

**Revised distribution of work of the post of Personnel department at
Head Quarters:-**

Sl. No.	Name of the Post	Allotted Works
1.	SPO(M&E1).	<ul style="list-style-type: none"> ▪ Mechanical Cadre. ▪ Electrical Cadre. ▪ Stores Cadre. ▪ RP/ Cases of National Commission SCs/STs & OBC. ▪ Construction related work ▪ Safai Karmachari cases
3.	SPO(HQ).	<ul style="list-style-type: none"> ▪ Welfare. ▪ Settlement. ▪ Medical Cadre. ▪ APAR & Review cell matter. ▪ Parliamentary Question. ▪ Grievances (CPGRAM, NIVARAN). ▪ Bills (Misc). ▪ Passes
4.	APO(Court).	<ul style="list-style-type: none"> ▪ NC Disability. ▪ NHRC. ▪ D & A. ▪ Ruling/ Policy. ▪ RTI. ▪ Court Cell. ▪ Leprosy court cases
5.	APO(Co-ord.).	<ul style="list-style-type: none"> ▪ PCDO/ MCDO. ▪ MPP. ▪ Meetings. ▪ Budget/IT. ▪ Saksham. ▪ Trainings. ▪ Receive & .Dispatch. ▪ Protocol. ▪ Operating Cadre. ▪ Audit ▪ PAC committees
6.	APO(HQ).	<ul style="list-style-type: none"> ▪ GM Admn Cadre including PR. ▪ Personnel Cadre. ▪ Engineering Cadre. ▪ Industrial Relation. ▪ Commercial cadre ▪ School cadre ▪ Signal & Telecommunication Cadre.
7.	APO(Rectt.).	<ul style="list-style-type: none"> ▪ All Recruitment matters including TADK.