

NORTHERN RAILWAY

Public Relations Office
State Entry Road
New Delhi

No. 100-PR/14/2025

Dt.28.01.2025

OFFICE ORDER

Sub : Duty List of Inspectorate Staff

Shri Deepak Kumar, Chief Publicity Inspector

1. To function as the In-charge of Public Relations Inspectorate Cell.
2. To personally draft the Press Releases related to Operations/ topics other than operations and issuance of the same in Media with the approval of CPRO.
3. To maintain co-ordination and constant liaisoning with Press, Doordarshan, AIR, ANI and News Agencies for Print and Electronic Media with the team of Inspectors deputed for similar duty.
4. Preparation of important documents viz a viz Invitation Cards, Minute to Minute Program, Dais Seating Plan, Backdrop Text, Banners, Plaque Text, Brochure, Pamphlet, Posters etc under the supervision of nominated PRO during the Official Ceremonial Functions of Inaugurations/Dedication etc.
5. Parliamentary Questions replies.
6. To fetch the position of PM Projects and update CPRO about the same.

7. Any other duty assigned by CPRO from time to time.

Shri Arun Kumar, Sr.Publicity Inspector

1. Preparation/updation of Constituency Wise, District wise and State wise Booklet for Railway Board and posting of the same on given google drives.
2. To draft Press Releases of Northern Railway related to Train Handling Plans (Cancellation/short termination/short origination/diversion/regulations etc.) for different reasons like Crisis Situation/Non Interlocking/Upgradation works/agitation and natural calamities and ensure the dissemination of all such Press Releases to Print, Electronic and Online News/Websites.
3. Drafting replies for RTI Act, 2005 related queries.
4. Co-ordination with Divisions/Deptt for periodical progress reports of on-going projects/works alongwith its Photographs and Videos.
5. To assist nominated PRO/Sr.PRO for All Concerned Matters of Establishment (ACME) and co-ordination with Personnel Deptt of Headquarter.
6. Preparation and updation of contact lists of Print, Electronic and Online news websites.
7. VIP References and proposed reply with the approval of concerned PRO/Sr.PRO/CPRO.
8. To deal with the cases related to Tribunal, Court & Consumer Forums in absence of Shri Pankaj Kumar/PI.
- 9. Any other duty assigned by CPRO from time to time.**

Shri Sobran Singh, Sr. Publicity Inspector

1. Moving proposal for Press Tours / Hired Vehicles.
2. Assistance in printing work/Exhibition work/Coffee Table Book.
3. RTI/Parliamentary Questions in absence of Sh. Arun Kumar.
4. Preparation of English/Hindi versions of drafts/text matters of Brochures, Folders, GM Articles, Speeches, Messages etc for different occasions/events/campaigns with the support of Sh. Rajender Kumar, Hindi Translator.
5. Preparation and dispatch of Narrative Reports, MCDO, PCDO on regular periodic intervals.
6. Moving proposal for Ceremonial Functions.
7. Moving Proposal for Press Conferences/Press Meet.
8. Drafting Media Invitation for ceremonial functions, Press Conferences, Press Briefing etc.
9. **Any other duty assigned by CPRO from time to time.**

Shri B.S.Meena, Sr. Publicity Inspector

1. Preparation of Press Releases/Communiques related to Train Operations/Train Handling Plans.
2. Preparations of Statistical Statements on the basis of information received from different Divisions/Deptt/ Railway Board (Source General Deptt etc.)
3. Dealing with the cases of RTI/Parliamentary Questions in the absence of Arun Kumar/SPI & Deepak Kumar/CPI.
4. Ensuring the dissemination of Press Releases/Press Invitations etc to Print and Electronic Media through e-mail/Whats App Groups on daily basis in absence of Sh. Deepak Kumar, CPI
5. Preparation of Contact List of Retired Railway Officers for writing positive articles and ensuring its publication/relay in Print/Electronic Media
6. Handling of Public Complaints received other than Social Media i.e. received through e-mail, dak, CPGRAM etc.
7. **Any other duty assigned by CPRO from time to time.**

Shri Pankaj Kumar, Publicity Inspector

1. Assistance for Social Media Cell & Studio work as required.
2. Maintaining credentials of all official websites, e-mails accounts, social media platforms etc. for crisis situations.
3. Updation and Maintenance of NR's Official Website www.nr.indianrailways.gov.in
4. Maintaining PR related statistics for sharing with HQ or Railway Board.
5. Moving proposals for production of Video/Audio Spots on DAVP rates for official use in association with Sh. Ashish Bagga, Chief Commercial Inspector.
6. Dealing with any new proposal of making new website/Module from time to time.
7. Co-ordination with General Branch and Finance Deptt.
8. Assistance in SMS campaign in coordination with Shri Parveen, Ch.OS, CPRO office.
9. Preparation of District wise contact lists of youtubers and influencers alongwith their verified handles.
10. To deal with the cases related to Tribunal, Court & Consumer Forums.

11. Handling of Public Complaints received other than Social Media i.e. received through e-mail, dak, CPGRAM etc in absence of Shri B.S.Meena, SPI.
12. Any other duty assigned by CPRO from time to time.

Sh. Lakhan S. Meena, Publicity Inspector

1. All photographic requirements for CPRO Office.
2. Maintaining Archive/ Retrieving of Photographs and Videos for office record.
3. Maintaining/indexing of datewise programs/events/occasions covered.
4. Maintaining a Chronological Register of all the major/minor events held/conducted in Northern Railway.
5. Moving Financial Proposal and Bill Disposal for Photo Section.
6. Printing of Photo framed and supply of photographic material to various departments as per the need.
7. All Photography section correspondence/T&Ps.
8. Any other duty assigned by CPRO from time to time.

Shri Ashish Bagga, CMI/HQ (on special deputation to CPRO Office)

1. To coordinate(Compering etc.) of all official ceremonial functions/events involving Hon'ble MR, GM& other VVIPs/VIPs.
2. Moving/dealing all kinds of proposals for shooting permissions related to commercial shooting as well as shooting permissions for electronic media/ rail enthusiasts/ educational institutes/ other govt Ministries/PSU/Pus / Youtubers in the jurisdiction of Northern Railway.
3. Moving proposals for production of Video/Audio Spots on DAVP rates for official use in association with Pankaj Kumar, Publicity Inspector.
4. To provide creative inputs for video spots/audio spots/jingles etc.
5. Conducting Podcasts (interview/interaction from Gangman to General Manager/ railfans) as per NR / Railway Boards guidelines.
6. Preparation of positive Public Testimonial Videos (vox-popli) for any narrative or official requirements.
7. Co-ordination and support for NRWWO's PR related matters.
8. Voice Over/Dubbing for in-house Video/Audio Spots.
9. Installation proposal for setting up of in-house NR's Studio as per Railway Board's guidelines.
10. Overall in-charge of in-house production assignments.
11. Any other duty assigned by CPRO from time to time.


(Himanshu Shekhar Upadhyay)
Chief Public Relations Officer

Copy to :

All Sr.PROs/PROs/Inspectorate Cell : For information and compliance please.