R.R. Prasad
Executive Director(TRG. & MPP)

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
नई दिल्ली-११० ००१
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

No.E(MPP)2011/3/2

New Delhi dated 19.04.2011

Dear Shri (CPOs of ZR & PUs)

Sub: - Co-ordination of Manpower Planning
& Training matters by CPOs

It has been observed recently that for information sought by Board on matters related to training and manpower planning, the Personnel Department of the railway/production unit on occasions has expressed its inability to furnish details stating that the information is available with the respective departments and the same be obtained from them.

Attention is drawn to Board's letter No.E(MPP)94/1/11 dated 26.09.94 wherein it has been decided that the work relating to monitoring of manpower planning, its control, deployment, training and coordination with the Manpower Planning Directorate of Railway Board be transferred to the CPOs. Further the Roles and Functions of Personnel Department in relation to training activities have been elaborated vide para 8.2.4.1 of the **Manual on Management of Training, 1998**. A copy of the above stated Board's letter and para are enclosed.

In view of above, all Chief Personnel Officers are required to act as a coordinator on matters relating to training (includes development/setting up of training centres, etc) and manpower planning.

With regards,

DA: as above

Yours sincerely,

(R.R. Prasad)

Shri R.K. Parasher
Chief Personnel Officer
Central Railway
Mumbai

Shri N. Swaminathan
Chief Personnel Officer
Eastern Railway
Kolkata

Shri S.K. Seth
Chief Personnel Officer
Northern Railway
New Delhi

Shri Om Prakash
Chief Personnel Officer
North Eastern Railway
Gorakhpur

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Shri Chandrajit Sikia
Chief Personnel Officer
Northeast Frontier Railway
Guwahati

Shri N.K. Prasad
Chief Personnel Officer
Southern Railway
Chennai

Shri Manoj Pande
Chief Personnel Officer
South Central Railway
Secendrabad

Shri Mohd Akhtar
Chief Personnel Officer
South Eastern Railway
Kolkata

Shri S. Bhattacharya
Chief Personnel Officer
Western Railway
Mumbai

Shri J.S.P. Singh
Chief Personnel Officer
East Central Railway
Hajipur

Shri Jyoti Kumar
Chief Personnel Officer
Chittaranjan Locomotive Works
Chittaranjan

Shri S.M.N. Islam
Chief Personnel Officer
North Western Railway
Jaipur

Shri L.B. Rai
Chief Personnel Officer
Diesel Locomotive Works
Varanasi

Shri K. Seshasayi
Chief Personnel Officer
South East Central Railway
Bilaspur

Shri M. Dharmalingam
Chief Personnel Officer
Integral Coach Factory
Perambur

Shri A.K. Brahmo
Chief Personnel Officer
South Western Railway
Hubli

Shri C.L. Bharti
Chief Personnel Officer
Rail Coach Factory
Kapurthala

Shri B.N. Meena
Chief Personnel Officer
West Central Railway
Jabalpur

Dr. S.X. Sampath Rajan
Chief Personnel Officer
Rail Wheel Factory
Bangalore

Shri K. Ponnuswami
Chief Personnel Officer
East Coast Railway
Bhubaneswar

Shri Sukhbir Singh
Chief Personnel Officer
DMW
Patiala

Shri Vidhu Kashyap
Chief Personnel Officer
North Central Railway
Allahabad

Ms. M. Brahmo
Chief Personnel Officer
Metro Railway
Kolkata

Government of India
Ministry of Railways
Railway Board

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NO.E(MPP)94/1/11 New Delhi dt.26.9.94

General Manager
All Indian Railways and
Production Units, RB/Allahabad
Metro/Calcutta
Director General
RDSO/Lucknow.

Sub:-CPO's Conference held on 23.6.94 at Secunderabad - CPO as HRD Co-ordinator.

During the Chief Personnel Officers' Conference held at Secunderabad on 23.6.94, one of the issues discussed was, whether co-ordination of man-power planning should continue with SDGMs or should it be transferred to CPOs.

The above issue has been considered by Board and it has been decided that the work relating to monitoring of manpower strength, its control, deployment, training and co-ordination with the Manpower Planning Directorate of Railway Board may be transfered to the CPOs. Initially, one inspector and one clerk from the erstwhile CPLO's office may be placed under the administrative charge of CPO and any further adjustment with regard to the above staff's grade, if necessary, may be done with the personal approval of the General Manager.

Overall co-ordination will continue to be done by AGM at headquarters and DRM/ADRM in divisions.

This has the approval of Board(MS & CRB).

(J.T. VERGHESE)
Executive Director (ERG. & MPP)
Railway Board.

Extracts from Manual on Management of Training 1998

8.2.4 Roles and functions in relation to training activities

8.2.4.1 Personnel Department

- Constitute and ensure proper functioning of Central Training Advisory Committee.
- Determine training policy and design training plans to secure value for money.
- Relate training policies and plans to corporate and departmental objectives, and ensure its conformity with personnel management and career development policies.
- Determine broad training needs.
- Determine level of resources.
- Coordinate with different departments and training institutions.
- Oversee progress of training programmes and expenditure in accordance with the budget.
- Review effectiveness of training and direct necessary remedial actions.
- Encourage senior managers to remind Branch officers and others periodically of their responsibilities towards identifying and satisfying the training needs of their staff and to discharge their functions in this regard.