

**Duty list of Group 'C' staff of IT-Centre, Agra.**

**A. SE-IT/AGC Sh.Ram Milan Sharma**

1. General Correspondence.
2. Imprest Money.
3. Timely putting up the telephone bills received for verification & submission to S&T deptt.
4. Attendance/Leave matters.
5. Confidential and D&AR matters.
6. Issue travelling authorities.
7. To issue/accept challans for the material transferred/received to/from Railway deptts.
8. Entry to the dead stock registers.
9. Dead stock verification.
10. Audit reports.
11. All other duties/responsibilities assigned by the controlling officer time by time.

**B. SE-IT/AGC Sh.Vimal Kant Bharti**

1. Printing of all IPAS related works.
2. All work related to maintenance of Line Matrix Printers & attached online UPS.
3. All works related to printing except bill preparation.
4. All other duties/responsibilities assigned by the controlling officer time by time.

**C. SE-IT/AGC Sh.Amit Kumar Singh**

1. All IPAS related works.
2. Maintenance of PRIME-AFRES servers.
3. Maintenance & updation work of NCR karmi.
4. Night Inspection, Swachhta or any other drive related work.
5. All other duties/responsibilities assigned by the controlling officer time by time.

**D. SE-IT/AGC Mrs.AartiBhalla**

1. Management of the AMC of computers & its peripherals in DRM office, Agra Division.
2. Arrangement and maintenance of Projector in meeting rooms.
3. Installation & maintenance of biometric machines in DRM office, Agra & training work for the use of biometric machines & attendance portal in Agra Division.
4. Updating the information on divisional website. (On receipt the same from deptts.)
5. Uploading the tender NIT, documents, PO/LOA etc. on NCR & Govt. portal.
6. All type of technical clearance work.
7. All other duties/responsibilities assigned by the controlling officer time by time.