

NORTH CENTRAL RAILWAY

Office of the
Electronic Data Processing Manager
N.C. Railway / Prayagraj
Date – 15.06.2021

Distribution of work among EDP Centre staff would be as given in the table below w.e.f. 15.06.21. This is in supersession of order dated 22.04.20.

Shri S.C. Srivastava (SE/IT)	Shri Sanjay Malhotra (SE/IT)	Shri Vivek Agrawal (SE/IT)	Shri S.R. Sonker (SE/IT)
1- IPAS user management. 2- B.U. authorization. 3- IPAS troubleshooting 4- Printing of necessary documents 5- Any other work assigned by EDPM/PRYJ	1- All AMC related work including IT/DRM/ADRM cell. 2- All works contract related work. 3- Store procurement 4- Stationary arrangement. 5- Agreement drafting. 6- PNM items 7- File management 8- Leave sanctioning and record maintenance. 9- Assistance in technical vetting of various proposals as per SPO, KPI, MCDO Portal, edrishti / Enirikshan. 10-Any other work assigned by EDPM/PRYJ	1- Monthly updation of KPI data in Railway Board's MCDO portal. 2- Compilation work of Divisional Handout for GM Annual Inspection / DRM'S various Inspection. 3- Updation of NCR/PRYJ Division website. 4- Any other work assigned by EDPM/PRYJ.	1- Preparation of Executive Summary. 2- Payroll data management of C-Tour. 3- Printing of necessary documents. 4- Any other work assigned by EDPM/PRYJ.


EDPM

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