

दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,

कार्मिक शाखा/Personnel Branch,

तिरुवनंतपुरम/Thiruvananthapuram-14.

स.नो.V/P.240/Gaz

दिनांक/Date: 12/02/2015.

MEMORANDUM

Sub: Re-allocation of duties of APOs in TVC Division.

Further to this office memorandum of even No. dated 08/01/2015 and consequent on Smt. M. Sunitha, APO/MAS assuming charge on temporary posting as APO/TVC on 12.02.2015 as per HQs Office Order No.HPB(O)69/2015 dated 05.02.2015, the following are the portfolios allocated to the Personnel Officers in TVC Division:-

1. B.A. Aravind, IRPS, APO/Tfc/TVC (Phone: 83702/Mob: 97467 69604)

He will be in-charge of Cadre and Bills of Operating, Commercial, Personnel & General, Gazetted, miscellaneous matters pertaining to CG Appointment, MPP, Medical Decategorisation, Computer Cell, DAR Section, Labour and TU Cell, CP section, Quarters, RRB, CompTran and Panel Monitoring System.

2. M. Sunitha, APO/Mech/TVC (Phone: 83706/Mob: 090031 61608)

She will be in-charge of cadre and bills of Mechanical (including Running), Settlement Section. Co-ordination of New Pension Scheme related works and RTI.

3. M. Syed Sirajuddin, APO/Engg/TVC (Phone: 83704/Mob: 97467 69602)

He will be in-charge of cadre and bills of Engineering, Electrical, S&T, and Medical. Co-ordination of Court Cases, Canteen/Institutes, Welfare, Civil Grants, HBA, Policy, SR Cell, Budget, Pass Section and Liaison Officer for SC/ST.

Court Section, Welfare Cell and CGA would come under the direct control of DPO. However, APOs would be responsible for Court cases, PNM/FNM subjects, RTI cases and DAR cases pertaining to their departments.

(Siddarth K. Raj, IRPS)

Divl. Personnel Officer/TVC

Copy to:-

DRM/TVC ADRM/TVC - for kind information.

CPO/MAS SDGM&CVO/MAS "

Shri B.A.Aravind, IRPS, APO/Tfc/TVC

Smt M.Sunitha, APO/Mech/TVC

Shri M.Syed Sirajuddin, APO/Engg/TVC

All Officers/TVC Division

All Supervisory officials/TVC Divn

All Chief OSs/OSs/CS&WIs Ch.OS(Con.) PB/TVC Sr.Steno to DPO/TVC

Divl.Secretaries/SRMU, AISC&ST-RE Assn., AIOBC Assn., RPF Assn.

SRPOA SROA/TVC Divn.

दक्षिण रेलवे SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/Personnel Branch,
तिरुवनंतपुरम/Trivandrum-14.
दिनांक/Date: 05.11.2014

सं./No.V/P.721/DPO/WI Jurisdiction

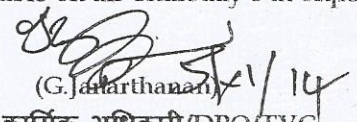
All Supervisory Officials/TVC Division

विषय/Sub:: Allotment of portfolio to CS&WI and S&WI/TVC Division

The portfolios of Ch.S&WI/S&WIs are re-distributed with immediate effect.

Sl. No	Name of S&WI (Shri./Smt.)	Sections allotted/ Nominated days	Additional portfolios
1.	C.Prabhakaran, CS&WI	CHPD - AMPA	Overall co-ordination of Welfare Section, Co-ordination of CGA cases and appt. to land losers.
2.	A.Udayanathan, CS&WI	NCJ - NEM	Co-ordination of CAT/ High Court cases.
3.	M.K.Suresan, CS&WI	MQU - MYY Wednesday	Co-ordination of RTI cases, MPP, HOER, CIRM cases, SBF, coordination RRB/RRC exams.
4.	R. Satheesan Nair, CS&WI	QLN - KYJ Friday	RailwayInstitute/Cultural activities/Scouts/ Civil Defence/SRCA, ID card, Coordination with conduct screening of medically decategorized staff.
5.	S.GithendraPrasad, CS&WI	MVLK - KTYM - TRTR-Dsl. Shed/ERS Tuesday	Reservation, AIOBC, officers club, sports and Assisting Internal Complaints Committee.
6.	K.R.Beena, S&WI	TVC-Complex, RH/TVP Tuesday	Settlement, Exgratia Lump sum compensation cases and SSS.
7.	Shiji, S&WI	TVP - KCVL - KZK Friday	SRWWO, Women empowerment, NPS / PRAN, online updation of PMS, CompTran, PF nomination and Misc. Court cases.
8.	K.Krishnan, S&WI	SGLM - Ex.NCJ, CAPE, ALLP_KUMM Wednesday	TU cell, Canteen, Dealing Running staff & grievances, DRM direct online updation and coordination of Grievance Alalats.
9.	K.V.Mohana Chandran Nair, CS&WI	VTK-GUV-TCR-ERS sections	Attending RLC/ALC hearing at ERS in HOER/ID cases.
10.	Chandrika Sathish, S&WI	-	Attached to SPO/Court/ERS.

