

DUTY LIST OF PERSONNEL OFFICERS

Sr.No.	Designation	Brief Duties
1.	PCPO	<ul style="list-style-type: none"> • Principal Chief Personnel Officer is the Head of Personnel Deptt. and ensures implementation of all policies on establishment matters over entire Western Railway. • He is responsible for proper Manpower Planning, Staff Welfare, Industrial Relations, Staff Grievance Handling, Court Cases and all other establishment matters pertaining to staff and officers on Western Railway. • He is the co-ordinator of establishment matters between Railway Board and Head of Deptts. on Western Railway. • He is the ex-officio President of all Railway Schools on Western Railway.
2.	CPO(Adm.)	<ul style="list-style-type: none"> • Chief Personnel Officer (Administration) assists CPO on establishment matters. • As per Schedule of Powers, he deals with the cases relating to Manpower Planning, Court Cases and all other establishment matters pertaining to staff and officers on Western Railway. • He is the Training Manager of Personnel Deptt. and maintains liaison with the Branch officers of Personnel Depts. on various units of Western Railway. • Dy.CPO(NG) to report to CPO(Adm)
3.	CPO(IR)	<ul style="list-style-type: none"> • Chief Personnel Officer (IR) looks after the work of Staff Welfare, Industrial Relations, Staff Grievance Handling, etc. • CPO (IR) is also nominated as Appellate Authority for Personnel Deptt in respect of RTI cases.
4.	CPO(General)	<ul style="list-style-type: none"> • Deals with matters of HRD, Policy subjects and Computerization projects of Personnel Department.
5.	Dy.CPO(Gaz.)/ Chairman RRC	<ul style="list-style-type: none"> • Deputy Chief Personnel Officer (Gaz.) deals with career progression upto JAG (ad hoc) as well as various establishment matters of all Gazetted officers of Western Railway. • Also responsible for all selections from Gr. 'C' to 'B', except Security Deptt. and conducts exams. • Also also deals with deputation and nomination of officers for training. All Court & DAR cases pertaining to Gazetted Officers are dealt with by Dy.CPO(Gaz).
6.	Dy.CPO(HRD)	<ul style="list-style-type: none"> • Dy.CPO (HRD) is responsible for submission of monthly PCDO from CPO to MS, submission of manpower statements to GM for preparation of his MCDO to CRB, preparation of brochure for MS/AMS during their visit to WR, creation & surrender of posts,

		<p>maintenance of HQ surplus staff, monitoring of redeployment of surplus staff, submission of monthly statement on benchmarking to Board, submission of Book of Sanction to Board.</p> <ul style="list-style-type: none"> • Deals with interpretation of rules and issue of policy circulars, Dealing with parliamentary questions, Committees, etc., Issue of NOC and medical cards to working & retired staff including officers, All other Misc.work of Personnel department including procurement of stationery & other items, Inspection notes of GM/CPO/Board etc. • Also deals with Establishment Policy, Allotment of Quarters, organizing & follow up of Sr.DPO's Conferences. • Computerization work of HQ office
7.	Dy.CPO(HQ)	<ul style="list-style-type: none"> • Dy.CPO(HQ) deals with establishment matters of Law. • Deals with court cases and DAR cases of NG staff of HQ Office, including appeal cases of divisions / units in HC / SC. Dealing with DAR cases of divns./units wherein PHODs/GM is the appellate /revisionary authority. • Deals with audit cases/Audit and accounts objections, Inspections notes, Work related to issue of various passes/PTO's and issue of policy circulars thereon. • Dealing with all work pertaining to Rajbhasha.
8	Dy.CPO(Wel.)	<ul style="list-style-type: none"> • The incumbent deals with establishment matters inspectorial staff of Personnel Department, teaching staff of schools and staff of staff canteens. He also deals with the policy matters pertaining thereto. All welfare activities are also co-ordinated by him through Central Staff Benefit Fund Committee of which CPO is the Chairman. He is also the Secretary of GM's Welfare and Relief Fund. Policy matters pertaining to all the disputes arising out of all legal labour legalizations including dealing with RLC & ALC is also done by him. Implementation of Hours of Employment Regulation and all proposals for change of classification as also joint job analysis is also being monitored and done by him. Policy matters pertaining to co-op. societies and periodical returns pertaining to thereto is also being dealt by him. • Processing of Annual Railway week awards both at Railway Board level and GM's level.
.9	Secy. to CPO	<ul style="list-style-type: none"> • Assists PCPO in day to day working. Co-ordinates various meetings to be attended by PCPO, Personnel officers of divns./units and HQ Office. • Manages the administration of Stenographers & Group 'D' staff of Personnel Deptt..

