

## PERSONNEL DEPARTMENT

The Personnel Department in zonal headquarters of East Coast Railway handles Personnel Management and Human Resource Development in the zonal railway. It looks after appointments, transfers, postings, promotions, performance assessment management, training, employee payments, retirement benefits, employee welfare activities, manpower planning, industrial relations, implementation and clarification of personnel policy, rules and regulations.

### Function & Duties:-

Sl.	Designation	Name (Sri/Mrs./Ms.)	Functions and Duties	Grade
1.	PCPO	P.C. Nayak (Up to 30.6.2020)	Overall In-charge of Personnel Department, Coordination with PHODs/CHODs of other departments, Chairman (CSBF).	Gr.A
		Prabhat (From 01.7.2020 to 10.09.2020)		
		T.K Mandal (From 11.09.2020)		
2.	CPO(A)	Prabhat	Overall In-charge of Non-Gazetted cadre, Railway Board communication, Training Manager (Non-Gaz), Nodal officer for court cases, Rajbhasa.	Gr.A
3.	CPO (IR)	Hafis Mohamed (30.06.2020 to 20.04.2021)	Overall in-charge of Bills (Gaz & Non-Gazetted), settlement, Industrial relation management, RTI cases, Welfare, Budget, Store procurement.	
4.	Chairman/ RRC	R.N.A. Parida	RTI (CPIO), Recruitment/ empanelment of Level-1 posts, operation of RRB panel, Indents to RRB, Special Quota Recruitment, Engagement of Act Apprentices, Compassionate Ground Appointment, own request transfer cases.	Gr.A
5.	Dy.CPO(HQ)	SurendraToppo (27.07.2020 to 30.11.2020)	Bills (Gaz & Non-Gaz), Industrial Relation Management and Welfare, SBF, PNM, Parliamentary Questions, MR/MoSR/MP/MLA's reference/CA-iii, CPGRAM, NIVARAN, Quarter allotment, Monitoring of reply to Rly Board references.	Gr.B
6.	SPO-I	H.K. Mahananda	Staff matters : Operating, Commercial & Safety, Civil, Engg, S&T, Electrical & Mechanical Departments, Pre-appointment training and posting, Reservation Cell , SC/ST/OBC/Minority/EWS (Liaison Officer), Rajbhasa Implementation	Gr.B
7.	SPO- (Gaz)	TrilochanNath	Entire Gazetted cadre, Gazetted confidential matters, court cases related to Gazetted matters, confidential & D&A cases of Gaz & NG cadre.	Gr.B
8.	APO-I	Jyoti	Assisting Chairman/RRC in recruitment/panel operation, imprest/ RRC, nomination of officials for RRB/RRC examination. Apprentice training, Internship training, In-service training.	Gr.A
9.	APO-II	R.C. Sethy	Bills (Gaz & Non-Gazetted), IPAS, Settlement, RTI Cases, Audit Para, Budget, Imprest, Welfare, Store.	Gr.B

### Functions of Personnel Department

- Man Power Planning
- Training and Development
- Transfer
- Promotions and Demotions
- Recruitment
- Placement
- Performance Appraisal
- Guidance on Disciplinary matters

## EAST COAST RAILWAY'S ANNUAL REPORT : 2020-21

- Wage and Salary administrations
- Grievance Redressal
- Settlement and Pension
- Setting up and maintenance of Welfare Activities
- Settling Industrial Disputes
- Incentives and Financial aids
- Arranging Post retirement benefits and Grievance Redressal of Pensioners

### Statement of Gazetted Cadre position of East Coast Railway as on 31.3.2021

Department	Sanction			On-roll			Vacancy		
	Gr.A	Gr.B	Total	Gr.A	Gr.B	Total	Gr.A	Gr.B	Total
General Admn	18	4	22	14	8	22	4	-4	0
Misc	09	35	44	2	30	32	7	5	12
Accounts	40	11	51	22	23	45	18	-12	6
Civil Engg	100	61	161	90	49	139	10	12	22
Mechanical	42	11	53	36	14	50	6	-3	3
Operating	39	13	52	28	13	41	11	0	11
Commercial	20	7	27	12	10	22	8	-3	5
S&T	47	19	66	42	18	60	5	1	6
Electrical	53	16	69	42	20	62	11	-4	7
Medical	70	0	70	64	0	64	6	0	6
Personnel	21	7	28	9	11	20	12	-4	8
Store	28	3	31	18	9	27	10	-6	4
RPF	14	0	14	14	0	14	0	0	0
Total	501	187	688	393	205	598	108	-18	90

### Statement of NG Cadre position of East Coast Railway as on 31.3.2021

Department	Sanction	On-roll	Vacancy
Accounts	958	662	296
Commercial	2807	2354	453
Electrical	14594	12891	1703
Engineering	13943	11749	2194
General Administration	369	309	60
Mechanical	7596	6075	1521
Medical	1094	993	101
Operating	8877	6861	2016
Personnel	757	592	165
S&T	2261	2073	188
Stores	366	271	95
RPF	2520	2308	212
Total	56142	47138	9004

