

NORTH CENTRAL RAILWAY

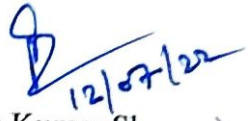
Headquarters Office,
Prayagraj.

NOTE

Sub:- Duty list of Personnel Officers of Headquarter office.

In continuation to this office letter even no. dated-07.07.2022, the revised/corrected duty list of officers of Personnel Department, Headquarter Office, annexed as Annexure -'A' is issued to have immediate effect.

DA : As above.


(Rajesh Kumar Sharma)
Dy.CPO/Gaz
for General Manager (P)

No. 797/E/Gaz./Personnel/Duty List/NCR

Dated : 12.07.2022.

Copy for kind information to:

1. PS-I to PCPO- for kind information of PCPO
2. CPO/Admn. & CPO/IR
3. All Dy.CPOs: HQ/NCR
4. All APOs : HQ/NCR
5. All Section Incharge/Personnel Department/HQ/NCR.

Annexure 'A' to Note No. 797-E/Gaz./Personnel/Duty List/NCR dated 12.07.2022

Dy.CPO/Gaz		CPO/Admin			CPO/IR		APO/HQ
		Dy.CPO/HQ	Dy.CPO/Gen	Dy.CPO/Gen	Dy.CPO/Const & IR		
SPO/Gaz	APO/IR	APO/HQ	APO/HQ	APO/IR	APO/HQ	APO/IR	Welfare Section
1. All Establishment work related to Gazetted Cadre Officers of N.C. Railway. 2. Confidential work related to Gazetted Cadre. 3. D&AR Matters of Gazetted Officers.	Monitoring of HRMS modules & IT work.	1. Establishment works of Non-Gazetted Cadre-of all departments in the HQ. 2. Cadre management of all departments in HQ. <ul style="list-style-type: none"> All kind of Promotions/ Selections of NG Staff. Inter Railway Transfer cases. Ex Cadre posts in All departments. Deputation to NG Staff to other department of Rly/outside Rly 3. Recruitment Activities. <ul style="list-style-type: none"> Appointment on CG ground. All Recruitment related activities. 4. D&A/NG section 5. Confidential Section Non-Gaz. Staff. 6. Indent 7. Policy 8. Court cases Monitoring & Coordination. 9. Panel distribution of RRB/RRC/GDCE	1. TADK & Subs/Fresh Face 2. Settlement Section <ul style="list-style-type: none"> Settlement Payment of Gazetted & Non Gazetted Ex-gratia compensation payment cases 3. Stores <ul style="list-style-type: none"> Procurement & maintenance Budget 	1. RTI Section 2. CPGRAM, MP/MLA/VIP references, PG/DPG & all grievances 3. Dy.CPO/ Gen to act as LOR for :- <ul style="list-style-type: none"> SC/ST Association/Reservation Cell All Works related to OBC 4. Audit & Allotment of Railway Quarter. 5. Dak section monitoring & disposal. 6. Pass Section 7. General Section 8. NIRAKARAN Cell	Bill Section-Gaz & Non-Gaz	1. 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 2. HRD & Training Management related works <ul style="list-style-type: none"> Training ID Act & Labour Laws 3. Industrial Relations-Recognized Union (Union Cell) 4. Data collection and preparation for meeting with : <ul style="list-style-type: none"> Railway Board GM weekly meetings MIS data feeding, etc. 5. Act apprentice Land acquisition and their related cases.	

Note:

- Dy.CPO/Gen is nominated as Nodal Officer and CPO/IR as appellate Authority for RTI cases of HQ Personnel Department.
 - Any other assignment as directed by PCPO
- Following will be the looking after arrangements made in absence of officers:
- Dy.CPO/HQ & Dy.CPO/Const & IR will look after the duties vice versa.
 - Dy.CPO/Const & IR will look after the duties of Dy.CPO/Gaz in absence.
 - Dy.CPO/HQ will look after the duties of Dy.CPO/Gen in absence.
 - SPO/Gaz. will look after the duties of APO/HQ in absence.
 - APO/HQ will look after the duties of APO/IR in absence.


 12/07/22