

EDP CENTRE, PRAYAGRAJ

A) Payroll

- i) ID generations for IPAS for New Officials, staff for salary preparation, Bill preparation and their passing. Changing and giving authorization to staff to work on paysheet and other powers. Assisting field staff bill clerks in salary making at EDP, Computer System management for IPAS, Finance and of General Administration and troubleshooting the various problem in IPAS

Various Bills related to Payroll of Engineering & General staff are being printed in IT Centre. Monthly recovery of ECCS loan, Union Subscription, etc. are being uploaded in IPAS after being fed in Excel.

Lot of field staff are regularly utilizing EDP facilities (Specially Engineering) for salary making, as everyone do not have Railnet / adequate nos of Computers in their field offices.

- ii) **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.

- iii) **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.

- iv) **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.

B) OTHER ACTIVITIES

- i) **The Executive Summary of Performance** of the Division is compiled and prepared on a monthly basis.
- ii) **Key Performance Index(KPI)** – KPI data of the division is compiled and uploaded in Railway Board's site each month.
- iii) **E/Office** – eoffice implemented on PRYJ Division in April 2020. ID generations and their mapping for eOffice, giving training to new employees on eoffice, file mapping on e office and solving the various problems faced by the employees and officers in eoffice.
- iv) **Good Work Done** – Good work of various departments of the division are being regularly updated on Railway Board's site.
- v) **Prayagraj division website management** - Various data pertaining to RTI u/s 4(1)(b), Green Initiative, Notices pertaining to employment, all departments of the division are being regularly updated.

- vi) **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.
- vii) **Compilation of Inspection Notes** of CRB and other Board Members, GM & AGM are compiled on E-Inspection.
- viii) **Technical vetting** of the Computer and its peripherals is being done by IT Centre.
- ix) **Tender Uploading** on NCR website is being done through IT Centre