



रेल पहिया कारखाना/RAIL WHEEL FACTORY  
(रेल मंत्रालय/Ministry of Railways)

महा प्रबंधक का कार्यालय/General Manager's Office,  
कार्मिक शाखा/Personnel Branch,  
यलहंका, बेंगलूर/Yelahanka, Bangalore-64.

कार्यालय आदेश सं. रेपका/स्था/374 दिनांक 16.11.2024  
**OFFICE ORDER No. RWF/ESTT/374 DATED 16.11.2024**

1. The Post of Dy.CMM/Depot(PC: 09RW5P003) is re-designated as Dy.CMM/Depot-cum-Dy.General Manager/General.
2. The following works of General Administration department are attached to the above re-designated post in addition to the duties of Dy.CMM/Depot.
  - i) In-Charge of APARs of all Gaz. Officers and to function as alternate custodian for finalization of APARs under SPARROW module. To liaison with PHODs/HODs of RWF, other Railways and Railway Board in finalizing the APARs.
  - ii) Correspondence in connection with the Policy issues and allotment of Quarters to Gazetted Officers, Non-Gazetted staff under Common Pool. Distribution of newly constructed quarters to various pools with the approval of Competent Authority.
  - iii) To ensure timely submission of immovable property returns by all Officers through SPARROW.
  - iv) Replying to Audit Paras pertaining to General Administration.
  - v) Monitoring Arbitration cases and assisting GM in appointment of Arbitrators.
  - vi) To assist Secretary to GM in dealing SOP related matters.
  - vii) MCDO to Railway Board.
  - viii) Reply to RTI queries pertaining to General Administration department.
  - ix) To look after the duties of Secretary to GM in his absence.
  - x) Any other duties assigned by GM.
3. Shri. Tarun Chauhan, JAG/IRSS, presently posted as Dy.CMM/Depot will continue in the re-designated post of Dy.CMM/Depot-cum-Dy.General Manager/General.

The above arrangements are on temporary basis for six months and will be reviewed thereafter.

इसे महाप्रबंधक/रेपका के अनुमोदन से जारी किया जाता है।  
This issues with the approval of GM/RWF.

*K.S. Kiran*  
(के.एस.किरण/K.S.KIRAN)  
सहायक कार्मिक अधिकारी /ASSISTANT PERSONNEL OFFICER-I

**No.RWF/GO-2/10 Dated 16.11.2024**

Copy forwarded for information to:-

PCME, PCMM, PFA, PCEE, CVO, PCMO, PCSC, PCE, CME/Plg, CWE/A, CWE/W, CMMs/RWF/YNK

Shri. Tarun Chauhan, Dy.CMM/D/RWF

Sr. EDPM/MIS Centre/RWF - May kindly arrange to publish the same on RWF website.

Secy to GM/RWF/YNK

Ch.OS/TC, NTC, SR & Leave, B&P/PB/RWF/YNK.

P Files, O.O.Book.

*K.S. Kiran*  
कृते प्रधान मुख्य कार्मिक अधिकारी  
for Principal Chief Personnel Officer

*18/11/2024*