### Staff Inflow (2020-2021)

Mode of Inflow	RRB	RRC	Comp. Ground appointment	Inter Railway transfer(from other Zone)	Substitutes	Sports, Scouts & Guides & Other mode	Total
Number	1388	149	175	676	12	229	2629

### Staff Outflow (2020-2021)

Mode of Outflow	Normal Retirement	Voluntary Retirement	Death	Removal/di smissal	Transfer out of the zone	Promoted to Gr."B"	Others	Total
Number	845	82	131	9	815	0	203	2085

**Position of surrender and creation of posts over ECoR for the period from 1.04.2020 to 31.03.2021**

Surrendered 01-04-2020 to 31-03-2021							Creation 01-04-2020 to 31-03-2021							
Dept	Otherthan POS			POS			Total	Otherthan POS			POS			Total
	L 1 above	In L 1	Total	L 1 above	In L 1	Total		L 1 above	In L 1	Total	L 1 above	In L 1	Total	
Accts	0	0	0	50	3	53	53	0	0	0	0	0	0	0
Civil	38	49	87	8	13	21	108	0	0	0	0	8	8	8
Comml	2	18	20	17	22	39	59	3	0	3	0	19	19	22
Elect	0	1	1	5	12	17	18	0	0	0	4	6	10	10
GA	0	0	0	5	0	5	5	0	0	0	0	0	0	0
Mech	0	0	0	3	0	3	3	0	0	0	9	0	9	9
Med	0	4	4	0	0	0	4	4	11	15	0	0	0	15
Optg	36	0	36	14	6	20	56	74	4	78	7	21	28	106
Pers	17	2	19	0	0	0	19	0	0	0			0	0
S&T	53	30	83	1	0	1	84	0	0	0	0	0	0	0
Safety	0	0	0	1	0	1	1	0	0	0	0	0	0	0
Stores	0	0	0	3	1	4	4	0	0	0	0	0	0	0
	146	104	250	107	57	164	414	81	15	96	20	54	74	170

**Achievements during 2020-21**

- 193 (86%) court cases out of 224 were decided in favour of Railway administration and 223 new cases registered.
- 802 staff grievances registered out of which 763 (95%) cases were disposed.
- 1075 settlement cases (NR-841 & ONR 234) were finalized by paying the settlement dues on the day of the retirement.
- 215 candidates were offered appointment on compassionate ground.
- 2177 RTI cases have been disposed on top priority.
- All 502 (100%) Nivaran & CPGRAM cases disposed within target time.
- 04 (100%) Exgratia settlement were made during the session.

**PNM meeting**

Division/Unit	Number of Meetings	No of items Discussed	No of items Closed
Head Quarter	3	113	90
Khurda Road	No meeting was conducted due to Covid-19		
Waltair	1	60	60
Sambalpur	2	106	44
Mancheswar	2	104	85

**Details of allotment & expenditure from Staff Benefit Fund 2020-21**

During the financial year 2020-21, an amount of Rs. 4,13,32,000/- (Rupees Four Crore, Thirteen lakh, Thirty Two thousand only) had been credited to ECoR Central Staff Benefit Fund as per the codal provision and a sum of Rs. 2,60,45,233/- (Rupees Two Crore, Sixty lakh Forty-five thousand Two hundred thirty three only) has been spent as per details given below.

SI No.	Head/Activity	Amount spent during 2020-21
1	Education- Scholarship for higher Technical/Professional education for wards of staff in GP above Rs. 2400/- @ 1500/-p.m	Rs.40,13,051
2	Scholarship for Higher Technical/Professional education for girl child of staff in GP up to Rs. 2400/- @ 1500/- p.m	Rs.52,97,481
3	Scholarship for Higher Technical/Professional education for male child of staff in GP up to Rs. 2400/- @ 1500/- p.m	Rs.42,34,890
4	Women empowerment activities including seminar, Camps, training programmes and gender sensitization camps etc	Rs. 4,87,380
5	Recreation other than sports	Rs. 10,00,000
6	Recreational facilities at Institutes & Clubs etc	Rs. 4,86,585
7	Promotion of Cultural Activities	Rs. 0
8	Relief of distress sickness etc for staff in GP up to Rs. 4600/-	Rs. 65,21,053
9	Sports activities	0
10	Scouts & Guides Activities	0
11	Indigenous system of medicine including Homoeopathy	Rs.13,74,100
12	Immediate relief on natural calamities	Rs. 1,74,500
13	Developing occupational skills of physically/mentally challenged railway employees and their wards including purchase of wheel chair, other aides etc	Rs. 4,78,490
14	Miscellaneous	Rs. 19,77,703
	<b>Total</b>	Rs. 2,60,45,233

