

PERSONNEL DIRECTORATE

DUTIES AND RESPONSIBILITIES OF STAFF

CHIEF OFFICE SUPERINTENDENT : PB-2 : GRADE PAY RS. 4600:

Chief Office Superintendents, function as supervisors of Sections/Branches, with a defined allocation of Subjects to be handled. They are responsible to CPO/CPO(IR)/Dy.CPO(IR)/Dy.CPO(Gaz.)/SPO/APO under whose control the section functions. They are responsible to ensure: -

- i) Prompt and efficient processing of papers coming up for disposal in their section.
- ii) An even allocation of work amongst the staff under them with the approval of higher authorities if required.
- iii) Maintenance of discipline amongst the staff in their section.
- iv) That the section is kept neat and tidy.
- v) Proper maintenance of files, registers and other documents and papers being handles in the section.
- vi) Strict observance of the instructions contained in the codes/manuals/office orders etc. including prompt submission of periodical statements.
- vii) Punctuality in attendance by the staff.
- viii) Weeding out of old and unwanted papers/documents in the section.
- ix) Any other work assigned by senior officials.

Apart from that COS are authorized and or expected to take action on routine matters like sending reminders, interim replies, issuing acknowledgements and other intermediate disposals. They are also authorized to issue memorandums/ Internal notes of quite routine nature. Chief Office Superintendent in special cases may also be required to deal specific subjects themselves directly.

OFFICE SUPERINTENDENTS : PB 2 : GRADE PAY 4200 :

Office Superintendents are entrusted with the responsibility of dealing with certain specified subjects from amongst those allocated to the section as whole. He is responsible to open the files, maintain them, write note on cases allotted to them, prepare draft replies, memorandum, statements, prepare bills, data entry in computers if required, maintenance of guard files, diaries etc. and ensure prompt disposal of issues brought up for consideration.

Senior Office Superintendents may also be entrusted to supervise the sections, if required. Also execute any other work assigned by senior officials. While working as incharge of the section they will be responsible for the duties as assigned to Chief Office Superintendents.

SENIOR CLERKS : PB-1 : GRADE PAY 2800 :

Senior Clerks are required to perform the tasks similar to those performed by Office Superintendents. But cases handle by them are less complex & important but more routine in nature. Also execute any other work assigned by senior officials.

JUNIOR CLERKS : PB-1 : GRADE PAY 1900 :

Junior Clerks are responsible for registration and diarisation of papers coming to the section, maintenance of the various registers in the Section, typing and proof-reading of such material as assigned to them by the section incharge or other supervisory staff. Preparation of various periodical statement and returns to be furnished by the section to other sections or offices. Ensuring dispatch of outgoing letter and files of the section. Indexing and recording work, preparation and submission of simple notes and drafts under the guidance of the section Incharges. They may also deal some Specific subjects from against those allocated to the sections. However, subjects handled by them are less complex & important. In case they deal the subjects, they will be assigned as allotted to Senior Clerks. Also execute any other work assigned by senior officials.

STENOGRAPHERS :

Stenographers in non-gazetted cadre are of three grades, PS-II(NG) (GP-4600/-), Stenographer-I (GP-4200/-), Stenographer-II (GP-2400/-). As the designation indicates, Stenographers take dictation of notes, Memorandum, drafts etc. and any type of them on behalf of the officers with whom they are deputed. Their other responsibilities are: -

- i) Being in attendance near their officer for rendering assistance in their official work, like giving telephonic connections, obtaining files and other papers from the sections.
- ii) Maintaining registers for recording movements of files and letters passing through the officer.
- iii) Maintaining the codes, manuals and other rule books up-to-date for the benefit of reference by the officers.
- iv) Fixing up official engagement, tours etc. of the officer and making arrangements for official meeting held or attended by the officer.
- v) Ensuring safe custody and disposal of classified documents & other articles provided by the Administration to the officer observing other security instructions.

CHIEF LAW ASSISTANT : PB-2 : GRADE PAY 4600 :

1. To brief the Railway Advocate in respect of various court cases.
2. To attend various courts on the date of admission/hearing etc.
3. To collect comments from concerned section and finalize draft reply with the help of Railway Advocate.
4. To render legal opinion in routine cases.
5. To arrange legal opinion through Railway Advocate in important cases.
6. To watch the implementation of various court's orders/judgments.
7. To take necessary action for filing appeal/writs/SLPs in respective courts.
8. Any other work assigned by senior officials.

STAFF & WELFARE INSPECTOR :

01. To contact the staff at their place of work, find out their grievances and get redressed by approaching/contacting with the concerned officer,
 02. To educate the staff about their right privileges,
 03. To enlighten the staff in sending appeals and representation in connection with disciplinary and establishment matters,
 04. To explain the staff about various welfare schemes and how to avail them,
 05. To promote the spirit and system of co-operation among the staff. To explain and publicize the various welfare activities among the staff as how to avail them and also help them in the need of help by any suitable measure,
 06. To assist the Railway employees in need of medical help from hospitals,
 07. To educate the staff in respect of their rights and responsibilities as provided in various laws.
 08. To visit Railway Colonies and take steps to improve sanction, maintenance of Quarters, eater and light facilities,
 09. To help staff retiring in getting settlements and pension benefits and also to the families of deceased employees in getting dues,
 10. To deal various activities of SBF including maintenance of fund & organize meeting etc. and to follow up inspection reports of various authorities, if required.
 11. To ensure that various laws applicable in the HQ are not infringed.
 12. To help the staff & their families in distress and natural calamities.
 13. To inspect various Sections/Units/Labs to check that various parameters about health, hygiene, safety, layout, over-crowding, drinking water, washing facilities, lavatories, urinal, rest sheds are observed,
 14. To visit periodically colonies, place of work, workshops, hospitals, dispensaries, schools, Institutes, Welfare centre stations, sheds, depots and handicraft centers and report the drawbacks for improvements.
 15. To handle any other welfare activity being performed by HQ for welfare of the staff and their families.
 16. Any other work assigned by senior officials.
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