

# **HUMAN RESOURCE MANAGEMENT**

# PROMOTIONS/MACP: 01.04.2019 TILL 31.12.2019

DEPARTMENT	PROMOTIONS	MACP
OPERATING	463	303
COMMERCIAL	173	9
MECHANICAL	261	5
SIGNAL AND TELECOM ENGINEERING	99 68	44 53
MEDICAL	5	44
ELECTRIC/TRD	18	0
ELECTRICAL/G	212	0
PERSONNEL	23	41
<b>TOTAL</b>	<b>1322</b>	<b>499</b>

# RRC JOINING

DATE	ALLOTTED CANDIDATES	ISSUED CALL LETTERS	REMINDER LETTERS SENT	REMARKS
19.08.2019	70	67	03	ON SAME DAY, ALL THE CANDIDATES WERE ISSUED APPOINTMENT LETTERS INDICATING THE PLACE OF POSTING AFTER OBSERVING NECESSARY FORMALITIES LIKE DV AND NPS FORMS FILLING.
20-08-2019	138	134	04	
21.08.2019	233	214	19	
22-08-2019	341	304	37	
23.08.2019	336	304	32	
26.08.2019	45	41	04	
24.09.2019	63	59	04	
26.09.2019	119	114	05	
22.10.2019	35	35	00	
22.11.2019	10	10	00	
<b>TOTAL</b>	<b>1390</b>	<b>1282</b>	<b>108</b>	

# COMPASSIONATE GROUND APPOINTMENT FROM APRIL 2019 To 31.12.2019

SL. NO.	PARTICULARS	CASES
1	OPENING BALANCE AS ON 01.04.2019	58
2.	ACCRUED DURING THE YEAR UPTO 31.12.2019	96
	TOTAL	154
3.	FINALIZED CASES UP TO 31.12.2019	111
	PENDING CASES	43
A.	MORE THAN 3 MONTHS AND LESS THEN 1 YEAR	11
B.	MORE THAN 1 YEAR AND LESS THAN 2 YEARS	6

# ALTERNATIVE EMPLOYMENT ON MEDICAL GROUNDS (AEMG) FOR APRIL 2019 To 31.12.2019

SL. NO.	PARTICULARS	CASES
1	OPENING BALANCE AS ON 01.04.2019	03
2.	ACCRUED DURING THE YEAR 1.04.2019 UPTO 31.12.2019	49
	TOTAL	52
3.	DISPOSED UP TO 31.12.2019	41
4.	PENDENCY AS ON 31.12.2019	1
5.	PENDING > 3 Months	NIL
6.	PENDING > 6 Months	01

**22 Cases have been returned by HQ for AEMG cases are under process for review.**

# ONR CASES AS ON 31.12.2019

SL. NO.	PARTICULARS	CASES
1	OPENING BALANCE AS ON 01.04.2019	37
2.	ACCRUED DURING THE YEAR 1.01.2019 UPTO 31.12.2019	107
	TOTAL	144
3.	DISPOSED UP TO 31.12.2019	118
4.	PENDENCY AS ON 31.12.2019	26
5.	PENDING > 3 Months	04
6.	PENDING > 6 Months	Nil

# STAFF CONTACT – Employee 1<sup>st</sup>

## From 01.04.2019 till 31.12.2019

STATION	RECEIVED GRIEVANCES	DISPOSED GRIEVANCES	PENDING GRIEVANCES
BE	172	124	48
CH	74	51	23
MB	53	35	18
RAC	181	138	43
LRJ	25	08	17
TOTAL	505	356	149

Total 63 staff grievance camps were organized at MB divisions by Personnel Department officers.

### **KARAM CHARI DARSHAN SHIVIR**

SERVICE RECORDS HAVE BEEN SHOWN TO EMPLOYEES ON

- 16.02.2019 AT HRI, BLM ,SAN;
- 31.05.2019 AT DDN.
- 31.10.2019 AT AO.