### Activities :-

- For the first time “Settlement through HRMS” was introduced in the month March 2021. All 50 normal retirement cases were paid their retirement dues through HRMS.
- In ECoR/HQ the Review PNM meeting was introduced & 04 numbers of meetings were conducted.
- With a view to ensure prevention of & fight against Novel Corona Virus (COVID-19) pandemic, Personnel department undertook supply of various essential services during lock-down period such as grocery & vegetable supply to railway families through web link as well as by door to door service, mobile health unit, door to door survey of Railway colonies, tele consultation with Psychiatrist and Physician, provision of helpline number etc. As per the recommendation of the Ayush directorate Homeopathic Prophylactic medicine “Arsenicum Album-30” was distributed to all employees & their family members. The medicine was procured from Central SBF.
- On line refresher course for Guard(Optg) was conducted by MDZTI/ECoR/BBS and 74 Guards were trained in three batches. 450 staff (126 SMs & Guards (TPT)+ 324 ALPs, LPs & Electrical Maintenance Staff (Elect) were trained at MDTC/VSKP& 174 staff (139 Guards (TPT) + 35 TTI, CTI, ECRC, Comml.Clerk (Comml.) were trained at MDZTI/ HQ/BBS.
- Joining Mela was organized in Waltair division on 15.07.2020 for the appointment of Technicians. 31 candidates attended the training.
- **Styrene gas leakage at LG polymers:** the incident of Styrene gas leakage at LG polymers occurred on 07.05.2020 in which all the affected 21 Railway staff and their families were shifted to Divisional Railway hospital on 07.05.2020 & 08.05.2020 with the help of S & WI.

### Day celebrations:

- International Day of Yoga was observed on 21.06.2020 maintaining social distancing.
- On 14th September-2020, Swachhata pledge was taken by all officers and Staff of ECoR in their respective seats digitally, at different Units. viz. Hd Qtr, Divisions and Workshop.



The birth anniversary of Sardar Vallabhbhai Patel, Quami Ekta Diwas (National Unity Day) was observed by all units of ECoR on 29.10.2020. In this connection Rashtriya Ekta Diwas Pledge was administered through Video Conference by You-Tube link to all officers & staff at 15.00 hrs.



(iii) Constitution Day was celebrated on 26.11.2020 at Head Quarters, Divisions and Workshop. The Preamble of the Constitution was read by Officers and Staff at 11.00 hrs The along with President of India.



(iv) "Communal Harmony Campaign Week" was observed from 19.11.2020 to 25.11.2020 to foster and reinforce the spirit of Communal Harmony, National Integration and Pride in our vibrant composite culture.

(v) National Flag Day was observed on 25th Nov' 2020 followed by National Integration Pledge by Officers & Staff at all units.



(vi) "Mahapar nirwan Diwas" was observed on 06.12.2020 by Officers and Staff of Head Quarters, KUR, SBP, WAT and CRW/MCS to commemorate the 64th death anniversary of Bharat Ratna Dr. B.R. Ambedkar. AGM at HQs, DRMs at Division and CWM at CRW/MCS offered floral tributes on the image of Dr. Ambedkar respectively.

A help-desk on HRMS was launched in the HQ's office of Personnel Department on 18th Dec'2020 by PCPO, to assist staff on different HRMS modules like e-pass, e-master, my e-SR,APAR, Office Order, Settlements, PF Advance and ESS (Employee Self Service). Assistance has been made available through email id: hrmshelpdeskecor@gmail.com, Tollfree number:- 18003454126 and Railway Phone no. 51776. In order to create awareness amongst Railway Employees regarding data sanitization and issue of passes and PTOs, HRMS camps were conducted at HQs, Divisions and CRW/MCS during the month of Jan & February 2021



International Women's Day was observed over ECoR zone as a mark of honour to women employees. Various events related to women empowerment including awareness programmes were organised at HQs & Divisions/Unit level. 32 women employees were felicitated with merit certificate & cash award in recognition of their achievement in leadership during the COVID pandemic situation & 286 employees were awarded for their outstanding performance in respective field of duties. Eminent personalities from various fields, MD/CH/BBS, DRMs & CWM/MCS shared their view on different women issues.



**Staff Grievances Redressal Camp**, was organized at CHE station by Sr.DPO including gang,ADEN, CHE, SSE, Pway, SMR & sectional S&WI.

As per the directives of the Ministry of Youth Affairs & Sports, Govt. of India, "Fit India Freedom Run" was organized by Sambalpur Division from 15th August to 2nd October-2020 to keep Railway employees & their family fit physically and mentally. Staff of all the Departments of the Sambalpur Division had participated in the "Fit India Freedom Run" day-wise basis programme.



As a part of service for the poor and needy people, during lockdown period members of the Bharat Scouts and Guides actively participated in the mega food distribution service in KUR, SBP, WAT divisions respectively and distributed cooked food to poor & needy people at different locations by maintaining the social distance and COVID protocol as prescribed by Government. More than 300 meals per day (Lunch & Dinner) were distributed. Apart from the above they distributed self-made Mask & Sanitizers to needy people. As per the directive of NHQ, New Delhi, Scouts, Guides, Rovers, Rangers and adult leaders prepared masks and donated in the "MASK BANK" setup by State for further distribution among the people.



\*\*\*\*\*