10.	Dy. CPO(Engg.)	<ul style="list-style-type: none"> • Dy.CPO(Engg.) deals with creations/surrender/abolition of N.G. posts of Engg. Deptt., conducting selections / suitability tests & trade tests for filling up vacancies of Track Machine Organisation, Bridge organization, clerical & drawing cadre of HQ Engg. & S&C deptt and Work Study Organisation. • Deals with Railway transfers, deputations, maintenance of service sheets, leave accounts of clerical, drawing & inspectorial staff of Engg. Deptt. working in HQ Office and work study organization. • Also deals with PRT of Stores & Signal Deptts..
11.	Dy. CPO(RP)	<ul style="list-style-type: none"> • Dy.CPO(RP) deals with reservation policy of SC/ST/OBC, conducting informal meetings with SC/ST/OBC Associations, monitoring shortfall of SC/ST, both in recruitment & promotion and OBC in recruitment, inspection of communal rosters of all divns./units, disposal of references received from National Commission for SC/ST & Railway Board, co-ordination with Parliamentary Committee for welfare of SC/ST as and when visits & submissions of various statistical information to Board.
12.	Dy.CPO(IR)	<ul style="list-style-type: none"> • Conducting meetings with both the recognized unions at different levels. • Issuing agenda / index / minutes of these meetings. • Dealing with all correspondence, including policy and memoranda received from both recognized unions. Arranging separate joint meetings with both the unions. Issuing notifications for special casual leave / passes to office bearers of recognized trade unions. • Issuing notification for office bearers of recognized Trade Unions, General Body, Working Committee, Branch Education classes conducted by Trade Unions as well as Central Board of Workers Education etc. Dealing with court cases of recognized / un-recognised trade unions.
13.	Dy.CPO(NG)	<ul style="list-style-type: none"> • The Establishment work of Traffic, Comml, Statistics, Medical & CR Cell will now be dealt with by Dy.CPO(NG). • Deals with selections / suitability tests / screening, notifications of seniority lists, maintenance of leave records, service records of Mechanical & Electrical deptts.. • Deals with subjects like finalization of Union items, SC/ST/OBC Association references, staff representations, division/unit references etc., disposal of Railway Board / VIP references and Inter Railway Transfer applications, creation/abolition of posts, court cases pertaining to Mechanical & Electrical deptts., including workshops. • Deals with cadre of Motorman & AC/DC projects as well as litigation matters of Motormen. • Deals with monitoring & maintenance of NG confidential reports of HQ staff. • Nominated as CPIO(P) for RTI cases of Personnel

		Deptt
14.	APO(Gaz.)	<ul style="list-style-type: none"> • APO (Gaz.) deals with court cases & DAR cases of Gazetted officers of Western Railway. • Assists Dy.CPO(Gaz) in conducting Gr. 'B' selections, forwarding of leave files of officers, creation & extensions of work-charged posts, nomination of officers for training, deputations etc. • Deals with nomination of Doctors for seminars / workshops. • Various work assigned by Dy.CPO(Gaz.).
15.	APO(B&A)	<ul style="list-style-type: none"> • Subjects like preparation of bills, PF withdrawals, circulation of policy of pay & allowances, fixation of pay, payment of travelling / packing allowance, honorarium, awards, dual charge allowance, conducting pension Adalats arranging settlement dues, payment of interest on delayed settlement dues, checking of TA/DA/CA bills etc., VIP references, CA-iii references. • Nominated as APIO(P) for RTI cases of Personnel Department.
16.	Dy.CPO(HQ)	<ul style="list-style-type: none"> • Deals with creation/abolition of N.G. posts of ministerial staff, conducting selections / suitability tests / trade tests for filling up vacancies in ministerial category of Establishment, Mechanical, Operating, General Admn., Commercial, Medical, Electrical, S&T, Budget Br. Of HQ staff. Selections of Stenographers, typists of all deptts., Hindi organization and Gr. 'D' staff of all deptts. of HQ Office. • Subjects like Promotion, Reversion & Transfers of all these categories, maintenance of service records, leave accounts, disposal of Railway Board's reference, diary reference, union's items.
17.	APO(Rectt.)	<ul style="list-style-type: none"> • Deals with Gr. 'D' recruitment & recruitment of EX-Servicemen from open market as per recruitment drive.