



Headquarter office,
Personnel Department,
Churchgate,
Mumbai-400 020.

No.E(G)332/2/Pers/88257/Rev.I

Date: 07.11.2023

विषय : कार्मिक अधिकारियों के कार्य बिन्दू ।
Duty list of HQ Personnel Officers.

संदर्भ: This office Memo of even no. dated 22.09.2023

In partial modification of this office memo dated 22.09.2023, the Duty list of HQ Personnel Officers is revised as under:-

(A) Western Railway has long tradition of excellence. We, Personnel Officers at WR, commit ourselves to a Professional HR outlook. The new Professional Map for HR can serve as a guiding factor:-



Core knowledge

- People practice
- Culture and behaviour
- Business acumen
- Evidence-based practice
- Technology and people
- Change

Core behaviours

- Ethical practice
- Professional courage and influence
- Valuing people
- Working inclusively
- Commercial drive
- Passion for learning
- Insights focused
- Situational decision-making

Specialist knowledge

- Employee experience
- Employee relations
- Equality, Diversity and Inclusion
- Learning and development
- Reward
- People analytics
- Organisation development and design
- Resourcing
- Talent management
- Wellbeing

(B) The core attributes of a good HR Manager are *critical thinking, creativity, Leadership and communication*. As such, the priorities for activities amongst HQ Personnel Officers shall be as under:-

1.0 Mandatory tasks for each officer are as under:

- (a) Keeping updated circulars,
 - (b) pro-active handling of subject, and
 - (c) adopting one Project area for improvement (as required to be mentioned in APAR)
- 2.0 Headquarter officers are advised to monitor their dealing subjects for Divisional level overall performance also, besides the HQ position. PCDO copy shall therefore, be marked to all HQ officers for needful in their respective areas.
- 3.0 **List of important pending issues** in their sections should be maintained by all Personnel officers either in a computer folder or in a register, so that timely compliance of items can be checked/ensured.
- 4.0 **Prompt reply** of Railway Board's letter/GM/AGM items must be ensured to avoid reminders. Receipt of Reminders reflect lack of professional working.
- 5.0 CRB-MIS(RB) should be updated regularly. Position of this MIS should be updated from Divisions/Workshops MIS(WR).
- 6.0 **Inspections** of Divisions and field units by all HQs officers, preferably of the assigned Division/Units.
- 7.0 Regular monitoring of Divisions/Workshops for expediting their **Promotion/Selections/MACPs**, besides our own selections.
- 8.0 **Skill development** of staff working under them to improve their efficiency and capacity building.
- 9.0 **Timely reply of items of Unions/Associations** by all officers.
- 10.0 Regular monitoring of items/assistance items highlighted by Divisions through PCDO / MCDO of DRMs and prompt disposal of such items.
- 11.0 Visit to various department/units at HQ to know actual problem pertaining to Personnel department as part of enrichment/**संपर्क अभियान**.

(C) The following indicative list (not exhaustive) of duties is enumerated, which will be in supercession of previous duty list.

(i) DUTY LIST OF SAG OFFICERS

SN	Designation	Brief duties
1.	CPO/ADM (Smt. Manjula Saxena)	<ul style="list-style-type: none">• Training Manager of Personnel department.• Office administration & process improvements in Personnel department.

		<ul style="list-style-type: none"> • Training & PH-65. • Productivity enhancement/capacity building measures. • Monitoring of CGA & RRB/RRC panels. • Welfare administration. • Monitoring output of work/quality of work of subordinate officers (Dy.CPO/HQ, Dy.CPO/NG, Dy.CPO/R&T Dy.CPO/Wel & Workshop). • Notwithstanding the above, any work as assigned by PCPO. <p>[Dy.CPO/HQ, Dy.CPO/NG, Dy.CPO/R&T & Dy.CPO/Wel & Workshop will report to CPO/ADM].</p>
2.	CPO(G) (Smt. Pramila Singh)	<ul style="list-style-type: none"> • Co-ordination with Railway Board for HRD/MIS/HRMS/PCDO related issues • Maintenance of industrial Relations, conducting PNM, handling isolated events which leads to industrial unrest, reply to Union letters/ memorandum and monitoring of the Industrial Relations at divisional and Unit level. • Pay and settlement issues of officers. • Targetted disposal of Pension related issues of retired employees/officers. • E-office & IT maintenance. • Strengthening Grievance Handling Mechanism. • Co-ordination of various functions/Seminar/ Competition. • Monitoring output of work/quality of work of the subordinate officers. (Dy.CPO/HRD, Dy.CPO/IR, Dy.CPO/Engg & SPO/IT & Strategy). • Appellate Authority for RTI cases. • Notwithstanding the above, any work as assigned by PCPO. <p>[Dy.CPO/HRD, Dy.CPO/IR, Dy.CPO/Engg & SPO/IT & Strategy will report to CPO/G].</p>
3.	CPO(IR)	VACANT.

