



**J. P. Kusumakar, IRPS**  
**Chief Personnel Officer /Admn.**

She is in - charge of the following Establishment related works:

1. All Establishment matters related to Railway Recruitment Cell.
2. Ruling matters.
3. Non-Gazetted Vigilance and DAR cases.
4. All establishment matters of non-gazetted staff of Traffic, Commercial and Personnel Branches.
5. All establishment and policy matters related to TADK.
6. All establishment matters related to Erstwhile Gr. D staff in Level-1.
7. Central Staff Benefit Fund.
8. Holiday Homes.
9. Selection matters of non-gazetted staff by Confidential Cell.
10. Maintenance of APARs of all departments whose establishment is maintained by PCPO office.
11. Any issue/reference related to Security/Accounts.
12. IT & System related issues.
13. HRMS Modules implementation and UMID implementation.
14. MPP/PCDO/MCDO Data and assistance required flagged in MCDOs.
15. All establishment matters of HQ/P. Branch.
16. Budget of HQ Personnel Branch, various Advances, Imprests.
17. Procurement matters of PCPO's Office including PCs/Scanners/Office furniture etc. through GeM.
18. RTI Application & Appeal Cases pertaining to Personnel Deptt. in HQ Office.

**She is assisted by Chairperson/RRC, Dy.CPO/HQ, APO/Rectt., APO/HQ, and LO/P in the above stated matters.**