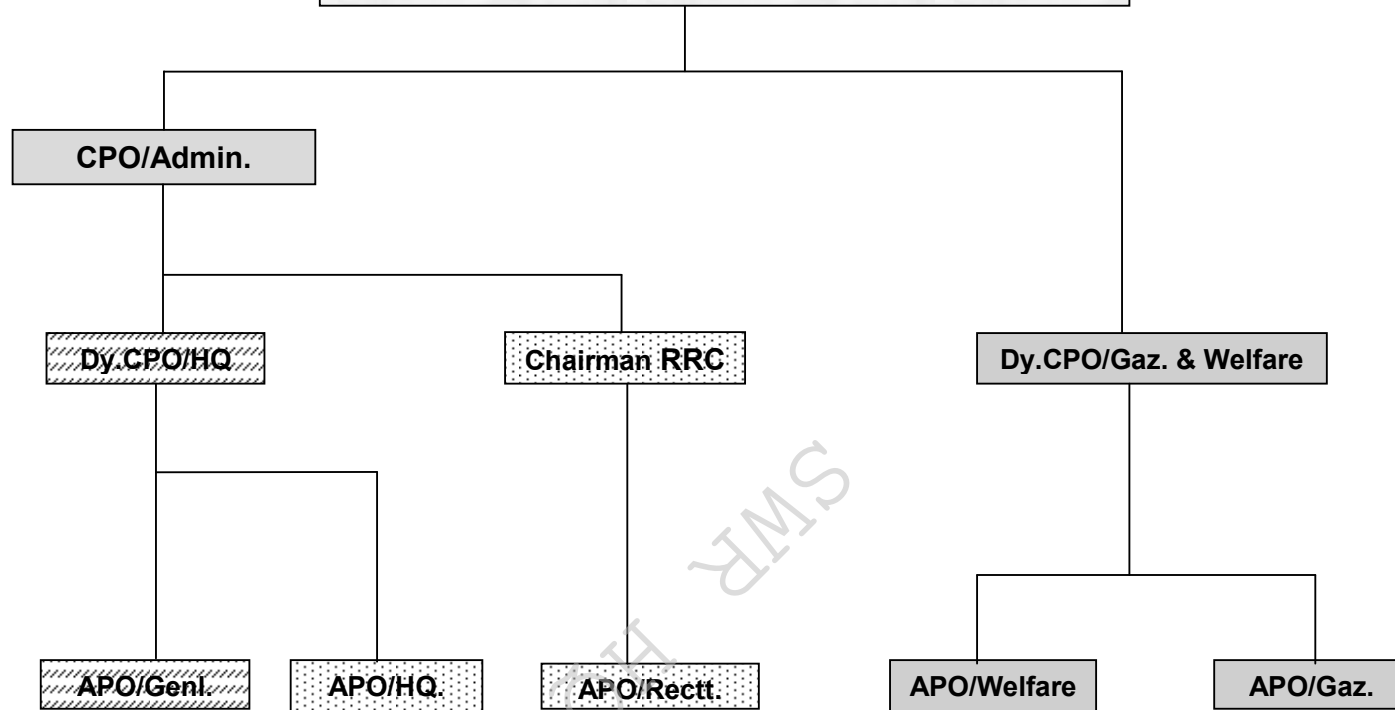


PRINCIPAL CHIEF PERSONNEL OFFICER

w.e.f. 04.03.2024



LINK OFFICERS

In absence of	To be looked after by
Dy.CPO/Gaz. & Wel.	Chairman/RRC
Chairman/RRC	Dy.CPO/HQ
Dy.CPO/HQ	Dy.CPO/Gaz. & Wel.
APO/Gaz.	APO/Welfare
APO/Welfare	APO/HQ
APO/HQ	APO/Genl.
APO/Genl.	APO/HQ