(ii) DUTY LIST OF SG/JAG OFFICERS

1.	Dy.CPO(Gaz) & Chairman RRC	<ul style="list-style-type: none">• Career progression upto JAG (adhoc) and establishment matters of Gazetted officers of Western Railway.• Promotion, Posting and Transfer of Gaz Officers.• All selections from Gr. 'C' to 'B', (except Security and Accounts Deptt) and conduct of exams for Misc cadre.• Deputation of officers to other organizations and nomination of officers for training.• Service Review of officers under 56 J.• DAR cases pertaining to Gazetted Officers.• Nodal officer for Court matters (Gazetted cases). Gazetted court matters dealing, monitoring and execution.• Processing 100% upgradation in Higher Scale of Group 'B' officers, Confirmation of Gr. 'A' Probationers, Restructuring, Pinpointing, creation and surrender of posts of Gazetted cadre etc.• RTI cases of Gazetted officers (except Security and Accounts Deptt), MP/MLA references.• Recruitment of Gr. 'D' staff for Western Zonal Railway. Holding of GDCEs (Additional charge). Act Apprentices, Sports, Cultural and Scout & Guide Quota.• [APO(Gaz) will report to Dy.CPO(Gaz)].• [Dy.CPO(Gaz) will report to PCPO directly].
2.	Dy.CPO(HRD)	<ul style="list-style-type: none">• Submission of monthly PCDO from PCPO to DG(HR) detailing monthly performance of core activities of Personnel Department/HE-MIS.• Creation & surrender of posts, 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.• Organizing and follow-up of Sr.DPO conference.• Updating data for Board's Efficiency shield.• Preparation of MOU statement for submission to GM/ Railway Board.• Preparation of information for GM's MCDO (Reforms, HR Initiatives, Swatchhata, Digital Initiatives, Any other achievements)• Updation of PPT for GM's Tuesday meetings, especially 2nd Tuesday.• Preparation of Talking points for various department's meetings for PCPO.• GM's write- up on the occasion of "Independence & Republic Day" for submission to CPRO.• Time to time preparation of Power Point Presentation/ Brochures for PCPO/ GM/ Visiting dignitaries of