1. Section visits must be ensured (so as to cover major stations once in a month and other stations once in two months); any deviation should have the prior approval of DPO/APO(Tfc.).
2. Ch.S&WI/Co-ord should ensure that one S&WI is deputed (on rotation) to deal with Staff/Pensioners grievances on daily basis in the office.
3. All the Inspectors except Smt.Chandrika Sathish will be available on all Thursday s at Hqrs. except on emergent duties.


(G. Jalarthan)

मंडल कार्मिक अधिकारी/DPO/TVC

Copy to: PSs to DRM/ ADRM for kind information of DRM/ ADRM
All Branch Officers, All APOs, All Ch.OSs/PB, All S&WIs
SPO/Court/ERS.

PORTFOLIOS OF PB STAFF (GROUP- C)

Sl.No	PF No:	Name	Design:	Portfolios allotted	No. of staff
PG SECTION					
I	04276772	MERCY. S.RAJ	Ch.OS	In-Charge of Gaz. Sec, PB & Genl Cadre/Bills, Civil Grants, Store/T&P, Despatch. Dealing with Allotment of Holiday home , Cash Awards and other Misc. matters	
1	04277030	LEENA.V	OS	Stores, T&P, TU Cell & Book Bank	
2	04277338	RAHAEL.K.C	OS	Despatch Section	
3	09508478	RAJITHARANI.M	OS	Cadre - Personnel and General (Stenos, Drivers, Peons Typists etc)	213
4	04277168	VASANTHAKUMARI.S	OS	Civil Grants	
5	04219727	VIJAYARAJ.C.S	OS	Bills / PB	106
6	13664402	PRAKASH.J.FERNANDEZ	CLK	Gaz Bills	69
ESM SECTION					
II	04276127	REJINI.R	Ch.OS	In-Charge of ESM Cadre & Bills	
1	11F00306	GIRIJA REGHUNATH	OS	S&T Cadre	482
2	04178142	UNNIKRISHNANNAIR.K.V	OS	Electrical Cadre-TL, Power	552
3	ZA060005	JOTSNA MOHAN	CLK	Electrical Cadre-TRD	432
4	04278720	SUBASH.M	OS	Electrical Cadre-MEMU, AC, Ministerial	450
5	12F39421	BINDU REGHU	SRCLK	Bills - Elec/TRD, NCJ & KTYM, Elec Works Elec Br	321
6	3A081977	CINIJA.T.K	CLK	Bills - Elec/ERM, IPN, TRD/CKI	301
7	07F00307	KALIRAJAN.C	CLK	Bills - Elec/NCJ, S&T/NCJ	342
8	04245209	USHAKUMARI.K	CLK	Bills - Elec/TL/TVC/KCVL, Elec/KTYM, TCR	270
9	07F00105	SAGARMAL BISHNOI	CLK	Bills - S&T/QLN, TCR, ERS	270
10	04219740	AYSHA.P	OS	Bills - Elec/QLN, Elec/AC/P/TVC	320
4	04277168	VASANTHAKUMARI.S	OS	Medical Cadre	202
5	04219727	VIJAYARAJ.C.S	OS	Medical / NCJ & TCR	192
DAR/POLICY SECTION					
III	10883241	RACHEL BENJAMIN	Ch.OS	In-Charge of DAR and Dealing of Policy and allotment of Rail Kalyana Mandapam	
1	04277557	OMANA.D	Ch.OS	DAR	
2	05488527	SOBHA.A	Sr.CLK	DAR	
SETTLEMENT SECTION					
IV	3560752	BHARATHY.V.R	Ch.OS	In-Charge of Settlement Section - Preparing of Service History, Comutation of Pension, other correspondences and assigning of bill nos to each cases.	
1	05467500	VEENARAJAN.K	OS	Settlement work (Computer work)	
2	04F00071	MUTHUSAMY.S	CLK	Settlement work, SSS, CP Grams, Medical Allowance, Preparing of Case files	

