

Categories of documents held by HR Department

1. Maintenance of Personnel files of executives
2. ACR Forms & APAR forms (property return)
3. Recruitment Files along with further action till appointment
4. Preparation of Annual Report, DPE data etc as per CHO requirement
5. Files of DPC for promotion & FUG of Industrial workmen and Classified staff
6. Maintenance of retired employees Service Books
7. Maintenance of Retirement & Death Register
8. Pension related files
9. Compassionate Appointment and its related files
- 10.SPMCIL Orders and Policies
- 11.Diary Order files
- 12.Roaster register
- 13.Maintenance of Seniority List of WM / staff
- 14.Maintenance of Dispatch registers
- 15.Issue of ID cards etc.
- 16.All other HR related correspondances.