

NORTH CENTRAL RAILWAY

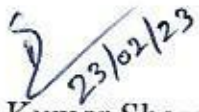
Headquarters Office,
Prayagraj

NOTE

Sub: Duty list of Personnel Officers of Headquarter office.

With the approval of the Competent Authority, the revised 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: 23.02.2023

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

Annexure 'A' to Note No. 797-E/Gaz./Personnel/Duty List/NCR dated 23.02.2023

Dy.CPO/Gaz (Rajesh Kumar Sharma)	CPO/Admin (Sanjiv Kumar)		CPO/IR (Raju Singh Parihar)			
	Dy.CPO/HQ (Sanat Jain)	Dy.CPO/Gen (S.K. Singh)	Dy.CPO/Gen (S.K. Singh)		Dy.CPO/Const & IR (M.K. Kulshrestha)	
SPO/Gaz (Iftikhar Ahmad Khan)	APO/HQ (Adesh Mishra)		APO/IR (Lavkush Singh Rawat)	APO/HQ (Adesh Mishra)	APO/IR (Lavkush Singh Rawat)	APO/HQ (Adesh Mishra)
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.	1. Establishment works of Non-Gazetted Cadre of all departments in the HQ. 2. Cadre management of all departments in HQ. • 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. D&A/NG section 4. Indent 5. Policy 6. Court cases Monitoring & Coordination. 7. Dak section monitoring & disposal.	1. Stores:- • Procurement & maintenance • Budget 2. Confidential Section Non-Gaz.Staff. 3. Panel distribution of RRB/RRC/GDCE 4. Recruitment Activities. • Appointment on CG ground, • Recruitment of Scout & Guide, Sports & Cultural	1. RTI Section 2. CPGRAM, MP/ MLA/ VIP references, PG/DPG & all grievances. 3. CPO/IR to act as LOR for :- • SC/ST Association/ Reservation Cell • All Works related to OBC 4. Audit & Allotment of Railway Quarter. 5. Pass Section. 6. General Section. 7. NIRAKARAN Cell 8. Monitoring of HRMS modules & IT work.	1. TADK & Subs/Fresh Face 2. Settlement Section • Settlement Payment of Gazetted & Non Gazetted • Ex-gratia compensation payment cases 3. Bill Section-- Gaz & Non-Gaz	1. Misc Section related works • Creation/Surrender posts • Parliamentary Questions • PCDO/MCDO • All Periodical Statements • Action Plan target and monitoring • HOER works 2. HRD & Training Management related works • Training • ID Act & Labour Laws 3. Industrial Relations- Recognized Union (Union Cell) 4. Data collection and preparation for meeting with : • Railway Board • GM weekly meetings • MIS data feeding, etc. 5. Act apprentice Land acquisition and their related cases.	Welfare Section

Note:

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

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