

PERSONNEL DEPARTMENT

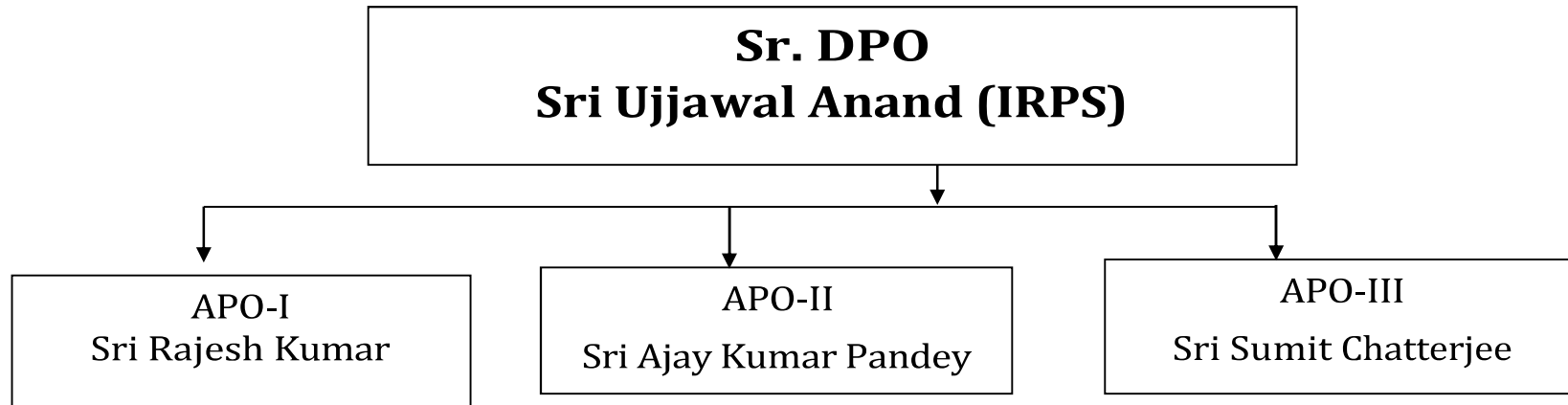
Personnel department has an important role in providing the necessary synergy for achieving Corporate Objectives, especially in the current scenario where organization's survival depends on providing Quality Service. The department deals with all aspects of human resource requirements of Railway Organization from the time of sourcing to the time of severance and even beyond. This also encompasses maintaining healthy Industrial Relations, involvement in Welfare Activities, Grievance Reddressal as well as handling litigations related to service matters.

To achieve its corporate objectives, Personnel department of DDU Division has made all out efforts to improve the potential of its human resource to ensure all round satisfaction of the employees of this Division. With this end-objective, the Personnel department has endeavoured towards effective human resource management to ensure timely payment of salary and various allowances, expeditious redressal of grievances, settlement dues of retiring employees or family of deceased employees, career progression by speedy promotions, expeditiously finalize transfer applications, arranging compassionate ground appointments, rotational transfers of employees as per existing guidelines and many other activities. The department has ensured industrial harmony by maintaining an effective interface with the recognized Union, Associations and staff representatives.

On the front of digital initiatives, much of the orders and policy/ circulars are now being circulated in electronic forms with digital signatures & traditional way of circulating hard copies has been minimized. E-Office has been implemented completely in this department and all files are moved through E-Office Portal. Medical Cards are fully handled through UMID Portal for serving as well as retired employees and family pensioners. Salary Bills are fully implemented through AIMS portal. Further Employee Master Data, APAR, Pass, Office order, PF, Settlement, Transfer, BOS, Leave management, CGA modules in HRMS has been implemented in this Division while work on implementation on other module in HRMS is in progress keeping with the pace of module updation from time to time by CRIS.

ORGANIZATIONALSETUP

The Personnel department in DDU Division is headed by Sr. DPO assisted by Three APO's.



VARIOUSADMINISTRATIVESECTIONSANDESTABLISHMENTS

❖ ConfidentialSection	❖ SettlementSection
❖ APARCell	❖ MPPSection
❖ RulingSection	❖ ComputerSection
❖ PassSection	❖ ET Section
❖ RTISection	❖ EO Section
❖ PaybillSection	❖ ERS Section
❖ Store Section	❖ EngineeringSection
❖ ScoutCell	❖ EE(TRS,OP,TRD,Gen)Section
❖ WelfareSection	❖ GazettedSection
❖ RajbhashaPustakalaya	❖ Receipt&DispatchSection
❖ RajbhashaSection	❖ RentSection
❖ CourtCell	❖ MedicalS&TSection
