

**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. Dead stock verification.
6. Audit reports.
7. All work related to Office Management.
8. All other duties/responsibilities assigned by the controlling officer time by time.

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

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

**C. 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. All other duties/responsibilities assigned by the controlling officer time by time.

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

1. All E-office related works.
2. All work related to Quarter & Electricity Module.
3. All type of technical clearance work
4. Uploading the tender NIT, documents, PO/LOA etc. on NCR & Govt. portal.
5. Updating the information on divisional website. (On receipt the same from
6. deptts.)
7. All other duties/responsibilities assigned by the controlling officer time by time.