



NORTH CENTRAL RAILWAY

Divisional Railway Managers Office
Prayagraj Division

Duty list of officers of Personnel Department revised as under with immediate effect.

Shri K. L. Jaiswal DPO	Pension and Grievances (Settlement Section), CG cell, Ex gratia cases, Appointment of all group 'C' staff, Confidential cell (Conducting of selection and suitability tests of all staff) CTG and advance of all departments, SBF, Other WLs related works, Legal Cell Monitoring.
Shri B. D. Ahirwar APO/Engg	Cadre establishment matters of Mechanical, Civil Engineering, S&T, NPS cell, Appointment of all type of group 'D' staff, Recruitment section and all type of recruitment & engagement of Act Apprentice, SC/ST & OBC associations, EG-I (Tenders, Stores and allied matters, AMC of office equipments).
Shri Nitin Singh APO/General	Online Indent, Non-Payment cell & HOER, RTI cell, Grievance related works like Single Window Cell (Nirakaran Cell), CPGRAM, MP/MLA/VIP, Railway Board reference, GM and PCPO references, HRMS cell & all IT project work, R&D section, UMID, Union Cell, Election matters and PNM matters, D&AR matters, Policy section, Outsourcing work of all departments, HQ Co-ordination, EG-I section, PCDO, MPP, Work study, Audit work and other general work.
Shri Adesh Kumar Mishra APO/Elect	Cadre establishment matter of Electrical (Rng and Non- Rng), Medical department, Welfare Section and Staff grievances, NCR College/TDL, Institute/Community Hall works, Canteen.
Shri Ravi Kumar Meena APO/T	Cadre establishment matters of Commercial, Operating (Running and Non-Rng) department, E-Admin. & E-Gazetted section, Pass section, IRT and Inter Divisional Transfer related work.
Shri Lakshmi Prasad Law Officer	All matters of Legal cell (pertaining of OA, WRIT petition SLPs, CCP Compliance, CGIT etc.) Signature of Deeds, ALC/CLC matters, Monitoring of Legal cases of Personnel department.

Note: i. These orders would come into effect since issue of this letter.

ii. In addition to the assigned duties, any other work given by the Sr. DPO/PRYJ

iii. Legal files except legal bills to be put up to Sr. DPO through DPO.

iv. Every officer will do inspection as per schedule.

v. **PF Sanction would be done by concerned APO/DPO.**

vi. Officers to monitor & ensure timely disposal of grievance (CPGRAM HRMS, etc) RTI Court cases related to their concerned section.

vii. Officers will leave Headquarter with duly sanctioned leave.

viii. Every officer must have updated position of his section/work with him.

Pairing arrangement of Officers:-

1. In absence of Sr. DPO, DPO will look after the work of Sr. DPO.

2. In absence of DPO, APO/T will look after the work of DPO & vice versa.

3. In absence of APO/Engg., APO/Elect will look after the work of APO/Engg. & vice versa.

4. In absence of Law Officer, APO/Engg will look after the work of Law Officer.

5. In absence of APO/General, APO/Electrical will look after the work of APO/General.

No Officers Duty List/2025

Dated: 23.04.2025

DPO, APO/Engg, APO/General, APO/Elect., APO/T and Law Officer.

All Ch OSs/Sectional Incharges.

Copy for kind information to-

- PS to PCPO for kind information of PCPO.
- PS to DRM for kind information of DRM.
- ADRM/G, Op. & Infra.
- All Branch Officers Prayagraj

Vaibhav
23/04/25
(Vaibhav Kumar Gupta)
Sr. DPO/Prayagraj