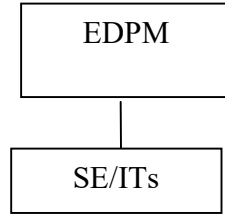


IT CENTRE, PRAYAGRAJ



Organization

The organization is headed by EDPM, who is assisted by 05 SE/IT. The sanctioned strength of Group C staff in EDP Centre is 21.

Designation	Sanctioned Strength	On Roll	Vacancy
SE	06	05	01
JE	-	-	-
Khalasi	02	02	-
Total	08	07	01

1 Equipments

Hardware:-

There are following hardwares in IT Centre / PRYJ.

- (a) Database server
- (b) Application Server
- (c) PCs & Printers

2 Activities

The following applications are running at present.

A Payroll

Payroll activities i.e. feeding, edit correction, processing & printing of the field units (about 251 Bill Units & 16417 employees) are executed in EDP Centre. Payroll of Division is 100% computerized.

B Bonus

Productivity linked Bonus is also calculated and bills are prepared for all eligible staff from IT centre and the same have been generated for the year 2019-20.

C Income Tax

Total taxable pay drawn by staff for the complete year is calculated and statement are generated for staff eligible for income tax deductions. Generation of Form – 16 for each

employees is done in IT Centre and the same have been generated for the year 2019-20.

D Electric Billing

To calculate electric bill of staff by current meter reading based on electric consumption, data is feeded in PRIME Electric Module & then that data is uploaded on IPAS for deduction. Amount is recovered from employees pay every month on six months on the average basis.

Now the above system has been switched over to IPAS from March 2016 and onward.

3 OTHER ACTIVITIES

- i) **The Executive Summary of Performance** of the Division is compiled and prepared on a monthly basis.
- ii) **Hand Out** of the Division is compiled and prepared on a monthly basis and also at the other occasion like visit of CRB, Members of Railway Board, GM, other dignitaries & as and when required are prepared and circulated in book shape.
- iii) **Compilation of all Inspection Notes** of CRB and other Board Members, GM & AGM are compiled on E-Inspection.
- iv) **E/Office** – eoffice implemented on PRYJ Division in April 2020.
- v) **Technical vetting** of the Computer and its peripherals is being done by IT Centre.
- vii) **Tender Uploading** on NCR website is being done through IT Centre
- viii) **Updation of web site** – IT Centre is also updating departmental data on NCR web site for Prayagraj Division.