

## **DUTY LIST OF OFFICERS OF PERSONNEL DEPARTMENT**

### **I. CHIEF PERSONNEL OFFICER (CPO)**

1. Overall incharge of Personnel Department and its cadre controlling officer.
2. Administrative incharge of Security department
3. Secretary of Staff Council.
4. Chairman of Kendriya Vidyalaya Management Committee/RWF.
5. President of RWF Railway employees' Institute.
6. Exercises all powers of SAG in relation to GM's secretariat.
7. Allotment of Type IV Quarters upto Sr. Scale officers and all quarters of Personnel Branch.
8. Coordinating Training of Officers in Railway and Non-Railway institutions.
9. Any other works assigned by GM from time to time.

DUTY LIST OF OFFICERS OF PERSONNEL DEPARTMENT (SPOs & APO)

I. SENIOR PERSONNEL OFFICER-I

1. Function as Welfare Officer as required under Factories Act for all other statutory purposes. Implementation of various Labour Laws in RWF.
2. Redressing of Staff Grievances, Supervision of welfare activities with the assistance of SWIs.
3. Management of Statutory Canteen and RWF Kalyana mantapa.
4. Issues connected with Industrial Relations and Staff Council.
5. Reservation policy in respect of SC/ST/OBCs/PH/Ex-servicemen, etc.
6. Office Management including Procurement of T&P and stationery items.
7. IT and other software related activities like CPGRAMS, Aadhar, etc.
8. Payment of various allowances, RTF and grant of Railway Advances to officers/staff.
9. Settlement of staff both NR/ONR cases, RELHS.
10. Processing permission under RSC rules to staff/officers.
11. Any other duties assigned by CPO.

II. SENIOR PERSONNEL OFFICER-II

1. Establishment matters pertaining to Gazetted cadre viz. creation and extension of posts, recruitment, departmental selections and posting, promotion, confirmation, etc., including related correspondence with the Board/Other Railways.
2. Supervising the Establishment work managed by APO-I.
3. Policy matters on Establishment and correspondence with the Railway Board. Submission of various reports/replies/statistics to Board and other depts.
4. Court cases on Establishment matters including the issues related to absorption of contract labours.
5. Dealing with office of the RLC, Employment Exchange and other outside statutory bodies.
6. Any other duties assigned by CPO from time to time.

contd...2

### **III. ASSISTANT PERSONNEL OFFICER - I**

- 1. Cadre Management of Non-gazetted staff of all Departments (Except Accounts, MIS and RPF) viz., creation and extension of temporary/Workcharged posts, Book of sanctions, Recruitment, Departmental Selections and Postings, Promotions, Inter-Departmental transfer within RWF, confirmation, Publication of seniority lists, Maintenance of roster register etc.,**
- 2. Inter-Railway transfers of Non-gazetted staff.**
- 3. Training of Gazetted/Non-gazetted staff, Statutory training of Apprentices.**
- 4. Monitoring D&AR cases relating to imposition of major penalty by different depts., by guiding/assisting the DA/AA/RAs in disciplinary matters.**
- 5. Processing requests from wards for appointment on Compassionate Grounds.**
- 6. Maintenance of Service Records, P. File pertaining to Non-gazetted staff and drawal of their annual increments.**
- 7. Review of Non-gazetted staff for retention in service beyond 55 years of age/30 years of service.**
- 8. Pass section.**
- 9. Any other duties assigned by CPO and SPOs from time to time.**

\*\*\*\*\*

