications, Hospitality, EDA-II /ALIO imprest</p> <p>-Budget of Section</p> <p>-Verification of Absentee Statement</p> <p>-Fixation of prices of RDSO Publications</p> <p>-Correspondence in connection with printing of publication and budget.</p> <p>-Allotment of Report Numbers to RDSO publications.</p> <p>ix) -Any other work allotted by ALIO/ EDA-II</p>
6	R.N. Vishvakarma, Head Clerk (Rs 5000-8000)	<ul style="list-style-type: none"> <li>-Preparation and issue of consolidated tender documents for printing of RDSO annual report, IRTB and RDSO Highlights</li> <li>-Calling of quotations for Miscellaneous printing-Such as DG/ADG letterhead, Meritorious certificates of Railway week award etc.</li> <li>-Any other work allotted by ALIO/ EDA-II</li> </ul>
7	Smt Gurmeet Kaur, Head Clerk (Rs 5000-8000)	<ul style="list-style-type: none"> <li>-Maintenance of Publication Stores</li> <li>-Distribution/ Issue of RDSO/Rly Bd Publications</li> <li>-Maintenance of leave records of Pub section, preparation of – absentee statements</li> <li>-Hindi typing work</li> <li>-Any other work allotted by ALIO/ EDA-II</li> </ul>
8	Somar Singh, Senior Clerk (Rs 4500-7000)	<ul style="list-style-type: none"> <li>-Looking after the work of receipt/despatch of pub section and any other allotted by ALIO</li> </ul>

**PUBLIC RELATION**

9	A.K. Malhotra PI-I (Rs 5000-8000)	<ul style="list-style-type: none"> <li>-News paper clipping</li> <li>-Release of Press communiqué</li> <li>-Publicity of various activities of RDSO</li> <li>-Compilation/Sending of PR Performance report</li> <li>-Arranging all official functions</li> <li>-Maintaining liaisoning with Print/Electronic Media and Railway office</li> <li>-Visits of trainees/students to RDSO</li> <li>-Maintenance of DSR-PR</li> </ul>
10	Navin Khare PI-II (Rs 5000-8000)	<ul style="list-style-type: none"> <li>-All arrangement required to be made for lunch/tea, site-seeing etc. in connection with the VIP visits to RDSO.including sanction of expenditure and drawl of advance etc.</li> <li>-Drafting of MSS of RDSO Highlights</li> <li>-Sending material of various activities/ achievements of RDSO for publication in Indian Railway/Bhartiya Rail Magazines.</li> <li>-Arranging for participation in exhibitions</li> </ul>

		-Maintaining record of VIP visits to RDSO -Allotment of old auditorium.
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**Photographer**

11	K.K. Sharma (Rs 5000-8000)	-Covering various VIPs visits, important meetings, conferences seminars, workshops & trade fairs, various functions of national importance, Railway Week and Raj Bhasha Functions etc. -They also takes photographs of various rail equipment's, rolling stocks required and directed by all the directorates of RDSO. -B/W photographs are developed and printed in the lab of photographic section. -Coloured photographs are got developed and printed in the market on payment basis. -Get blow-ups prepared from the market. -Maintaining and operating coloured TV, VCR, slide projector, overhead projector, computerised video projector for display of video cassettes for demonstration of technical matters pertaining to Railway technology.
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**MCM**

12	N. Kandulana, (Rs 5000-8000)	- Binding work of DG & ADG Sectt. - Binding work of all the Dtes. - Binding work of all directorates of RDSO where bookbinder has not been provided, in addition to the work of Publication Section.
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**Receptionist**

13	Naresh Kumar (4500-7000)	-Performing duty at RECEPTION COUNTER at Anusandhan Bhavan
14	Miskat Siddique (4000-6000)	Performing duty at RECEPTION COUNTER at Abhikalp Bhavan

**Group 'D'**

15	Kishori Lal, Daftry 2610-3540	-Assisting UDC-I doing distribution/dispatch of RDSO/Railway Board publications, in maintaining the record copy for the Publication Store. Performs various miscellaneous work of publication section in addition to the preparation of file proceedings etc.
16	Rama Shankar Khalasi helper (2550-3200)	He is attending ED/Admn.-II for full day.
17	Ramakant Sr. Farash 2610 -3540	Assisting photographers in their work.
18	Ranjeet Kumar, Peon 2550-3200	Posted for Ist half day/Pub. Sec. He is distributing dak of Pub. Sec. and attending ALIO-II

