

Gazetted Cadre Dy.CPO/Gaz & SPO/Gaz	CPO/IR	
	Dy. CPO/HQ & SPO/HQ	Dy.CPO/Con & SPO/IR
1. All establishment work related to Gazetted Cadre Officers of N.C. Railway 2. Confidential work related to Gazetted Cadre. 3. D&AR matter of Gazetted Officers.	1. Establishment works of Non-Gazetted cadre of all departments in the HQ. 2. RTI cases 3. Cadre/bill management of all department in the HQ .a <ul style="list-style-type: none"> • All kind of Promotions/ Selections of NG Staff. • Inter Railway transfer cases. • Ex-cadre posts in all departments. • Deputaion to NG –Gaz staff to other department of Rly./outside Rly. • Bill Section-Gaz & Non Gaz. 4. Recruitment activities. <ul style="list-style-type: none"> • Appointment on CG ground • All Recruitment related activities. 5. Store <ul style="list-style-type: none"> • Procurement & maintenance • Budget 6. Panel distribution of RRB/RRC/GDCE. 7. Policy and D&A/NG Section 8. Confidential section Non Gaz. staff. 9. Court cases-Monitoring & Coordination. 10. Indent. 11 Act apprentice Land acquisition and their related cases.	1. निराकरण-कर्मचारी परिवार एवं सुविधा केन्द्र। 2. CPGRAM,MP/MLA/VIP references PG/DPG & all grievances 3. Misc. section related works. <ul style="list-style-type: none"> • Creation/Surrender posts • Parliamentary Questions. • PCDO/MCDO. • All periodical Statements • Action Plan target and monitoring. • HOER works. 4. HRD & Training management related works. <ul style="list-style-type: none"> • Training. • ID ACT & Labour Laws. 5. Dak Section Monitoring & Disposal. 6. General Section <ul style="list-style-type: none"> • Audit. • Allotment of Railway Quarter. 7. Industrial Relations- Recognized Union (Union Cell). 8. TADK & Subs/Fresh Face. 9. Welfare Section 10. Settlement Section. <ul style="list-style-type: none"> • Settlement Payment Gazetted & Non Gazetted. 11. Ex-gratia compensation payment cases. 12. Pass Section. 13. Dy CPO/Const. to act as LOR for:- <ul style="list-style-type: none"> • SC/ST Association/Reservation Cell • All works related to OBC

Note:

1. Dy CPO/HQ is nominated as Nodal officer and CPO/IR as appellate Authority for RTI cases of HQ Personnel Department.
2. Any other assignment as directed by PCPO.

Following will be looking after arrangements made in absence of officers:-

1. Dy CPO/Gaz and Dy CPO/HQ will look after the duties vice versa.
2. Dy CPO/HQ will look after the duties of Dy.CPO/Const. In absence.
3. SPO/HQ & SPO/IR will look after the duties vice versa.
4. SPO/HQ will be look after the duties of SPO/Gaz in his absence.