

NORTH CENTRAL RAILWAY

Headquarters Office,
Prayagraj

NOTE

Sub: Duty list of Personnel officers of Headquarters office.

With the approval of the Competent Authority, the revised duty list of officers of Personnel Department, Headquarters Office, annexed as Annexure – 'A' is issued to have immediate effect.

DA: As above.


(Iftikhar Ahmad Khan)
SPO/Gaz
for General Manager(P)

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

Dated: 12.01.2023.

Copy for kind information to:-

- 1 PS-I to PCPO - for kind information of PCPO
- 2 CPO/Admin, CPO/IR/NCR
- 3 All Dy.CPOs: HQ/NCR.
- 4 All SPOs: HQ/NCR.
- 5 All Section In-charges/Personnel Branch/HQ/NCR.

Annexure 'A' to Note No. 797-E/Gaz./Personnel/Duty List/NCR dated 12.01.2023

CPO/Admin (Sanjiv Kumar)				CPO/IR (Raju Singh Parihar)				
Dy.CPO/Gaz (S.K. Singh)		Dy CPO/Gen&HQ (H.N. Chaudhary)		Dy CPO/Gen&HQ (H.N. Chaudhary)		Dy CPO/Const & IR (M.K. Kuishrestha)		
SPO/Gaz (Iftikhar Ahmad Khan)	APO/IR (Lavkush Singh Rawat)	APO/HQ (Adesh Mishra)	APO/HQ (Adesh Mishra)	APO/IR (Lavkush Singh Rawat)	APO/HQ (Adesh Mishra)	APO/IR (Lavkush Singh Rawat)	APO/HQ (Adesh Mishra)	
<ol style="list-style-type: none"> All Establishment work related to Gazetted Cadre Officers of N.C. Railway. Confidential work related to Gazetted Cadre. D&AR Matters of Gazetted Officers. 	Monitoring of HRMS modules & IT work.	<ol style="list-style-type: none"> Establishment works of Non-Gazetted Cadre-of all departments in the HQ. 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 Recruitment Activities. <ul style="list-style-type: none"> Appointment on CG ground. Recruitment of Scout & Guide, Sports & Cultural Confidential Section Non-Gaz.Staff. Stores <ul style="list-style-type: none"> Procurement & maintenance Budget 	<ol style="list-style-type: none"> D&A/NG section Indent Policy Court cases Monitoring & Coordination. Dak section monitoring & disposal. Panel distribution of RRB/RRC/GDCE 	<ol style="list-style-type: none"> TADK & Subs/Fresh Face Settlement Section <ul style="list-style-type: none"> Settlement Payment of Gazetted & Non Gazetted Ex-gratia compensation payment cases 	<ol style="list-style-type: none"> RTI Section CPGRAM, MP/MLA/VIP references. PG/DPG & all grievances Dy CPO/ Gen to act as LOR for :- <ul style="list-style-type: none"> SC/ST Association/Reservation Cell All Works related to OBC Audit & Allotment of Railway Quarter. Pass Section General Section NIRAKARAN Cell 	Bill Section-Gaz & Non-Gaz	<ol style="list-style-type: none"> 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 HRD & Training Management related works <ul style="list-style-type: none"> Training ID Act & Labour Laws Industrial Relations-Recognized Union (Union Cell) Data collection and preparation for meeting with : <ul style="list-style-type: none"> Railway Board GM weekly meetings MIS data feeding, etc. Act apprentice Land acquisition and their related cases. 	Welfare Section

Note:

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

- CPO/A and CPO/IR will look after the duties vice versa.
- Dy. CPO/Gen & HQ is nominated as Nodal Officer and CPO/IR as appellate authority for RTI cases of HQ Personnel Department.
- Dy.CPO/Gaz will look after the duties of Dy.CPO/HQ & Genl. in absence.
- Dy.CPO/Const & IR and Dy.CPO/Gaz will look after the duties vice versa.
- APO/HQ will look after the duties of APO/IR in absence.
- Any other assignment as directed by PCPO

12/1/23