Note:- Duties of the officers are mentioned in Annexure

DUTY LIST OF PERSONNEL OFFICERS OF HEADQUARTERS W.E.F.04.03.2024

CPO/Admin.	
<ol style="list-style-type: none"> 1) Non-Gaz. Cadre Management & Selections excluding TADK / Bungalow Peon 2) Court cases – all types 3) Appellate Authority for RTI Cases 4) Book of Sanctions and Schedule of Powers, Cadre Reviews 5) Recruitment on Sports, Scouts & Guides and Cultural Quota. Matters related to Land Losers 6) Indent Management (RRB & RRC) 7) Grievances, MP / MLA / VIP / Ca-iii references 8) Settlement & UMID 9) Compassionate Ground Appointments of HQ and references from units 10) Computerization, IT initiatives and e-office 11) Co-ordination Section – PCDO / MCDO, MPP, Creation, Surrender of Posts 12) Conduct Rules, DAR of NG staff 13) APAR of Non-Gaz. 14) All HRMS Modules 15) Sexual Harassment cases (NG) 16) Industrial Relations & PNMs 17) Rules and Policy Guidelines 18) Labour Laws including ECA and related matters 19) References from RLC/ALC 20) HOER, job analysis 	<ol style="list-style-type: none"> 21) Reservation related matters of SC / ST / OBC / PwBD 22) Advances, Audit Paras and CAG related matters 23) Budget and procurement of stores 24) Training (Non-Gaz), Training Institutes, Plan Head-65 25) Preliminary Works Programmes (WPs) / LA works 26) Pass Policy Section, SR & Leave 27) Official Language implementation 28) Act Apprentices related issues <p align="center">Any other duties assigned by PCPO</p>

Dy.CPO/HQ	Dy.CPO/Gaz. & Wel.	Chairman/RRC
<ol style="list-style-type: none"> 1) Non-Gaz. cadre management & Selections (Confidential section) 2) Court cases – all types 3) PIO of RTI Cases 4) Book of Sanctions and Schedule of Powers 5) Recruitment on Sports, Scouts & Guides and Cultural quota 6) Indent Management (RRB & RRC) 7) Grievances, MP / MLA / VIP / Ca-iii references 8) TADK / Bungalow Peon related matters 9) Bills, Settlement, WCA cases & UMID 10) Compassionate Grounds Appointments and related matters 11) Co-ordination Section – PCDO / MCDO, MPP, Creation, Surrender of Posts 12) Conduct Rules, DAR of NG staff 13) Sexual Harassment cases (NG) 14) R&D section 15) Industrial Relations & PNMs, 16) Rules and Policy Guidelines 17) Preliminary WP / LA works <p style="text-align: center;">Any other duties assigned by PCPO</p>	<ol style="list-style-type: none"> 1) Gazetted cadre Management 2) DAR/Vig. cases (Gaz.) 3) Sexual Harassment cases (Gaz.) 4) Group 'B' Selections, Gaz. promotions 5) Primary custodian of SPARROW 6) Welfare section, CSBF & Cash Awards 7) Railway Schools and related matters 8) Reimbursement of Medical expenses 9) Stores procurement 10) Railway Quarters (NG) 11) Pass Section 12) SR & Leave sections 13) APAR of Non-Gaz. Staff 14) Computerization, IT initiatives and e-Office <p style="text-align: center;">Any other duties assigned by PCPO</p>	<ol style="list-style-type: none"> 1) RRC/UBL 2) All HRMS Modules – implementation <p style="text-align: center;">Any other duties assigned by PCPO</p>

APO/General	APO/Gaz.	APO/Welfare	APO/HQ
1) Bills section, Settlement and Pension revision, WCA cases 2) Court cases, RTI, NHRC cases 3) DAR of Non-Gaz. Staff / Conduct Rules 4) Matters related to Land losers 5) Audit Paras, ECA, Advances, Reimbursement of medical expenses 6) Book of Sanction and Schedule of Powers 7) Co-ordination Section – PCDO / MCDO, MPP, Creation, Surrender of Posts 8) R&D section 9) Stores procurement Any other duties assigned by PCPO	1) Gazetted cadre Management 2) DAR/Vig. cases (Gaz.), Sexual Harassment cases (Gaz.) 3) Group 'B' Selections, Gaz. promotions 4) TADK / Bungalow Peons 5) Primary custodian of SPARROW 6) Court cases – Gazetted cases Any other duties assigned by PCPO	1) Cash awards, Railway Schools, Budget 1) Welfare, CSBF 2) Pass Section, SR & Leave 3) APAR of Non-Gaz. Staff 4) Quarters related matters 5) HRMS 6) Staff grievances, MP/MLA/VIP/ Ca-iii references 7) Rules / policy 8) MDZTI/DWR (will attend twice a week) 9) Training (Non-Gaz.), Training Institutes, Plan Head-65 10) Preliminary WP / LA works 11) All Non-Gaz. cadres except Engineering 12) UMID Any other duties assigned by PCPO	1) Official Language implementation 2) Act Apprentices related matters 3) Reservation related matters of SC / ST / OBC / PwBD 4) CGA Cases 5) Sexual Harassment (NG) cases 6) Recruitment against Sports, Scouts & Guides and Cultural Quota 7) Non Gaz. Selections (Confidential Section) 8) Industrial Relations, PNM, Labour Laws, HOER, RLC / ALC 9) Non-Gaz. cadre of Engineering 10) Indent Management (RRB/RRC) 11) Computerization, IT initiatives and e-Office Any other duties assigned by PCPO