My considerable service with the N.F.Railway (More than 15 years) endeavoured me as to how the great House, called 'The Railways' is being run and renovated as well as extended to accommodate the material needs of our fast growing national family. Management and maintenance of this great house is definitely an arduous task and a great army of its maintainers, masons and architects are continuously engaged round the clock for running this House smoothly. The subject of my study is related to this vast organisation, particularly the 'Personnel Administration' that deals and manages the entire manpower engaged behind it.

The object of this study is to know the technicalities and systems of management of such a big organisation, particularly the personnel matters of about 88,500 employees engaged in running this organisation. From the organisation of the Personnel Department with its position, it will be no less interesting to know how a big organisation like railways run. I tried to present the working of the Personnel Administration (relating to Personnel matters) of Northeast Frontier Railway - detailing the historical background, organisational
position, scope and area of importance, various classification of service (Chapter I), Recruitment policies and procedure (Chapter II), Training of staff including the courses and training centres (Chapter III), Pay and Allowances (Chapter IV), Different system of promotion and its affect (Chapter V), Transfer of staff and its impact (Chapter VI), Leave Rules and their implementation (Chapter VII), Service Conduct, Discipline & Appeal Rules and their implementation (Chapter VIII), and the Retirement (Superannuation) of staff including retirement benefits (Chapter IX) with details of system followed by the K.F. Railway (as a Zonal Railway).

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- Pradip Kumar Roy -

Dated, Malicaon

The 25th May '83.