

Functions of Personnel Department

- Man power planning.
- Recruitment.
- Training and development.
- Placement.
- Transfer.
- Performance Appraisal.
- Promotions and demotions.
- Guidance on disciplinary matters.
- Wage and salary administration.
- Industrial peace.
- Grievances redressal and welfare activities.
- Incentives and financial aids.
- Settlement and pension.
- Arranging and maintaining post retirement benefits.