

**Rajasthan State Office****Inter Office Memo**

FROM : SHRM, RSO  
FOR : Sh. Rafeeq Ahmed, Dy. Mgr (HR) RSO  
Ms. Rashmi Kaushal Dy. Mgr (HR) RSO  
Sh. Om Prakash, Dy. Mgr (HR) RSO  
REF. : RSO/HR/IOM/01

DATE : 02.08.2010

**SUB: Job allocation of officers in HR Department, RSO**

With immediate effect, the job allocation for officers in Human Resources Department, RSO is as under:

**Sh. Rafeeq Ahmed, Dy. Mgr (HR), RSO**

SN	Subject Matter
1	Hotel & transport arrangement for officials.
2	Nomination of hotels
3	Canteen contract
4	Haulage Contract.
5	Transit & Guest House related activities including its M&R
6	Monthly report on occupancy position of housing complex and transit camp.
7	Allotment of flats
8	Setting up of new transits / office etc.
9	GM Taxi or any other transport required for office use.
10	Security / Safety Audit of locations.
11	HR Audit of locations.
12	Organizing ceremonial functions / official meetings / conferences.
13	Coordination with statutory bodies like PF, ESI, RLC, LEO etc.
14	MPR
15	Seating arrangements for employees
16	Air Ticket management
17	Statutory compliance at locations & RSO.MIS on contract labour.

**Ms. Rashmi Kaushal, Dy. Mgr (HR), RSO**

1	Medical bills of employees including retired employees.
2	Hospitalization bills payments & payments of nominated hospitals
3	PC & Furniture advance / M&R claims of employees and updation of its records.
4	Personal data of employees
5	Implementation of suggestion scheme
6	Training, organizing & coordination at RSO level
7	Employees Welfare Schemes & its implementation
8	Access Control System (ACS)
9	Employee Satisfaction Index, Customer Satisfaction Index & PIS

Contd...page/2

21/8/21

:: 2 ::

SUB: Job allocation of officers in HR Department, RSO

Ms. Rashmi Kaushal, Dy. Mgr (HR), RSO

SN	Subject Matter
10	MIS
11	Relieving / Joining of employees
12	LTC record & processing
13	ePMS
14	Audit Paras
15	Procurement of stationery and its management
16	Manpower Planning
17	Nomination of hospitals
18	Community Development Plan (CDP)
19	Resignation cases
20	Updation of HR data in SAP
21	HBA matters
22	Salary bills, Overtime, Shift allowance, Officiating allowance etc.
23	Hindi implementation

Sh. Om Prakash, Dy. Mgr (HR), RSO

1	Legal / Court cases
2	Approval, payment of self-lease, payment of M&R expenses of self-lease, family retention.
3	Security & M&R jobs (including AMC's) of office building, residential complexes (excluding M&R of transit accommodation)
4	Vehicle loan including maintenance.
5	Security and safety audit of locations.
6	Payment of house tax
7	Security MIS
8	Telephone / Mobile connections - bills, electricity & water bills
9	Dak management including courier services
10	Hostel subsidy, Children Education Allowance, Meritorious award
11	Revenue Budgeting
12	HRA Maintenance
13	Procurement of capital furniture items
14	Disposal of unserviceable items
15	Housing colonies at Locations & its M&R
16	Procurement of capital furniture items

21/5/21

Contd...page/23

:: 3 ::

SUB: Job allocation of officers in HR Department, RSO

17	Procurement of capital furniture items
18	Disposal of unserviceable items
19	Housing colonies at Locations & its M&R

*In absence, short/long leave, considering exigency of work, the work assigned to the individuals may be given to other.*



( Rajesh Pant )  
SHRM, RSO

CC: GM, RSO

CC: All HODs