



पश्चिम मध्य रेल

प्रधान कार्यालय

कार्मिक विभाग

जबलपुर

No: WCR/PHQ/Work distribution/Officers

Date: 06.05.2025

**Sub : Duty list of HQ Personnel Officers.****Ref.: This office letter of even no. 10.01.2024, 02.07.24 and 17.10.24**

In supersession of all existing instructions, the revised duty list of Personnel Officers of Headquarters, which will have immediate effect, is as under: -

	Section	Brief description of duties	Dy.HoD	HoD
1	Gazetted Cadre	<ul style="list-style-type: none"> <li>All Gazetted establishment related matters.</li> <li>Seniority list of Group 'B' Officers.</li> <li>Matters related to Training of Gazetted Officers.</li> <li>All matters related with engagement of HVS, CMPS.</li> <li>Matters related to RSCR of Gazetted Officers.</li> <li>Nodal officer for Gazetted Court matter.</li> </ul>	Dy. CPO (Gaz) ↑ APO(Gaz)	PCPO
2	Confidential (Gazetted)	<ul style="list-style-type: none"> <li>Group B Selections, up-gradation of Group 'B' Officers.</li> <li>SS/JAG DPCs, Confirmation of Group-A &amp; B officers.</li> <li>Review under Rule 1802(a), R-II (Gr. A &amp; B)</li> </ul>	Dy. CPO (Gaz) ↑ APO(Gaz)	PCPO
3	D&A (Gazetted)	<ul style="list-style-type: none"> <li>All matters related to D&amp;AR of Gazetted Officers.</li> </ul>	Dy. CPO (Gaz) ↑ APO(Gaz)	PCPO
4	Training & HRD	<ul style="list-style-type: none"> <li>All matters related to Training of staff, management of training institutes</li> <li>Coordinating with MDZTI and MDTIs</li> <li>iGOT Karmyogi, Rail Kaushal</li> </ul>	Dy. CPO (Gaz) ↑ APO(Gaz)	PCPO

		Vikas Yojna		
5	Store	<ul style="list-style-type: none"> <li>• Procurements, Imprest, Hiring of Vehicles, Contracts,</li> <li>• Maintenance of assets, Supply of ID Cards, SIM Cards, etc., AMC of Computers.</li> <li>• Weeding out of old records.</li> <li>• All matters related with Budget.</li> <li>• Cleanliness &amp; upkeep of Personnel department.</li> <li>• All matters related with Works programme.</li> <li>• Biometric Attendance</li> </ul>	Dy. CPO (Gaz) ↑ APO(Gaz)	PCPO
6	Information Technology	<ul style="list-style-type: none"> <li>• Uploading &amp; updating information in official websites, Shared folders, etc.</li> <li>• Matters related to implementation of e-Office, HRMS etc.</li> <li>• Any other matter related with IT.</li> </ul>	Dy. CPO/G ↑ APO(Gaz)	PCPO
7	MDZTI and ZRTI, Nishatpura	<ul style="list-style-type: none"> <li>• All matters relating to MDZTI</li> </ul>	Dy.CPO/Gaz ↑ APO(Gaz)	PCPO
8	Recruitment	<ul style="list-style-type: none"> <li>• Coordinating with RRBs/RRCs, placing of indents to recruiting agencies (RRB/RRC).</li> <li>• distribution of panels to units received from RRB/RRC.</li> <li>• All matters related with Compassionate Ground Appointments, on-boarding of RRB/RRC panels and other panels, appointment of Land losers,</li> <li>• All matters related with engagement of Paramedics, Act apprentices, Contract Teachers, etc.</li> <li>• Land losers, outsourcing of activities (including hiring of agency for attendant in lieu of TADK)</li> <li>• Court matters pertaining to Recruitment.</li> <li>• System improvement</li> </ul>	Chairman/RRC ↑ SPO/Rect	PCPO
9	RRC	<ul style="list-style-type: none"> <li>• Open market recruitment of</li> </ul>	Chairman /	PCPO

