

पूर्व तट रेलवे/EAST COAST RAILWAY प्रधान मुख्य कार्मिक अधिकारी का कार्यालय रेल सदन, भुवनेश्वर

Office of the Principal Chief Personnel Officer, Rail Sadan, Bhubaneswar-751017

दिनांक/Dated: 11.12.2024

MEMORANDUM

In order to ensure smooth functioning of administrative machinery, the following looking after arrangement is made with the approval of General Manager/East Coast Railway, in case of PHODs/CHODs proceeding on leave/out station duties etc. as detailed below with immediate effect.

Sl. No	Officers on leave/out stn	Officers to look after the duties
	duty/meeting etc.	in addition to their own.
1	PFA	FA&CAO/T
2	PCOM	PCCM
3	PCCM	PCOM
4	PCE	CAO/CON
5	CAO/CON	PCE
6	CAO/CON/WAT	CAO/CON
7	CAO/CON/RSP	CAO/CON
8	PCEE	CEDE
9	PCME	CWE
10	PCMD	CHD
11.	PCPO	CPO/G
12	PCSO	PCEE
13	PCSC	CSC
14	PCSTE	CSTE/PLG
15	PCMM	CMM/HQ
16	Secy to GM	DGM/G
17	DGM(G)	CPRO
·18	CPRO	DGM/G

NB: (i)Concerned PHODs/CHODs may give a copy of their leave or tour programme to respective looking after officers.

(ii) In case delegation of financial powers is to be made, it shall be processed with concurrence of Finance on case to case basis.

(iii) The above order may be treated as a standing order unless any specific orders are issued by General Manager for looking after arrangement.

उप मुख्य कार्मिक अधिकारी(राज॰)/Dy.Chief Personnel Officer(Gaz) कृते प्रमुख मुख्य कार्मिक अधिकारी /For Principal Chief Personnel officer