

NORTH WESTERN RAILWAY

PERSONNEL DEPARTMENT OF JODHPUR DIVISION

(IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AS PER CLAUSE (b) OF THE ACT)

1. Particulars of organization, functions and duties:

At Divisional level Sr.Divisional Personnel Officer is the over all in-charge of Personnel department. All activities pertaining to Personnel department in the division are coordinated by Sr. Divisional Personnel Officer who is assisted by 1 DPO and 2 APO's and Supervisors. The Staff & Welfare Inspectors and Ministerial staff under Personnel supervisors are responsible for staff related matters.

Functions of Personnel department:

- i) Staff Welfare activities
- ii) Recruitment, payment of various dues including Salary, retirements, Transfer and Promotions of staff.

2. Powers and duties of officers and supervisors:

Sr. DPO	Overall in-charge of Personnel department at divisional level. Overall management and co-ordination of all activities pertaining to Personnel department, decision making, dealing of D&A cases, exercising of financial powers for procurement of vital items, coordination with HQ and other department in the division.
DPO	<ul style="list-style-type: none">➤ Final Settlement➤ Union Cell (PNM & PREM)➤ Welfare, SBF &➤ Community Hall➤ Legal Cell➤ CG Cell & MPP Cell➤ CP Gram, Nivaran &➤ Nirakaran.➤ Confidential Imprest, Railway Week, Vigilance Awareness Week, Passport for Thar Express, RRB/RRC Exam.work, Independence/Republic Day functions
APO (I)	<ul style="list-style-type: none">➤ E – I Section (Traffic & Commercial, Engineering, Ministerial and Erstwhile Class-IV staff of DRM's Office)➤ Pass Section➤ ADJ➤ Policy & Inspection➤ (CA-III, Audit, TA, MP/MLA Reference)➤ RTI Cell➤ T&P and Stores➤ APAR Cell➤ RP Cell

APO (II)	<ul style="list-style-type: none"> ➤ E-I Section (S&T, Medical, Mechanical including Diesel Shed & Electrical) ➤ Pay Bill & Leave ➤ OT & Unpaid ➤ Non-Payment ➤ Gazetted Section ➤ NPS Section ➤ Recruitment Cell ➤ D&AR Cases
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3. Procedure followed in decision making process including channel of supervision:

The activities at the field unit level are supervised by the respective supervisors. In Personnel Deptt., Staff and Welfare Inspectors are responsible to manages the Welfare activities and take minor decisions for day to day disposal of works. The extraordinary cases where decisions at these levels are not possible, the issue is referred to the higher authorities i.e DPO /APO's. Major decisions like policy decisions, staff welfare, creation of posts, additional assets, creation of facilities etc. are taken by the branch officer i.e Sr. Divisional Personnel Officer. The decision which are beyond the competency of the Sr. Divisional Divisiona Personnel is referred to Addl. Divisional. Railway Manager or Divisional. Railway Manager or the case is sent to zonal HQ for further disposal at higher level.

4. Norms set by it for the discharge of its functions:-

Different targets are being set by the Zonal Headquarter office for each division during a particular financial year. The divisional unit and the field units are acting as per the target set by the zonal HQ. At Rly. Board level, some mission items are set which are being followed by the different divisional unit and field units under the supervision and guidance of zonal HQ. There are certain targets such as surrender of Posts, timely finalization of C.G. cases and retirement, redeployment of surplus and medical de categorized staff which are being done on time.

5. Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:

Rules and regulations:

- i) Railway Service Conduct Rule.
- ii) Disciplinary and Appeal Rule.
- iii) Hours of Employment Regulation. (Hours of Work and period of rest-2005)
- iv) Pass Rule.
- v) Leave Rule.
- vi) Pension Rule.

Instructions and Manuals:

- i) Indian Railway Establishment Code. Volume-I
- ii) Indian Railway Establishment Code. Volume-II
- iii) Indian Railway Establishment Manual Volume-I
- vi) Indian Railway Establishment Manual Volume-II

6. Statement of the categories of documents that are held by it or under its control:

Codes, Manuals, Specification, maintain ace of Personnel Records, files pertaining to inspections, SBF , APAR's and IPR's at various levels and remedial action. The policy guidelines and instructions from board, corrections slips to various Codes & manuals. Internal correspondence to carry out official jobs, which are not relevant to public at large.

7. Particulars of any arrangement that exist for consultation with or representative by the members of the public in relation to the formulation of its policy or implementation thereof:

For internal matters, there are arrangements for holding informal meetings, PNM and Non Payment Meetings etc. with the recognized trade unions at suitable intervals in which the various issues regarding establishment, operational aspects, staff welfares etc. are discussed and resolved accordingly. 2 Informal meetings are also conducted with SC / ST Association.

8. Statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, committees and other bodies are open to the public, or the minutes of such meeting are accessible to public:

In Personnel there is no such board, council, committee or other body.

9. Monthly remuneration received by each of the officers and the employees:

The pay scale of each category of staffs and officers working under Personnel department are as per central government 6th pay commission.