

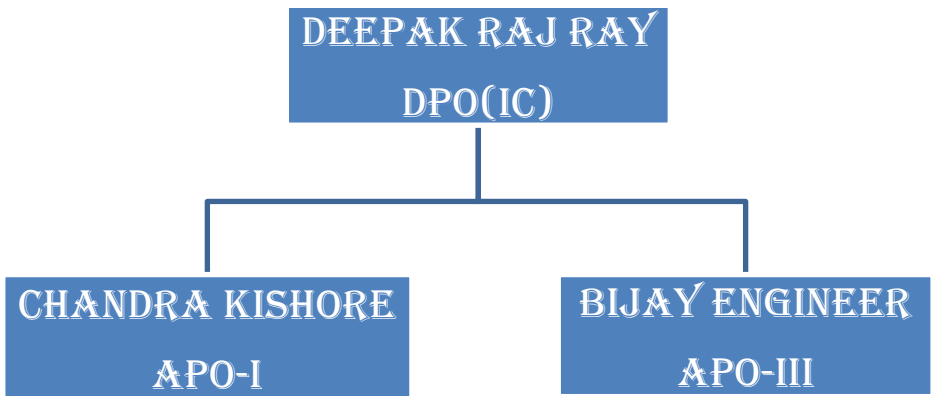
# PERSONNEL DEPARTMENT

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 encompasses also 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 Sonpur Division of East Central Railway 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.

## ORGANIZATIONAL SET UP

The Personnel department of Sonpur Division is headed by DPO(IC) assisted by APO-I and APO-III at present.



## **ORGANISATIONAL STRUCTURE**

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

- ❖ Various Bill Sections
- ❖ Settlement Section
- ❖ Pass Section
- ❖ Court Cell
- ❖ RTI Cell
- ❖ MPP Cell & Monitoring Cell
- ❖ Recruitment Cell & Confidential Section
- ❖ Reservation Cell
- ❖ Union Section
- ❖ Gazetted Section
- ❖ Ruling Section
- ❖ Quarter Cell
- ❖ D & AR Cell
- ❖ Welfare Section
- ❖ Pay roll Computer
- ❖ Single Window Redressal System
- ❖ IT Cell