

NORTH CENTRAL RAILWAY


Headquarters Office,
Prayagraj-211015

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.


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

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

Dated: 05.11.2024

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. Chairman/RRC
5. All APOs HQ/NCR
6. All Section Incharge/Personnel Department/HQ/NCR

CPO/Admin (Mudit Chandra)			
Dy.CPO/Gaz (Rajesh Kumar Sharma)	Dy.CPO/HQ (Mukesh Kumar Kulshrestha)	Dy.CPO/IR & Const (Sanjay Kumar Singh)	Dy.CPO/IR & Const (Sanjay Kumar Singh)
SPO/Gaz (Itikhar Ahmad Khan)	APO/HQ (Jitendra Singh)	APO/General (Md. Nawab Alam)	APO/IR (Lavkush Singh Rawat)
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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. Policy 5. Court cases Monitoring & Coordination. 6. Dak section monitoring & disposal. 7. Confidential Section Non-Gaz.Staff. 8. RTI Section 9. Bill Section- Gaz & Non-Gaz 10. Indent 11. Panel distribution of RRB/RRC/GDCE 	<ol style="list-style-type: none"> 1. TADK & Subs/Fresh Face 2. Welfare Section 3. General Section. 4. Audit & Allotment of Railway Quarter. 5. Stores:- <ul style="list-style-type: none"> • Procurement & maintenance • Budget 6. Settlement Section <ul style="list-style-type: none"> • Settlement Payment of Gazetted & Non Gazetted • Ex-gratia compensation payment cases 7. Recruitment Activities : <ul style="list-style-type: none"> • Appointment on CG ground. • Recruitment of Scout & Guide, Sports & Cultural 8. Act apprentice Land acquisition and their related cases 9. Confidential Section -- conducting departmental examination related to CBT, in coordination with RRC. 10. RRC Works. 	<ol style="list-style-type: none"> 1. SC/ST Association / Reservation Cell and all Works related to OBC 2. NIRA KARAN Cell <ul style="list-style-type: none"> • 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. Industrial Relations- Recognized Union (Union Cell) 6. Data collection and preparation for meeting with : <ul style="list-style-type: none"> • Railway Board • GM weekly meetings • MIS data feeding, etc. 7. Pass Section. 8. Monitoring of HRMS modules & IT work

Note:

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

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

for
5.11.24