		<p>employees in PB 1 with GP Rs.1800/- and related matters.</p> <ul style="list-style-type: none"> <li>Recruitment against physically challenged quota, sports quota, cultural quota, Scouts &amp; Guides quota, etc and related matters.</li> <li>Engagement, re-attachment, transfer and regularization etc of TADKs.</li> </ul>	<p>RRC ↑ SPO/Rect</p>	
10	Labour Laws	<ul style="list-style-type: none"> <li>All matters related with HOER, Labour Laws, matters related to RLC/EPFC, Shramik Kalyan Portal, etc.</li> </ul>	<p>Dy CPO/IR ↑ APO/W</p>	CPO/IR
11	Manpower Planning (MPP) & Cadre section	<ul style="list-style-type: none"> <li>Cadre of Commercial, Civil Engg, Electrical, Mechanical, Operating, Stores, S&amp;T and Medical.</li> <li>Matters related with creation, surrender, transfer &amp; extension of currency of posts.</li> <li>Matters related to Vacancy Banks, Pool of surrendered posts, etc.</li> <li>Preparation of BOS, PCDO, MCDO, &amp; Other Statistics.</li> <li>Implementation of Work-Study Reports.</li> <li>Coordinating with all other sections with respect to collection of data and presentation of data in requisite format including MOU targets, data related with departmental Shields, etc.</li> <li>Creation and updating of all HQ/Board level Google sheets.</li> <li>IPAS, NPS, UPS, OPS</li> </ul>	<p>Dy.CPO/HQ ↑ SPO(Cadre)</p>	CPO (IR)
12	General Admin	<ul style="list-style-type: none"> <li>Matters related to Receipt &amp; Dispatch of Files, DAKs, etc.</li> <li>Maintenance of attendance of personnel department staff,</li> <li>Rajbhasha</li> <li>Re-engagement of retired Staff, etc</li> <li>Audit para</li> <li>control of Level-1 staff</li> <li>Inspection Schedules, reports, compliances &amp; statistics</li> </ul>	<p>Dy. CPO/(HQ) ↑ SPO(Cadre)</p>	CPO(IR)
13	Const Org	<ul style="list-style-type: none"> <li>Monitoring HR activities in</li> </ul>	Dy. CPO(HQ)	CPO (IR)

		Construction Organization	↑ SPO(Cadre)	
13.1	Confidential (NG)	Confidential matter of NG.	Dy. CPO (HQ)	CPO (IR)
14	Ruling	<ul style="list-style-type: none"> <li>Implementation of rules, policies, instructions, etc. issued from Railway Board/HQ and its monitoring</li> <li>Formulation of HQ level policies.</li> <li>Sending references to Railway Board.</li> <li>Any matter related to interpretation of Rules/policies.</li> <li>Data Analytics &amp; Business Process Re- engineering</li> </ul>	Dy. CPO (HQ) ↑ SPO(Cadre)	CPO (IR)
15	D&A (NG)	<ul style="list-style-type: none"> <li>D&amp;A cases NG staff.</li> </ul>	Dy. CPO/(HRD) ↑ SPO(Cadre)	CPO(IR)
16	Bills	<ul style="list-style-type: none"> <li>Matters related to Salary, allowances and other payments and monetary benefits, VRS, etc. of all Departments.</li> <li>Review under Rule 1804(a), R-II of Non- gazetted staff.</li> <li>All matters related to all kinds of NOCS [appearing in examination, passport, permission for higher education, etc.), addition of higher education qualification,</li> <li>Noting/permission of intimation of properties, service certificates, etc.</li> <li>Matters related to migration of NPS to OPS and vice-versa.</li> <li>All matters related with Medical De- categorisation cases.</li> <li>All matter related to filling up of S1 form and generation of PRAN number, updating in NPS data, etc.</li> </ul>	Dy CPO/HRD ↑ SPO/HRD	CPO (IR)
17	Pass	<ul style="list-style-type: none"> <li>All matters related to Passes.</li> </ul>	Dy. CPO (HRD) ↑ SPO(Cadre)	CPO (IR)
18	Settlement	<ul style="list-style-type: none"> <li>All matters related to payment of Settlement dues in NR/ONR cases, Pension, &amp; reauthorization cases, etc.</li> <li>Organizing Pension Adalats.</li> </ul>	Dy. CPO (HRD) ↑ SPO(Cadre)	CPO (IR)

		<ul style="list-style-type: none"> <li>NPS to UPS</li> </ul>		
19	RTI	<ul style="list-style-type: none"> <li>Coordination for all RTI replies, Updating of RTI-MIS portal, Inter-department Liaison for RTI pending cases.</li> <li>Any other matter related with RTI Act.</li> </ul>	Dy. CPO (HRD) ↑ SPO(Cadre)	CPO (IR)
20	Quarters	<ul style="list-style-type: none"> <li>Headquarters Housing Committee</li> <li>Quarters allotment etc</li> <li>Colony Inspection Group/Colony Care Committee.</li> </ul>	Dy. CPO (HRD) ↑ SPO(Cadre)	CPO (IR)
21	Cadre	Establishment Personnel (EP) and Non Personnel (EO), CLA, ESS, MOCG, Steno, Ex cadre of General Admin, Office Assistant, MOU, Quarter	Dy. CPO (HRD) ↑ SPO(Cadre)	CPO/IR
22	RTI Cell	Timely reply of RTI matters	Dy. CPO (HRD) ↑ SPO(Cadre)	CPO/IR
23	Court Cases	<ul style="list-style-type: none"> <li>Liaison with all units of WCR on court cases, compilation and finalisation of different statements and related correspondences.</li> <li>All Matters related with Courts/Tribunals and other legal enforcements.</li> <li>Passing of Advocate Bills</li> <li>Gazetted court matter shall be dealt by Dy. CPO/G</li> </ul>	Dy.CPO (IR) Dy. CPO/G	CPO (IR)
	Court NG cases		Secy. to PCPO	
24	Industrial Relations	<ul style="list-style-type: none"> <li>Matters related to Trade Union Election, Associations, Institute elections, etc.</li> <li>Organizing formal/informal meetings with Elected Trade Union and registered Associations, PNM/PREM, Disposal of references etc.</li> </ul>	Dy.CPO (IR&RP) ↑ APO/W	CPO (IR)
25	Welfare	<ul style="list-style-type: none"> <li>All matters related with SBF, GM Welfare &amp; Relief Fund Canteen facilities, creches, rest and lunchrooms, Community Halls, Institutes, recreation facilities, Co-operative societies, Holiday Homes, etc.</li> </ul>	Dy. CPO (IR) ↑ APO/W	CPO (IR)

