



**RECRUITMENT** – Recruitment is done through RRBs/RRCs, CGA, Cultural quota, Sports Quota, Scout & Guide Quota.

Personnel Officers acts as friend, Philosophers and Guide for employees, pensioner and their families. All efforts are made for patient hearing of employee's problem and to solve them in a professional way. On this line an Electronic Grievance Redressal mechanism had been setup in HQ and soon will be made available.

Personnel Deptt. Website is dedicated to all employees, ensuring transparency, accountability, special disposal of all employee related matters, It is being updated time to time with latest policy circulars, notifications, Various forms, Seniority list, Welfare measures etc.

**POLICY MATTERS** – Personnel Deptt. Plays a key role in policy formulation on administrative matters.

**TRAINING** – In house and institutional training is provided to the staff which include initial, refresher and promotional training. It also formulates and coordinates various training policies.

**SALARY & SETTLEMENT** - Salaries, Allowances, all settlement dues, pension etc. of all staff and retired employees is managed by this Deptt.

**GREIVANCE REDERESSAL** – All types of grievances received through various forums like SMS, CPGRAM and GM staff interview are addressed promptly. Special grievance camps and Pension Adalats are also conducted at regular intervals.

**ADVISORY FUNCTION-** This Deptt advises all Executive Deptts. on issues of Personnel Management.

**INDUSTRIAL RELATION-** Personnel Deptt is Nodal Branch for maintaining harmonious and cordial industrial relations with trade unions and act as key link between executives and employees through the forums like PNM & Informal meetings.

**WELFARE** – Various welfare measures like Passes, SBF, Schools, Medical facilities etc. are planned and executed not only for employees but also for their families.

**Adm. FUNCTION** –All transfers, posting, promotions, Deputation, maintenance of service records, Leave records, granting MACP etc. is managed by Personnel Deptt.

**MPP-** Railway Board's guidelines regarding Benchmarking, creation, surrender is monitored.

**DISCIPLINARY MATTER** – All cases of major and minor penalties, Vigilance cases are dealt by Personnel Deptt in coordination with Executive Deptt.