		<p>Railway Board.</p> <ul style="list-style-type: none"> • Preparing, monitoring & updating of various Google sheets received from Railway Board or by HQ. • Compilation of the Safety and Running category position (category-wise/grade-wise of approx. 60 categories) and preparation of vacancy position data for onward submission to Railway Board. • Online feeding of Safety Vacancy position on Railway Board's site on monthly basis. • Monitoring of HRMIS data being received from all divns/ units and updating on RB's HRMIS portal • Preparation of video conferencing data for safety categories for submission to PCPO/ GM. • Policy of creation and surrender of posts. • Scrutiny of Proposals for creation and extension of the posts and sanction of the General Manager. • Preparation and circulating of Annual Action Plan (Target) for Reduction of cadre to the divisions/units after obtaining GM's approval. • Time to time appraisal of PCPO of achievement/ targets and consequent letters to PHODs/ DRMs from PCPO/ GM. • Monitoring of redeployment of surplus staff and policy. • Dealing with recommendations made by Railway Safety Review Committee and Disaster Management Committee as and when received from Railway Board. • Compilation of remarks for MCDO Assistance/ items of DRM's D.O. received from Secy/WR & from concerned POs on a monthly basis • Compilation of data for GM's MOM/PPT & Video Conference • Interpretation of rules and issue of policy circulars, dealing with parliamentary questions, Committees, etc. • Establishment Policy, Allotment of Quarters to NG staff, • Compliance of Inspection notes of Railway Board official and GM/AGM/PHOD. • Statement 40 in respect of Railway Quarters, GM annual narrative report. • Calendar of Selections. • Periodical transfer of NG staff working on sensitive post. • RTI/Union Items • Issuing of notification for deputation and uploading PS circulars. • Strengthening of administration (Review for retention in service) • Monitoring of APARs of NG staff of WR and Maintenance of APARs of staff of HQ office except RPF, Vigilance, Accounts and S&C staff. • Dealing with E/paysheet, E/Settlement and E(P&A) section.
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		<ul style="list-style-type: none"> • <u>E/Paysheet</u> • Pay bills of all Gazetted & Non-Gazetted cadre of HQ office. • PLB and other items. • Clearance of pending cases of payments / arrears etc • <u>E/Settlement</u> • Settlement of Gazetted and Non-Gazetted staff of HQ office, CCG • Family pension, Fixed Medical Allowance. • ONR monitoring, SR verification and monitoring. • <u>E(P&A)</u> • PF withdrawals, sanction of HBA, conveyance deed, PCA, Awards, FTA, CTG etc. • All policy matters related to pay & allowances, PLB, pay commission. • Fixation of pay, payment of CTG, honorarium, awards, Additional post allowance, conducting Pension Adalats arranging settlement dues, payment of interest on delayed settlement dues, checking of TA/DA/CA bills etc., VIP references, MP/MLA, CA-iii references. NPS, UMID • Payment and procurement of Gold Plated Coins, Retirement benefits, Correspondence to CPRO. • [APO(B&A) will report to Dy.CPO(HRD)]. • [Dy.CPO(HRD) will report to CPO(G)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
3	Dy.CPO(HQ)	<ul style="list-style-type: none"> • Ministerial cadre of Personnel, General Administration, Commercial, Electrical, Mechanical, Operating and S&T Deptt. • Cadre of CA/Steno/PS-II and Office Assistant • Establishment matters of Rajbhasha & Law cadre. • Regularization of TADK. • DAR cases of NG staff of HQ Office and its monitoring for early disposal. DAR cases of divisions/units wherein PHODs/GM is the appellate/revisory authority. • Co-ordination at HQ level for Estt Court cases including appeal cases of divisions/units in HC/SC. • Dealing with audit cases/Audit and accounts objections, Inspections notes, Work related to issue of various passes/PTO's and issue of policy circulars thereon. • Duty Card Pass of Staff and Officers. • RTI cases of ministerial staff of concerned departments. • Nodal officer for Audit and Draft para. Compilation and submission of reply of Audit and Draft para. • Office management, procurement and maintenance of furniture, Stationary, Stores and miscellaneous items. Non-IT procurements. • [Dy.CPO(HQ) will report to CPO(Adm)].

		<ul style="list-style-type: none"> • Notwithstanding the above, any other responsibility as assigned by PCPO.
4.	Dy.CPO (Wel & Workshop)	<ul style="list-style-type: none"> • Dealing with E(Welfare) section. <p><u>E(Welfare)</u></p> <ul style="list-style-type: none"> • Establishment matters of inspectorial staff of Personnel Department, teaching staff of schools and Canteen staff. Policy matters pertaining thereto. • All welfare activities co-ordinated through Central Staff Benefit Fund Committee, GM's Welfare & Relief Fund, Funeral assistance, etc. • Policy matters pertaining to Labour Laws & disputes arising out of labour litigations including dealing with RLC, ALC, Labour Court. • Co-operative Societies, Cultural Academy, Inter/Intra Rly. Cultural / Drama / Essay competition, Seminar, • Prime Minister & Railway Minister's Relief Fund, Railway Week Awards at all levels, EDPG cases of 'P' Deptt., Sports, Cultural, E-Drishti, • Implementation of Hours of Employment Regulation and all proposals for change of classification as also joint/job analysis and allied policies. • Policy matters pertaining to co-op. societies and periodical returns pertaining thereto. • Processing of Annual Railway week awards both at Railway Board level and GM's level. • Cultural Competition • MP/MLA/VIP References, Welfare activities, Railway Schools, SBF • Coordination of various functions/Seminar/Competitions. • Azadi ka Amrit Mahotsava, COVID Vaccination, Yoga Day, Seminar, Inter Divisional various Cultural and other functions. • Observation of various days like Sadbhavana Divas, etc. • Establishment work of all Mech/Elect Workshops, Co-ordination in their working / policies. • Dak Section • Prevention of sexual harassment to female employees at work place. • [Dy.CPO(Wel & Workshop) will report to CPO(Adm)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
5.	Dy.CPO(Engg)	<ul style="list-style-type: none"> • NG cadre of Engineering, Construction, Stores and S&T Deptt. • Establishment matters of Work Study Organization. • Creations/surrender/abolition of N.G. posts of Engg.