		<ul style="list-style-type: none"> <li>All matters related with Loans and advances, Awards, Ex-gratia payments.</li> <li>Matters related to Internal Complaints Committee.</li> <li>Matters relating to Cultural, Scouts &amp; Guide and Sports activities, Territorial Army.</li> <li>Award functions, various seminar, functions</li> <li>HOER, Labour tribunal,</li> <li>Any other matter related to welfare activity/Schemes.</li> <li>Handling official Social Media handles of PCPO's Office, Press Release</li> <li>Issue of UMID Card</li> </ul>		
26	Staff & Public Grievances	<ul style="list-style-type: none"> <li>Parliamentary questions, Board/VIP/MP/MLA References.</li> <li>DPG cases, CPGRAM, All staff grievances Compliance to different committees, representations, ZRUCC, MP/MLAS.</li> </ul>	Dy.CPO (IR&RP) ↑ APO/W	CPO (IR)
27	Reservation Policy	<ul style="list-style-type: none"> <li>Implementation of all kinds of Reservation etc. Policy including certification of roster, PwBD,</li> <li>References from National Commissions for Human Rights, Women, SC/ST, OBC, MC &amp; PHP, etc.</li> </ul>	Dy.CPO (IR&RP)	CPO (IR)
28	PCPO's Secretariat	<ul style="list-style-type: none"> <li>Cash Imprest, meeting imprest and entertainment imprest of Personnel department.</li> <li>Court matter, advocate bills</li> <li>Assist PCPO in all matters Particularly where PCPO is personally involved.</li> <li>Controlling of L-1.</li> </ul>	Secy. To PCPO	PCPO
29		<ul style="list-style-type: none"> <li>PCPO interview cases</li> <li>GM interview/reference cases</li> <li>Monitoring of important letters/ref.</li> <li>APAR of Gazetter officers.</li> </ul>	PS-1 to PCPO	PCPO

Note: 1. In the absence of PCPO, CPO (IR) shall look after the duties of PCPO  
2. CPO/IR should regularly check 'All CPOs on IR' WhatsApp group. Vital information is being asked for in this Group by Railway Board and the same should be complied on priority by respective CPOs as per allocation of duties.

3. In the absence of nominated officers, files may be put up as per the following link arrangements.

<b>Officer</b>	PCPO	Dy.CPO (Gaz)	Dy.CPO (IR&RP)	Dy.CPO(HRD)	SPO/Rect	SPO/Cadre
<b>Link Officer</b>	CPO(IR)	CRRC	Dy.CPO (HQ)	Dy.CPO(IR)	APO/Gaz	APO/W

4. In the absence of Dy.CPO(HRD), matters relating to RTI will be looked after by Dy. CPO(HQ), including the functions of PIO.
5. The following officers have been nominated as nodal officers for different activities: -

Appellate Authority under RTI (CPIO)	CPO/IR	ICC	SPO/HRD
Vehicle hiring	Dy.CPO/G	PG	CPO/IR
E-office, HRMS	Dy. CPO/G	PIO	Dy. CPO/HRD
Parliamentary question	Dy.CPO/IR & RP	Handling of social media, Press release	Dy.CPO/IR
Training Manager of Personnel department	CPO/IR		

**( S.D. Patidar )**  
**Principal Chief Personnel Officer**

No: P-HQ/DoD/2025/

Dated: 07.05.2025

Copy forwarded for information & necessary action to:

1. Secretary to GM for kind information of General Manager
2. AGM, All PHODS/CHODS, CAO (Con), DRMs, CWMs
3. Sr. DPOs, Chairman/RRC, APO/CRWS, APO/WRS-Kota
4. All Personnel Officers of Headquarters
5. GS-WCRMS
6. Sectional In-charges of Headquarters office
7. Notice Board

**( S.D. Patidar )**

**Principal Chief Personnel Officer**