



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,function and duties:

At divisional level Sr.Personnel officer is the overall incharge of personnel department. all activities pertaining to personal department in the division are co-ordinated by Sr.Divisional Personal Officer who is being assisted by 3 APO'S (Assitcant Personnel Officer) and supervisors. The staff and welfare inspectors and ministrial staff under personnel supervisor are responsible for staff related matters.

Function of Personnel Department:

- ❖ Staff Welfare activities.
- ❖ Recuirment,Payment of various dues including salary,retirements,transfer and promotions of staff.

2. Power and duties of officers and supervisord :

Sr.Divisional Personnel Officer		
Overall Incharge 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 power for procurement of vital items,coordination with HQ and other department in the division.		
APO-I (Sh. Radheshyam Chitara) Mobile No. 9001198603 Rly. No. 098-44702	APO-II (Sh. Narendra Siwasia) Mobile No. 9001198604 Rly. No. 098-44706	APO-III (Sh. Mukesh Kumar) Mobile No. 9001198605 Rly. No. 098-44704
1. E-I Section (Traffic & Commercial, Engineering, Ministerial and Erstwhile Class-IV staff of DRM's Office. 2. Final Settlement 3. Welfare, SBF & Community Hall 4. CG Cell 5. Confidential & Imprest, Passport for Thar Express, RRB/RRC Examination. 6. Legal Cell 7. Pay Bill & Leave 8. OT & Unpaid 9. E-V (Engg. Establishment)	1. Union Cell (PNM & PREM) 2. MPP Cell 3. CPGRAM & Nirakaran 4. Railway Week and Independence/Republic Day functions etc. 5. Pass Section 6. Policy & Inspection 7. (CA-III, Audit, TA, MP/MLA Reference) 8. RTI Cell 9. APAR Cell 10. RP Cell 11. UMID	1. E-II Section (S&T, Medical, Mechanical including Diesel Shed & Electrical) 2. Non-Payment 3. Gazetted Section 4. NPS Section 5. Recruitment Cell 6. T&P and Stores 7. D & AR 8. ADJ

3. Procedure followed in decision making process including channel of supervision:

The activities at the field unit level all supervised by the respective supervisor. In personnel department staff and welfare inspectors are responsible to manages the welfare activities and take minor decision of day to day disposal of works. The extraordinary cases were decisions at these level are not possible, the issue is referred to the higher authority that is DPO , APO. Major decision like policy decisions, staff welfare, creation of post , additional assets , creation of facilities etc. Are taken by the branch officer ie. Sr.Divisional Personnel Officer. The decision which are beyond the competency of Sr.Divisional Personnel Officer is referred to additional divisional Railway manager or divisional Railway manager or the case is sent to zonal headquarter for the disposal at higher level.

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

Different targets are being set by the Zonal HQ office for each division during a particular financial year. The divisional unit and the field unit field units are acting as per the target said by the zonal HQ. At Railway board level , sum 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 target surrender of post, family finalization of CG 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:

- ✓ Railway Service Conduct Rule.
- ✓ Disciplinary and Appeal Rule.
- ✓ Hours of Employment Regulation.(Hours of Work and Period of Rest-2005)
- ✓ Pass Rule.
- ✓ Leave Rule.
- ✓ Pension Rule.

Instructions and Manuals:

- ✓ Indian Railway Establishment Code. Volume-I
- ✓ Indian Railway Establishment Code. Volume-II
- ✓ Indian Railway Establishment Manual Volume-I
- ✓ 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 inspection,SBF, APAR'S and IPR'S at various levels and remedical action. The policy guidelines and instruction from board, correction slip to various codes and 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 and implementation thereof:

For internal matters , There are arrangements for holding information informal meetings. PNM and Non Payment Meetings etc. with the recognised trade unions at suitable interval in which the various issues regarding establishment , operational aspects , Staff welfares etc. are discussed and dissolved accordingly . two informal meeting are also conducted with SC /ST association.

8. Statement of board,council,committees and other bodies consisting of two or more person constituted as its part or for the purpose of it's advise, and as to whether meetings of those boards,committees and other bodies are open to the public, or the minutes of such meetings 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 commision.