

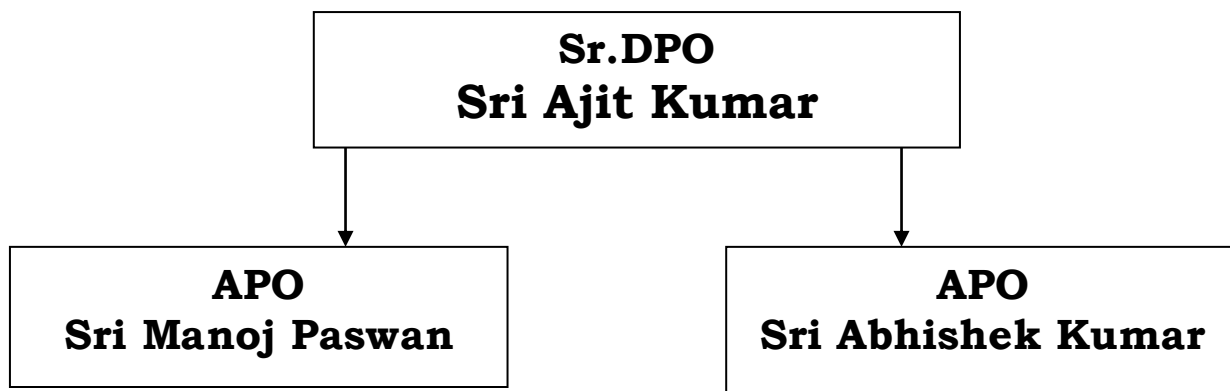
PERSONNEL DEPARTMENT

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 Redressal as well as handling litigations related to service matters.

To achieve its corporate objectives, an organization must invest wisely in improving the potential of its human resource, and ensure all round satisfaction of its employees. With this end in view, the Personnel department of DDU Division has endeavored to ensure effective human resource management through expeditious redressal of grievances, timely payment of all dues including settlement dues, and career progression by speedy selections. The department has ensured industrial harmony by maintaining an effective interface with the recognized Union, Associations and staff representatives. Further APAR, E-Pass, office order, PF & Settlement module in HRMS has been implemented in this Division while work on implementation on other module in HRMS is in progress. On the front of digital initiative much of the orders and policy/ circulars are now being circulated in electronic forms such as email, whatsapp & traditional way of circulating hard copies has been done away with. E- Office is also implemented in this department and all files are moved through E- Office Portal.

ORGANIZATIONAL SET UP

The Personnel department in DDU Division is headed by Sr.DPO assisted by Two APO.



ORGANISATIONAL STRUCTURE

Various Administrative Sections (Dealing with establishment matter of all departments) :-

- ❖ Various Bill Sections
- ❖ Settlement Section
- ❖ Pass Section
- ❖ Court Cell
- ❖ RTI Section
- ❖ MPP Cell
- ❖ Recruitment Cell & Confidential Cell
- ❖ Reservation Cell
- ❖ Union Section
- ❖ Gazetted Section
- ❖ Ruling Section
- ❖ Quarter Cell
- ❖ D & AR Cell
- ❖ Welfare Section
- ❖ Pay roll Computer
- ❖ ET, EO,ERS,Engg., Medical, S&T,EE Section
- ❖ APAR Section