

Smt. Sharmistha Das

Assistant Personnel Officer/HQ

She is looking after the following jobs:

- **All IT Cell related works.**
- **HRMS, UMID, PCDO, MCDO, MPP, including Mission Karmayogi, PH-65.**
- **Labour Law, deputation/option of staff to other units (Vig./RRB etc.)**
- **Procurement matters of PCPO's office including PCs/Scanners/Office furniture etc. through GeM etc.**
- **Establishment matter of staff of T&C, HQrs. Personnel, GM Office (other than Law & Vigilance)**
- **TADK policy related matter over Eastern Railway**
- **All departments erstwhile Gr.-D staff in Level-1**
- **Budget of HQrs. P. Br., Various advances, imprests.**
- **Maintenance of APAR of all departments whose establishment is with PCPO's HQ Office.**
- **Any issue/reference related to Security & Accounts department.**