

SOUTH EAST CENTRAL RAILWAY

Distribution of duties among Personnel Officers of HQ

SNo	Section	Brief Description of duties of the Section	Officers In-charge	
1	General Admn	<ul style="list-style-type: none"> • Office administration, • Administrative control of Staff in the PB-1 with GP Rs.1800/- of Headquarters Personnel branch • SIM cards & rental charges of telephones • Rajbhasha • Protocol • Audit paras • Inspection reports • Identity cards • Hiring of vehicles • Aadhar Card 	SPO (RP)	
2	Receipt & Despatch	<ul style="list-style-type: none"> • Centralized Receipt & Despatch of letters / dak and file movements. 	SPO (RP)	CPO (IR)
3	Ruling	<ul style="list-style-type: none"> • Ruling 	SPO (RP)	CPO (IR)
4	Pass	<ul style="list-style-type: none"> • All types of passes / PTO 	APO (BILLS)	CPO (IR)
5	Settlement	<ul style="list-style-type: none"> • NPA Cell • NR • ONR 	APO (BILLS)	CPO (IR)
6	Bills	<ul style="list-style-type: none"> • Bills and related works of both Gazetted & NG employees including review of service • IPASS 	APO (BILLS)	CPO (IR)
7	Welfare	<ul style="list-style-type: none"> • Dealing with CIRM (All Labour Commissioners) • HOER & enactment • GM Welfare & Relief Fund • Loans & Advances • Awards • Co-Operative Societies • Holiday homes • Ex-gratia payments • Institutes & Clubs • Issues relating to Cultural, Scouts & Guide and Sports activities • Territorial Army • SBF & implementation of SBF Committee decisions • ICC • PWP, LB & other works Programmes • Matters relating to all welfare activities • Correspondence regarding implementation of welfare schemes announced by Prime Minister and Railway Minister 	SPO (RP)	CPO (IR)

8	SBF	<ul style="list-style-type: none"> • SBF Committee, its meetings and sanction of expenditure. 	SPO (RP)	
9	RTI	<ul style="list-style-type: none"> • Dealing of RTI applications/appeals 	SPO (RP)	CPO(IR)
10	IR	<ul style="list-style-type: none"> • Industrial relations • PNM meetings, internal Meetings • Dealing with Recognized/ unrecognized Trade Unions and associations, including Officers' Association, Promotee Officers' Association, RPF Association, OBC Association 	SPO (RP)	CPO (IR)
11	Reservation	<ul style="list-style-type: none"> • Reservation Cell of Headquarters office • References from National Commissions for SC, ST, OBC, MC & PHP, SC/ST Railway Employees Association 	SPO (RP)	CPO (IR)
12	Library	<ul style="list-style-type: none"> • Up keep & maintenance of Tagore Library 	SPO (RP)	CPO (IR)
13	PG	<ul style="list-style-type: none"> • Replies to Parliament questions • Board/VIP /MP/MLA References • DPG cases • All Misc. grievances/ representations 	SPO (RP)	CPO(IR)
14	Rent	<ul style="list-style-type: none"> • Headquarters Housing Committee • Quarters allotment etc 	Dy.CPO (HRD)	
15	PCDO	<ul style="list-style-type: none"> • PCDO, BOS • POM Presentations • CPOs' Conference • Brief /presentations for all meetings of CPO & above • Compliance to different committees, representations, ZRUCC, MP/MLAs. 	Dy.CPO (HRD)	
16	IT	<ul style="list-style-type: none"> • IT implementation including ERP, PRIME, PMIS – HRMS, leave module, Pass Module, etc, • AMC of computers • IPASS • Updating of SECR websites, CPO's shared folder and uploading of documents 	Dy.CPO (HRD)	
17	Law	<ul style="list-style-type: none"> • Court cases of both Gazetted and Non-Gazetted staff • Liaison with all units of SECR on court cases, compilation and finalisation of different statements and related correspondences. 	Dy.CPO (HRD)	
18	MPP	<ul style="list-style-type: none"> • Creation/Surrender/Redeployment / transfer of posts • Vacancy Bank • Bench-marking • Implementation of work-study reports • NG internal Training and other Training Institutes • Skill Development 	Dy.CPO (HRD)	

