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10/06/2020

Personnel Section
10.06.2020

Note

The following staff ordered to work in HR Section will attend to the works mentioned against their names until further orders for smooth functioning of Department immediately.

Smt. Sarla Nair, Supervisor Assisted by Shri Faiyazuddin, Sr. Technician	<ol style="list-style-type: none">1. Works related to assumption/relinquishment of charges.2. Maintenance of Retirement/Death Registers.3. Compassionate Appointments & Correspondence related to Appointments on Compassionate Grounds.4. Lumpsum Compensation Cases & Correspondence related to Lumpsum Grants.5. Preparing Retirement List for up to 30 Months.6. Antecedent Verification of New Joinees.7. Dispatch & Certification of Payment of Postal Charges of Dispatched articles.8. APR of Executives & Supervisors- To be sent to CHO at the end of every year.9. Preparation of ID cards to Employees & Pensioners.
Shri S.Seshadri, Supervisor	<ol style="list-style-type: none">1. Recruitment of Workmen2. Recruitment of Classified Staff3. Character & Antecedents of all sensitive positions as per IB recommendations- Sensitive posts to be decided in consultation with FM.4. Maintenance of Rosters in respect of all employees..5. DPC & FUG Preparation of Minutes for conducting DPC/FUG meeting for both workmen and staff.6. Preparation of Seniority Lists for both workmen and staff.7. Probation & Confirmation of New Joinees, Promotees, etc.8. Maintaining On-Roll Strength of Employees.9. Vigilance of Employees & other Vigilance related correspondences.10. Gradation List of Employees.11. ISO related compliances - related to work allotted.12. Inter-department Transfer and Postings.13. Personal Files.

**Shri Rajesh Deshpande,
Supervisor**

1. Drafting of all type of Diary orders, Circulars, Notices, Office Orders, Holidays, Retirements, General Notices, etc. (All to be issued in Bilingual).
2. Maintaining CR's/APAR's of Supervisors & Executives.
3. Executive Duties updates and orders.
5. Minutes of Meetings- Work's committee, Union Meeting, etc.
6. ISO related compliances - related to work allotted.
7. Reply to Parliamentary Questions, Data pertaining to SC/ST/OBC/Pwd representation.
8. SPMCIL Foundation Day - Data Compilation and Draft Preparation.
9. Maintaining Sensitive Posts related data (Form- 56J).
10. Statutory :
 - a). Compilation & filling of Annual Returns by 31st January of every year.
 - b). Works Committee half yearly return in Form-G.
 - c). Contract Labor Returns.
 - d). Any other statutory return applicable as per the provisions contained in the factories act and other related labor laws.
11. Reimbursement of Children Education Allowance.
12. HR MIS :
 - a). Dissemination Reports to Vigilance - 1st of every month.
 - b). 56 (J) - by 05th of every month.
 - c). Executives Manpower Details & Supervisors & Workmen manpower Details - by 05th of every month.
 - d). Comprehensive Organization HR MIS – by 10th of every month.
13. Pension and other related work:
14. All type of terminal benefits, House Building Re conveyances, GSLI Matte, Issue of Service Certificate etc.
15. Annual Report, DPE data, etc as per CHO requirements.
16. Employee Welfare measures.
17. Grievance Redressal – Monthly data for DO letter to be prepared.

Shri V. Kantha Raju & Hanumanth Rao. Consultant (HR)	<ol style="list-style-type: none"> 1. Estate Matters - All estate related works (Electricity bills, Water Charges, etc). 2. Preparation of TA/DA orders in respect of all executives/staff/workmen. 3. Correspondence related to property tax for both Mints. 4. Correspondence related to Factory License renewals etc. 5. Correspondence related to all Training Programmes. 6. Raising of PRs and certification of bills in SAP related to HR. 7. Correspondence related to SPMCIL sport events etc. 8. Workmen Accidents & Compensation reports. 9. Works related to Interaction meetings with Unions. 10. Correspondence with CHO and unions regarding any issues. 11. IB Correspondence. 12. Details of visit of Foreigners to Mint and submission of report by online. 13. Works related to organization of Seminars /Workshops / Meetings and other official programmes. 14. Works related to condemnation of Departmental Vehicles etc. 15. Vehicle Contracts- Timely raising PR's approvals, etc. 16. Outsource employees - Timely raising PR's approvals and issue of gate pass. 17. SAP related works pertains to area. 18. Biometric Weekly Reports. 19. CSR related Matters. 20. Employee Specifications. 21. Membership of Professional bodies. 22. Assistance to Asst.Manager(Legal) in legal works-Maintaining MIS, related files etc.,
Smt. K. Anupama, Sr. Office Asst. Assisted by Rajendher, Kishore, Saraswathi, Neeraja (Contract Employees)	<ol style="list-style-type: none"> 1. All Correspondence with Hospitals for empanelment etc. 2. Preparation of Permission/Undertaking letters to Hospitals for IP treatment. 3. Scrutiny of Medical Claims of Hospitals and Employees and preparation of Check Lists etc. 4. Issue of Surrender Certificates to employees. 5. Preparation of SPMCIL Medical beneficiary cards and maintenance of concerned registers.

Shri. S. Ramesh, Sr. Supervisor will share his knowledge till his retirement and guide the section.

In addition to above the staffs have to attend any other works entrusted by superiors as and when required.

Ms. Yamini and Prathyusha Reddy will assist in Personnel Section.

All the above shall report to Joint General Manager (HR) through Deputy. Manager (HR).

Aray
10/06/2020
DEPUTY MANAGER(HR)

JGM (HR)
10-6-2020