TRAFFIC SECTION					
V	35601565	LEELA RAJAN	Ch.OS	In-Charge of Traffic cadre and Bills	
1	03953970	SUNIL.P	Ch.OS	Cadre - TE and Ministerial Staff of Comml Dept.	630
2	04276553	THRESIAMMA.K.J	OS	Cadre - Comml Clerk	525
3	04276103	LATHA.K	Ch.OS	Cadre - ECRC, Guards and Ministerial staff of Optg. Dept	422
4	08677300	PADMAVATHY.V.S	Ch.OS	Cadre - ASMs, Controllers and TNCs	480
5	04276541	CICILY CHRISTY	OS	Cadre - Group D Staff Traffic and Comml.	456
6	04276530	ALICECYRILVALLOOR	OS	Cadre - Shunting Master / Pointsman, Catering	540
7	04272833	JESU PANNEER SELVAM.C	OS	Bills - VTK-TCR, TTE/TCR, ERN, GUV, TI/TCR, CCI/TCR, KLMR-ERN,IPL	317
8	20130280	MINI.M.R	SRCLK	Bills - Group-D/TVC, TFC/TVC,	397
9	04265646	MEKHALA.N	CLK	Bills - TI/, Group D, TTE, TFC/QLN, KUMM/ALLP	239
10	04204712	VIJAYAKUMARANNAIR.S	OS	Bills - Guards/TVC, QLN, NCJ, ERS & Sr.DOM/O/TVC	285
11	05276135	GOBI.A	CLK	Bills - MYY-TVP, HAD-AMPA, Catg/TVC, Canteen/TVC, QLN	271
12	00048033	HARIDAS.P.G	OS	Bills - AAY-SGLM,, NEM-CAPE, CCI,TTE/NCJ ,	290
13	04276528	ELSAMMA VARGHESE	OS	Bills -TRTR-KTYM, PRND-CGV	354
14	04276942	SUBHADRA.G	OS	Bills -TI/O,AM/O/ERS, TTE, TFC/ERS, TFC/ERG	294
15	00176771	SUDHAKARAN.R	CLK	Bills-Tfc/IPN, OLR/AWY, ERM, MTNC-CHTS	305
MECHANICAL SECTION					
VI	06080996	SUBHASHINI.T.K	Ch.OS	In-Charge of Mechanical Cadre, Bills and CP Sec	
1	01206357	GEETHA NAIR.L	OS	Cadre - Running (Loco Pilots), CLI , CRCR, TLC and SFC	624
2	01935641	SREEKALA SUBAL	OS	Cadre - Mechanical C&W, Group-D, Ministerial/Mechl	553
3	04277600	BINU.S	OS	Cadre - Mechanical C&W Group-C	691
4	02990672	MARY GEORGE	OS	Cadre - Diesel Shed/ERS (Tech, Helpers/Drg ancillary cadre	334
5	04004280	JYOTHY.K.S	CLK	Cadre- Mechl	
6	04277399	VIJAYAKUMAR.C.S	OS	Bills -Dsl Asst & Loco Pilot/QLN, NCJ & TVC	289
7	04205406	SHYAMALA.B	OS	Bills -Mechl/ERS, ALLP, ERM/CD and ERM	348
8	04277170	SEBASTIAN GEORGE	Ch.OS	Bills -Mechl/Group C and Group D	386
9	04485350	ANIL KUMAR.K.S	OS	Bills - Mechl/IPN, Dsl. Shed/ERS, C&W/ERS	361
10	04277077	IYLINE VAGUEZ.B	OS	Bills - Loco Pilot/ERS, ALLP, IPN, DME/O/TVC	339
11	10904402	SHEEJA BYJU	CLK	Bills - Mechl/NCJ, QLN, KCVL, APP/TVC, CWS/NCJ, CDO/O/TVC, Artizan Staff/QLN & TVC	365
12	05665061	MADHUSOODANAN.K	OS	Quarters, Co-ordination of CA-III References, GDCE and other Miscellaneous matters (Sending of Consolidated statements to H.Qrs., Nomination of staff for RRB Duty, etc	
13	11800896	PRADEEP KUMAR. N	OS		

ENGINEERING SECTION				
VII	04420287	SUDHALATHA.K	Ch.OS	In-Charge of Engineering cadre and Bills
1	09F00097	REMYA THAMPI	OS	Cadre - Engineering
2	03509497	BINOJ VISWAPPAN	CLK	
3		G.Bhaskara Jyothi	OS	
PASS SECTION				
VIII	04275330	SUSAMMA DANIEL	Ch.OS	In-Charge of Pass Section Dealing with Retirement, Settlement, Duty, Union, Sports account Passes, DRUCC Meeting Pass, Vacation , School Card Pass. Etc. and all
1	05562600	ANOOP.B.S	CLK	DGP
2	04423082	VIJAYAN.R	OS	Medical ID Cards, Gaz/Non-Gaz, Freedom fighters
3	08164654	INDU.S	CLK	Privilege Pass, PTOs for Gaz and Non-Gaz, Widow pass
CONFIDENTIAL SECTION				
IX	12096350	THULASI G KARNAVAR	Ch.OS	In-Charge of Confidential Section. Dealing with Compassionate appointment, handling of Confidential letters to DRM, Railway Week Awards and Processing of APAR of Officers
1	04276899	USHA.S	SUPTYP	Dealing with APAR of Group C staff of TVC Divison
COMPUTER SECTION				
1	04276991	MURALEEDHARAN.K	Ch.OS	Computer Cell
2	04277703	SUNILKUMAR.B	SRCLK	
RTI SECTION				
1	06945089	ANIL KUMAR.V	OS	General Co-ordination for all Branchs
2	04699762	BAIJU.P.T	OS	Co-ordination for Personnel Branch
COURT SECTION				
1	00073155	LAL.A.S	OS	
TYPE SECTION				
1	01090513	RACHEL.K.G	SUPTYP	
MPP SECTION				
1	12F39422	SHEEJA KUMARI.J.S	SRCLK	