

Functions of Personnel Department

- Manpower Planning
- Training and Development
- Transfer
- Performance Appraisal
- Promotions and Demotions
- Guidance on Disciplinary matters
- Wage and Salary administrations
- Grievance Redressal
- Settlement and Pension.
- Arranging Post retirement benefits and Grievance Redressal of Pensioners
- Setting up and maintenance of Welfare Activities

Role of Personnel Officer

- Personnel Officer will relieve the departmental officers from the task of management of employees of his department to the extent possible so that he can concentrate on the functioning of his department.
- However the department officer will have the main say in the placement of workers to ensure better utilization, economy and efficiency.
- Personnel officer will also be receptive to suggestions given by departmental officer on transfer to maintain efficiency and discipline.
- Although Departmental officers are relieved of Personnel work to a great extent after setting up the Personnel Department, they should also maintain a close touch with their department employees, receive grievances on personnel matters and arrange to dispose off the same with the help of personnel officer duly keeping in view the rules and regulations laid down.
- Personnel officers are also Welfare Officers who will co-ordinate various Welfare activities such as Sports activities, Co-operative societies etc.
- Personnel officer should see that legitimate interests of the workers are protected.
- Personnel officer should take utmost care in maintaining industrial peace, keeping good relations with trade unions and help in maintaining congenial atmosphere for smooth working.
- Management has to analyze and diagnose the needs of the workers for the purpose of achieving organizational objectives by maintaining close contact with the workers.
- Generally personnel department's role is to communicate and implement policies.