

## About Us:

### Personnel Branch – Guntur Division

The **Personnel Branch** of the Guntur Division plays a vital role in managing the complete spectrum of **Human Resources (HR)** functions — from **Recruitment to Retirement** — for railway employees. Strategically located on the ground floor of the **Divisional Railway Manager (DRM) Office**, the branch ensures the smooth and efficient functioning of the division's human capital.

Currently, the department manages the **establishment matters of 4,676 employees**, including:

- Appointments
- Promotions
- Transfers
- Maintenance of service records
- Retirement and post-retirement benefits

The branch is headed by the **Senior Divisional Personnel Officer (Sr. DPO)** and is ably supported by **two Assistant Personnel Officers (APOs)** along with a dedicated team of staff.

### Key Focus Areas

Recognizing the critical role of an effective HR system in an organization as vast and dynamic as **Indian Railways**, the Guntur Division has recently undertaken several **innovative initiatives** aimed at enhancing:

- **Operational Efficiency**
- **Administrative Transparency**
- **Employee Welfare and Satisfaction**

### Our Commitment

The Personnel Branch remains steadfast in its commitment to fostering a **motivated, satisfied, and efficient workforce** through **proactive policies** and **employee-friendly practices**. By continually adapting to the evolving needs of the workforce, the department contributes significantly to the overall growth and success of the Guntur Division.