		<p>Deptt.</p> <ul style="list-style-type: none"> • Conducting selections/suitability tests & trade tests for filling up vacancies of Track Machine Organization, Bridge Organization, clerical & drawing cadre of HQ Engg, S&C, Stores & Signal Deptts and Work Study Organization. • Deals with Inter 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. • [APO (Engg/Stores/Sports) will report to Dy.CPO(Engg)]. • [Dy.CPO(Engg) will report to CPO(G)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
6.	Dy.CPO(NG & RP)	<ul style="list-style-type: none"> • Technical and Non-Ministerial Cadre of Mechanical (except workshops) / Electrical (except workshops), Traffic, Commercial, Statistical and Medical Deptts. of HQ office including JRH/BCT. • Selections/ suitability tests/ screening /Upgradation. Notifications of seniority lists, maintenance of leave records, service records and other establishment matter of Mechanical, Electrical, Traffic, Commercial and Medical Deptts. • Maintenance/updation of HRMS data. • 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. Redistribution/surrender of posts. • Court cases pertaining to above departments including workshops. • Representation/litigation matters of Motormen/ Running staff. <p>RP Cell</p> <ul style="list-style-type: none"> • 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 divisions/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. • Correspondence with Railway Board regarding Reservation policy • Co-ordination with SC/ST & OBC Association, • Submission of Half-yearly/ Yearly Report - Prime Minister's 15 Point Programme on Minority

		<p>community.</p> <ul style="list-style-type: none"> • Liaisoning Officer of Persons with Disabilities and related issues. • Liaisoning officer for National Commission for SC, National Commission for ST and National Commission for OBC. • Disabilities Commission, NHRC matters. • Parliamentary Committee for OBC. • [Dy.CPO(NG & RP) will report to CPO(Adm)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
7.	Dy.CPO(IR)	<ul style="list-style-type: none"> • Industrial relations. • Dealing with policy on Industrial relations. • Conducting PNM meetings with both the recognized unions at different levels. • Conducting informal meeting with both the Unions • Issuing agenda / index / minutes of these meetings. • Correspondence with both the recognized unions and deals with memorandums 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 correspondence & court cases of recognized/un-recognized trade unions. • Dealing with Bandh / Dharna / Strike / Daily Reports and related matters. • Co-ordinating officer for RTI matters as CPIO(P). • Monitoring CAiii Reference, MP/MLA reference, CPGRAM and finalization of these items. • [Dy.CPO(IR) will report to CPO(G)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
8.	Dy.CPO(R&T)	<ul style="list-style-type: none"> • Policy and dealing of Compassionate Ground Appointment. • Policy and dealing of recruitment against Sports quota. Out of turn promotion, increment, special leave cases, etc. of sports persons. • Work related to indent placing on OIRMS portal for RRB and allotment of Panels of recruitment of all NG categories of Gr 'C' of all departments. • Work related to indent placing on RRC and allotment of Panels of recruitment of all NG categories of Gr 'D'. • Special recruitment – Cultural Quota, Scouts & Guides quota and quasi administrative staff etc. • GDCE – indent placing on RRC and allotment of candidates after receiving panel

		<ul style="list-style-type: none"> • All the references related with recruitment of Gr ‘C’ and Gr ‘D’ • Preparing information on recruitment done in physically handicapped quota and to send to Board. • Monthly updation of HRMIS & MPP portal • Engagement of Act Apprentice, 1961 (updation of HRMIS) • LARSGESS cases • Re-engagement of retired staff • CBI cases of Gr ‘D’ <p>Training Cell: -</p> <ul style="list-style-type: none"> • PH-65 - Distribution of funds, updation of IRPSM, shortlisting of LAW Book proposals, Pink Book proposals, correspondence with Board • Nomination of staff of Personnel department for ZRTI UDZ • Training PCDO- Updation of GM MoU information and other Annexures to HRD, NG staff training monthly highlights • Training in Non-Railway Institute • Rail Kaushal Vikas Yojana – monitoring and correspondence with concerned training institutes • Mission Karmayogi- NPCSCB – monitoring the progress • Other training related matters of NG staff • Nomination of Officers for RRB/RRC exams • [Dy.CPO(R&T) will report to CPO(Adm)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
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(iii) DUTY LIST OF SR.SCALE OFFICER