# DISPOSAL OF EMPLOYEE GRIEVANCES REGISTERED AT EGRS

Sl. No.	Data as on 31.12.2019	No. Of Cases
1.	Total No. Of cases received	6478
2.	Finalization of cases	5804
3.	<b>Cases Pending as on 31.12.2019</b>	674



# REDUCTION IN PENDENCY OF PPO DISTRIBUTION

Sl. No.	Particulars	No. Of Cases
1.	Total PPO distributed	10300
2.	Undistributed PPO's	2475
3.	PPO's to be reviewed	4308

# REDUCTION OF CPGRAM

Sl. No.	Particulars	No. Of Cases
1.	Opening Balance as on 01.04.2019	22
	Grievances received as on 31.12.2019	501
	Total	523
2.	Disposal of Grievances as on 31.12.2019	477
3.	Grievances to be disposed	46

# FOCUS AREAS

SL. NO.	HEAD	STATUS
1.	<b>APAR FOR 2018-2019</b>	100% COMPLETED
2.	<b>UMID</b>	
	<b>REGISTERED</b>	95.7% (15639)
	<b>CARDS GENERATED</b>	78.9% (12896)
	<b>PENDING WITH EMPLOYEES</b>	16.3% (2670)
3.	<b>HRMS</b>	
	THE WORK OF HRMS DATA ENTRY OF 11471 STAFF OUT OF 16222 HAS BEEN MADE ON & THE EMPLOYEES ARE BEING TRAINED FOR DATA FEEDING IN HRMS. DATA IS TO BE FEEDED BY PERSONNEL, ACCOUNTS, RPF AND CIVIL ENGINEERING DEPARTMENT	
4.	<b>SELECTION AND SUITABILITY</b>	
	The Selection Calendar is being followed	
5.	<b>SETTLEMENT DRIVE</b>	
	Timely settlement of Retiring employees and for ONR Cases as per Employee Charter	

# PERSONNEL DEPARTMENT AT YOUR SERVICE..... STRIVING TO MAKE DIVISION – “grievance free”

HEAD	PROGRESS
<b>TRANSPERANCY</b>	NEW EXAM ROOM FITTED WITH STATE OF ART FURNITURE AND EXAMINATION HELD UNDER CCTV 1 <sup>ST</sup> EXAM HELD ON 02.02.2019 ONE MORE SUCH ROOM UNDER ERECTION. TD 31.03.2019. CAMERA INSTALLED IN DIVISIONAL SYSTEM TRAINING & DEVELOPMENT (D.T.C.) INSTIUTE FOR HOLDING EXAMS.
<b>STAFF 1ST</b>	A NEW ROOM WITH 20 SEATER MODULAR FURNITURE HAS BEEN CREATED FOR PERSONNEL DEPARTMENT STAFF
<b>ACCESSABILITY OF OFFICERS AND STAFF</b>	OFFICERS AND STAFF ARE AVAILABLE IN PERSON AND OVER TELECOM TO HELP IN THE BEST WAY POSSIBLE. NOW AND EVER
<b>INSTITUIONAL MEMORY</b>	SR HAVE BEEN SCANNED AND MB DIVISION IS IN PROCESS OF MAKING THEM ONLINE
<b>COMPLIANCE OF CHARTER</b>	MB DIVISION IS IMPLEMENTING CHARTER IN TOTO I.E BOTH IN LETTERS AND SPIRIT.

# PERSONNEL DEPARTMENT AT YOUR SERVICE..... STRIVING TO MAKE DIVISION – “grievance free”

HEAD	PROGRESS
STAFF CONTACT	WLIs VISIT AT FIELD AND COLLECT STAFF GRIEVANCES OFFICERS FREQUENTLY VISITS AND ORGANIZES GRIEVANCE CAMPS TO MEET EMPLOYEES, COLLECT GRIEVANCES AND ENSURE THEIR EFFECTIVE DISPOSAL.
KARAMCHARI DARSHAN SHIVIR	SERVICE RECORDS HAVE BEEN SHOWN TO EMPLOYEES ON 16.02.2019 AT HRI, BLM ,SAN & on 31.05.2019 at DDN , 20.09.2019 AT BE , 30.09.2019 AT RAC & 31.10.2019 AT AO.
SELECTION CALENDER	SELECTION CALENDER HAS BEEN ISSUED ON 01.01.2020 AND REGULAR MEETINGS ARE HELD TO FOLLOW UP ON THE SAME
SENIORITY LIST	ALL SENIORITY LISTS HAVE BEEN ISSUED AS ON 01.01.2020
LEGAL MATTERS	MB has winning of 95% Cases. There is 100% Compliance filed in Contempt cases and weekly review meeting is held for compliances before hon’ble Tribunal / Court