19	MDTC	<ul style="list-style-type: none"> All matters relating to MDTC 	Principal, MDTC	CPO(IR)
20	RRC	<ul style="list-style-type: none"> Open market recruitment of employees in PB 1 with GP ` . 1800/- and related matters. Recruitment against physically challenged quota, Cultural Quota, Scouts & Guides quota, and LARGESS & related matters. 	APO (RRC)	Chairman/ RRC
21	Cadre	<ul style="list-style-type: none"> Non-gazetted establishment of Headquarters including Railway schools, Track Machine & Bridge Organization. Dealing with all references from all units relating to all establishment matters, PCDO of HQ. 	APO (HQ)	Dy.CPO (HQ)
22	Recruitment	<ul style="list-style-type: none"> RRB/RRC indents/ Distribution of panels Nomination of officials in RRB exams All types of fresh face appointments including TADK & against land acquisition ground Transfer, regularization and all matters related to TADKs Screening Matters related to Act Apprentices Compassionate ground appointments of Headquarters Recruitment against Sports quota GDCE 	SPO (HQ)	
23	D&A	D&A Cases		
		Non-gazetted cases to be put up through Dy. CPO (RR)	APO (HQ)	Dy.CPO (HQ)
		Gazetted cases to be put up through SPO (Gaz)	Dy. CPO (Gaz)	
24	GAZ	<ul style="list-style-type: none"> All Gazetted establishment works Seniority list of Group 'B' External training of both Gazetted & NG staff. Scanning of gazetted office orders/OMs and its uploading on SECR website. 	Dy. CPO (Gaz)	
25	GAZ Conf	<ul style="list-style-type: none"> Group B Selections 80% upgradation of Group 'B' officers RSCR 	Dy. CPO (Gaz)	
26	APAR	<ul style="list-style-type: none"> APAR Cell Confidential files & their movements 	SPO (RP)	
27	Store	<ul style="list-style-type: none"> Stores Budget Cash Imprest 	SPO (RP)	
28	Misc.	<ul style="list-style-type: none"> Forwarding of applications, NOC for Passport, VISA, RSCR cases of NG staff Correspondence Courses 	SPO (RP)	

		<ul style="list-style-type: none"> • Outside Railway employment, • Service Certificate, • All type of NOCs 	
29	CPO's Secretariat	<ul style="list-style-type: none"> • CPO interview cases • CPGRAM • GM Interview / reference cases 	PS to CPO

NOTE:

- 1) Administrative control of the officers is as per the organizational chart at Annexure – I
- 2) In addition to the above assigned duties, Officers and staff may be entrusted with additional works in administrative exigencies as and when required.
- 3) In the absence of nominated officers, files may be put up as per the following alternative arrangements

Dy. CPO (HRD)	↔	Dy. CPO (HQ)
Dy. CPO (Gaz)	↔	SPO (RP)
APO (HQ)	↔	SPO (HQ)

- 4) Files etc should be put up by dealers/OSs/Ch. OSs to officers as indicated in the distribution of duties for endorsement/decision/approval as per SOP. Wherever competent authority is PHOD/ CHOD of the department, concerned Personnel Officer should put up the file directly without routing through CPO. However, disputed cases may be routed through CPO. All cases to be put up to GM should invariably be routed through CPO.
- 5) If any dealers' duty falls under the jurisdiction of multiple officers, the duties should be suitably adjusted among dealers so that he reports only to one officer.
- 6) The following officers have been nominated as nodal officers for

Public Grievances -	CPO (IR)	Handling of Social media -	APO (Bills)
PIO -	CPO (IR)	Parliamentary questions -	Dy. CPO (HRD)
Allotment of NEI -	CPO (IR)	Vehicle hiring -	Dy. CPO (HQ)
Auditorium		Convenor, HQ Housing -	Dy. CPO (HRD)
APIO -	SPO (RP)	Committee	
SPO (RP) -	SPO (RP)		