RAIL COACH FACTORY SPORTS ASSOCIATION

KAPURTHALA

No.1-E/RCF/Sports/2025 May 19, 2026

Sub:- Work distribution among Sports Officers.

1. Ms. Navjot Kaur – Sports Officer-II

Games / Stadiums Allotted

- MRS Stadium
- Golf Course

Administrative Responsibilities

- RTI / Audit replies
- UDM
- GEM
- I-Pass related work

General Section matters including:

- Attendance
- PNM
- Policy matters
- MCDO / PCDO
- Vigilance-related matters

Staff Assigned

- Jagmohan Singh
- Bikramjit Singh
- Vishesh

2. Ms. Reena Khokhar – Sports Officer-III

Games / Stadiums Allotted

- Hockey Stadium
- Cricket Stadium

Administrative Responsibilities

- Expenditure-related work
- Preparation of proposals for Works Programme (M&P / T&P)
- Procurement-related activities
- Inventory management of all stadiums

Staff Assigned

- Sukhjit Kaur
- Sanjay Bir

Note:- Recruitment will be managed by both officers.