

The major task of the Personnel Department is to manage and look after all the service matters, payment matters and welfare of the employees and their families of Pune Division.

Functions of Personnel Department:

- **Man Power Planning**
- **Recruitment**
- **Wages and Salary**
- **Training, job-analysis and grading**
- **Inter-Railway and Intra-Railway Transfers**
- **Career progression and Promotions**
- **Disciplinary matters**
- **Welfare Activities**
- **Residential Accommodation**
- **Performance Appraisal**
- **Industrial Relations**
- **Grievance Redressal**
- **Incentives and Financial aids**
- **Settlement and Pension**
- **Arranging Post retirement benefits and Grievance Redressal of Pensioners**

Personnel management is the method of controlling human factor in the Railways intelligently and equitably, aiming at getting the best results out of the employees and helping to develop their capabilities to the full. It also aims at creating a team spirit and creating a sense of discipline amongst workers.