1.	SPO(IT & Strategy)	<ul style="list-style-type: none"> • IT–Systems of Western Railway, Personnel Department. • Procurement and maintenance of computers/ printers and accessories. • E-office, website hosting. Nodal officer for HRMS implementation over WR and progress monitoring of HRMS modules over WR, putting up exception reports to PCPO. • Co-ordination of various IT related/Seminar/ Competition • [SPO(IT & Strategy) will report to CPO(G)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
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(iv) **DUTY LIST OF JR.SCALE/GROUP 'B' OFFICERS**

1.	APO(Gaz.)	<ul style="list-style-type: none">• Career progression upto JAG (adhoc) and various establishment matters of all Gazetted officers of Western Railway.• Promotion, Posting and Transfer of Gaz Officers.• All selections from Gr. 'C' to 'B', (except Security and Accounts Deptt) and conduct of exams for Misc cadre.• Deputation of officers.• Training of Gaz officers in Railway/Non-railway Institutes.• Nomination of Doctors for seminars / workshops.• Court cases & DAR cases of Gazetted officers.• Forwarding of leave applications of officers for sanction.• Creation & extensions of work-charged posts.• Attendance of staff/Gaz section.• [APO(Gaz) will report to Dy.CPO(Gaz)].• Notwithstanding the above, any other responsibility as assigned by PCPO.
2.	APO(B&A)	<p>Pay & Allowances</p> <ul style="list-style-type: none">• Preparation of pay bills of all Gazetted & Non-Gazetted staff of HQ office.• PF withdrawals, payment of CTG, honorarium, awards, Additional Post Allowance,• checking of TA/DA/CA bills etc.,• Monitoring and ensuring timely payment of Pay & Allowances, Arrears, PLB etc.• All divisional references related to Pay and Allowances.• Court cases / related Grievances/Railway Board references /SC-ST/NHRC /MP-MLA references.• Consolidated reply of Audit Paras.• Circulation of policy on Pay & Allowances,• RTI / CPGRAM reply & statements etc.• Union Items of WRMS, WREU• Reply to Audit Paras, RTI• All work related to EDPM & Misc. letters.• All e-TDS related work like Hiring of Chartered Accountant, providing quarterly data for filing of e-TDS returns, replying consolidated queries related to e-TDS, I/Tax etc.• Settlement• Processing of NR & ONR cases for settlement, Tech. Resignation etc. of Gazetted and Non-Gazetted employees of all departments in HRMS/ARPAN/IPAS Module.• Family Pension cases & disposal of various claims in this regard.• Court cases, Railway Board references.• All types of grievances vis-a-vis, Railway Board/CA-iii/SC/ST/NHRC references, Railway Board EDPG/

		<p>DPG/APG etc., MR / MP / MLA references etc.</p> <ul style="list-style-type: none"> • Preparation of Monthly PCDO or any other consolidated statement required by Rly Board and higher-ups. • Revision of pension Pre 2006/post 2016 cases pertaining to all departments of Gazetted Officers. • Loan Verification Authority 2(LV2) in HRMS, PF Module for PF withdrawals of Gazetted Officers and SVA for Non-Gazetted. • All NPS related work, monthly NPS PCDO, exit from NPS, withdrawal from NPS etc. • Circulating / Dealing NPS related policies, replying divisional references in respect to NPS, NPS to OPS. • Procurement of i) Gold plated Silver Medals and ii) Settlement folders. • Co-ordination for UMID cards in the UMID portal. • All work related to RELHS/FMA of all departments. • HBA (Housing Building Allowance), PC Advance, any other advances and allied policy on advances. Budgetary provisions all Advances. • Conducting Pension Adalats arranging settlement dues, payment of interest on delayed settlement dues. • Monitoring of verification of SRs. • [APO(B&A) will report to Dy.CPO(HRD)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
3.	APO(R&T & RRC)	<ul style="list-style-type: none"> • Recruitment of Group D staff for WR, Cultural quota, Sports quota, Scouts and Guide quota, regularization of substitute/TADK. • Dealing with Gr. 'D' recruitment & recruitment of Ex-Servicemen from open market as per recruitment drive. • Compassionate ground appointment, Engagement of Act Apprentice, Recruitment policy, Monitoring implementation and compilation of CG, correspondence with RRBs • Distribution of indents, distribution of panels to Divisions/Units from RRB, Indent for Direct Recruitment quota, Joining report status of units of RRB's panel. • Co-ordinating officer for RTI matters as APIO(P). • Monitoring CAiii Reference, MP/MLA reference, CPGRAM and finalization of these items. • Matter related with Recruitment of Land losers. • Any other work assigned by Chairman (RRC)/ Dy.CPO(R&T). • [APO(R&T & RRC) will report to Chairman (RRC)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.

