



दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY
VIJAYAWADA DIVISION

Divisional Office,
Personnel Branch,
Vijayawada,
Dt. 22.02.2024.

No. SCR/P-BZA/SR.DPO/NOTES-2024

NOTE

Sub: Duties of RAPID in Personnel Department – BZA Division.

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RAPID is established as a dedicated Research and Analysis Unit within the Personnel Department, Vijayawada Division.

1. Research, Analyze and Publicize all the circulars of Rly.Board, Serial/Non Serial Circulars of SCR and any other instructions/guidelines if any issued by the Apex Level.
2. Publication of above said circulars/instructions should be simplified and in snippet mode to the ease of Railway employees.
3. Interpreting and implementing personnel policies, regulations, and directives. If any clarification required for such circulars/instructions, the RAPID team should consult/correspondence with HQrs. and get the clarification from HQrs.
4. Preparation of Standard Templates on various subjects to simplify the process in Personnel Department without any hesitation.
5. Identifying training needs and arranging for relevant training opportunities. Coordinating training programs to ensure personnel are adequately prepared for their roles. Monitoring and evaluating training effectiveness.
6. Examining the present procedure and analyze the reasons for stagnation of grievances in Personnel Department and suggestions may be advised in redressal of the grievances for speedy action.
7. Deeper analysis on the functioning of Sneha Hastham/Abhilasha/RACE/ICTA. Identify deficiencies and suggest measures to improve.
8. Research on legal aspects and the reasons for filing the Court cases, identify any lacunae in the Personnel Branch so as to prevent the Court Cases.

In addition to the above duties, any other duties entrusted by the undersigned.

All the staff of Personnel Branch are strictly advised to cooperate and adhere the instructions of RAPID Wing scrupulously.

To
RAPID/PB/BZA

(ANAND KATTA, IRPS)
Sr.DPO/BZA

C/- DPO & All APOs for information.

C/- All the Staff of PB for information and necy. action.