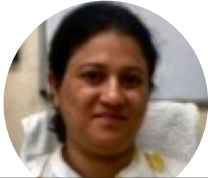


DUTY LIST OF HQ PERSONNEL OFFICERS



DyCPO/Gaz
VINOD KUMAR

Gazetted Establishment, DAR, Legal, RTI (Gaz) & Confidential (Gaz). IT & Computerisation, Rajbhasha, Work related to APO/G.



DyCPO/HRD
Dr. HINA ARORA

RRB/RRC Indents/Panels, NG training, Inspection Notes, CGA, HRD, Manpower Planning, P. O. Meetings, PCDO/MCDO, BOS, Conferences, HR initiatives, Creation & Surrender of NG posts, Work related to DyCPO/E&M, APO/T & Bills.



Chairman/RRC
R S PARIHAR

All types of Pay Level-1 Recruitment. Sports, Cultural, S&G, GDCE, Act Apprentices Training, Substitute engagement.



DyCPO/RIR
PERMESHWAR SEN

Union Dealings, PNM meetings & other formal/informal meetings with unions, CIRM & Job Analysis, RTI, Parliament Questions, Biometric Attendance, Work of Workplace related Harassment Committees.



DyCPO/RP
R K MEENA

Pass, Policy & D&AR Sections, DGP, VIP, CA-ii ref. GM interview cases, Reservation Policy, Grievances, Nivaran, Nirakaran CPGRAM, Informal Meeting with AISCTREA & OBC Associations.



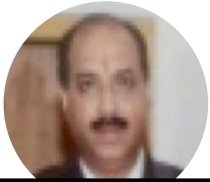
DyCPO/E&M
K K SINGODIA

Establishment work of Civil (other than Construction), Electrical, Mechanical, S&T & TMC Organisation, Court Cases (NG).



DyCPO/W
SATYENDRA YADAV

Welfare, CSBF, Railway Schools, Railway Institutes, Holiday Homes, Cooperative Societies, Handicraft Centres, Creche, Mahila Samiti, HQ & Confidential (NG) Section, APARs related work, Stores and T&P, Work of PCPO Cell, All Protocol Work, Audit, Receipt & Dispatch Section.



SPO/C
BASANT SINGH

All Establishment work of Construction Organisation including HR, Manpower Planning, Court Cases, RTI, Audit, Rajbhasha, D&AR, IR, Welfare activities.



APO/Gaz
BALBIR SINGH

All Establishment & HR work of officers, Gaz Pay Bills, Allowances, Advances, Normal, Ex-India, Study Leave of officers, Passport NOC, Selections from Gr. 'C' to 'B', DPC for SS, JAG, Court cases (Gaz), RTI (Gaz), D&AR (Gaz).



APO/RRC
R K KALORIA

All Work related to RRC Section.



APO/T & Bills
DHARAM SINGH MEENA

All Establishment work of Traffic, Commercial, Medical & Stores Departments, Pay Bills, Allowances (NG), Advances (NG), Pay & Pension Arrears, IPAS, Settlement, HRD and R&T Sections.



PS to PCPO
VEDPAL

All Secretarial work of PCPO.

LEAVE ARRANGEMENT OF HQ OFFICERS

Outgoing Officer on Leave	Looking After Officer in absence
DyCPO/Gaz	DyCPO/HRD
DyCPO/HRD	DyCPO/Gaz
Chairman/RRC	DyCPO/Gaz
DyCPO/IR	DyCPO/W
DyCPO/W	DyCPO/IR
DyCPO/RP	DyCPO/E&M
DyCPO/E&M	DyCPO/RP
For rest of the officers Leave Arrangement shall be made on case to case basis.	

DISCLAIMER:- The above information is being shared for general information purposes. For exact distribution of work & leave arrangements kindly refer to original office orders.