4.	APO (Engg/ Stores/ Sports)	<ul style="list-style-type: none"> • NG cadre of Engineering, Construction, Stores and S&T Deptt. • Establishment matters of Work Study Organization. • Creations/surrender/abolition of N.G. posts of Engg. Deptt. • Conducting selections/suitability tests & trade tests for filling up vacancies of Track Machine Organization, Bridge Organization, clerical & drawing cadre of HQ Engg, S&C, Stores & Signal Deptts and Work Study Organization. • Deals with Inter 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. • Assisting Sports Cell on Estt matters related to policies, implementation & allied matters. • Assisting PCSC/President, WRSA, CE(TMC)/HGS, WRSA & OSD/Sports in various sports matters. • [APO(Engg/Stores/Sports) will report to Dy.CPO(Engg)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.
5.	ALO	<ul style="list-style-type: none"> • Nodal officer for Court matters of Gazetted Officers and Non-Gazetted staff of Personnel Department on Western Railway. • Monitoring and execution of Court cases. • Monitoring of implementation of various judgments in court cases and taking effective measures in <u>Contempt cases</u>. • Co-ordination of Court cases of HQ office as well as divisions/units including appeal cases in HC/SC. • Nomination of Railway Advocates. • Co-ordination with all CLAs of HQ/Division/ Units of Personnel Department. • Compilation of various periodical data of court cases for HQ/Railway Board. • [ALO will report to Dy.CPO(HQ)]. • Notwithstanding the above, any other responsibility as assigned by PCPO.

(D) Division/Units as below have been assigned to Personnel Officers as per note No.PCPO/N&O/MOM/2023/01 dtd.01.06.2023.

DIVISION/UNIT	NODAL OFFICER
MMCT	CPO(Adm)
ADI	CPO(IR)
PL & MX W/Shop	Dy.CPO(HRD)
RTM & DHD W/Shop	Dy.CPO(NG)
SBI W/Shop	Dy.CPO(IR)
BRC & PRTN W/Shop	Dy.CPO(HQ)
BVP & BVP W/Shop	Dy.CPO(Wel)
RJT	Dy.CPO(G)
Liaison with RRB & JRH	Dy.CPO(R&T)

(E) Looking after arrangements are made as under:-

Sr.No.	Looking after arrangements		2nd link officer
1	PCPO	CPO/Adm	CPO/G
2	CPO/Adm	CPO/G	CPO/G
3	CPO/G	CPO/IR	CPO/Adm
4	Dy.CPO/Gaz	Dy.CPO/R&T	Dy.CPO/HQ
5	Dy.CPO/HQ	Dy.CPO/NG	Dy.CPO/R&T
6	Dy.CPO/NG	Dy.CPO/R&T	Dy.CPO/HQ
7	Dy.CPO/R&T	Dy.CPO/HQ	Dy.CPO/NG
8	Dy.CPO/IR	Dy.CPO/Engg	Dy.CPO/Wel
9	Dy.CPO/Engg	Dy.CPO/Wel	Dy.CPO/IR
10	Dy.CPO/Wel	Dy.CPO/IR	Dy.CPO/Engg
11	Dy.CPO/HRD	SPO/IT & Strategy	Dy.CPO/Wel
12	SPO/IT & Strategy	Dy.CPO/HRD	APO/Gaz
13	APO/Gaz	APO/B&A	APO/R&T/RRC
14	APO/B&A	APO/Engg & Sports	APO/Gaz
15	APO/R&T/RRC	APO/Gaz	APO/B&A
16	APO/Engg, Sores & Sports	APO/R&T/RRC	APO/B&A

NOTE : *Officers should mention in their Leave/Tour proposal of confirmed availability of looking after officer.*

This has approval of PCPO/WR.

(Rajesh Chaudhari)
Dy. CPO(Gaz)
For Principal Chief Personnel Officer

All Personnel Officers,
WR HQ CCG

C/- Secy, to GM : For kind information of GM.

C/- PS-I to AGM : For kind information of AGM.

C/- PCPO/PFA/PCEE/PCME/PCSTE/PCE/CAO(C)/PCOM/PCCM/PCMM/PCMD

C/- DGM(G)/CPRO

C/- Ch.OS/Dak: Please inform to all staff of Personnel department through E-office.