

IT Centre, Prayagraj Division

<p>Payroll</p>	<ul style="list-style-type: none"> • IPAS user management includes activities such as IPAS BU Authorization, ID generation for new officials, and staff assignment for salary preparation, bill preparation, and approval. It also involves granting and modifying authorizations for staff to work on paysheets and other related tasks. • Additionally, assistance is provided to field staff bill clerks in salary processing at the EDP (Electronic Data Processing) department. Computer system management is carried out for IPAS, Finance, and General Administration, along with troubleshooting various issues in IPAS. • The IT Centre is responsible for printing various bills related to the payroll of Engineering and General staff. • Monthly deductions for loan recovery and union subscriptions are entered in Excel and then uploaded into IPAS. • Due to limited availability of Railnet and an insufficient number of computers in field offices, many field staff members, especially those in the Engineering department, frequently utilize the EDP facilities for salary processing.
<p>IPAS Trouble Shooting</p>	<ul style="list-style-type: none"> • The IT Centre addresses day-to-day issues related to IPAS on both the Personnel and Accounts sides. This involves providing support and assistance to the NPS (National Pension System) section for the monthly release of pensions. Additionally, support is extended to the PF (Provident Fund) section for their daily activities.
<p>Prayagraj Division Website Management, Tendor uploading</p>	<ul style="list-style-type: none"> • 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. • Tender Uploading on NCR website is being done through IT Centre.
<p>Technical vetting of PC's procured under DRM/ADRM's Power and of other dept's demand</p>	<ul style="list-style-type: none"> • Technical vetting of all PCs procured in the division in accordance with the latest specifications available on GeM portal.
<p>Booklets for Annual GM inspection & Executive Summary</p>	<ul style="list-style-type: none"> • GM's Annual Inspection booklets comprising of Station-wise data, CRS booklet, executive summary etc. are compiled & printed by IT Centre. Presentation & Booklets are also printed from time to time.
<p>Monitoring & Management of various e-portal and Websites</p>	<ul style="list-style-type: none"> • PRYJ website's regular updation . • KPI- Analysis and onward submission along with action plan. • MoU of Division. • MCDO Portal items are updated on daily basis by IT Centre.

<p>Development of software, programs and webpages for division.</p>	<ul style="list-style-type: none"> IT Centre is extensively engaged in the development and implementation of practical software solutions for the various departments within the Prayagraj division. Among these, a noteworthy software application is designed specifically for the Finance Department to manage and document files that undergo finance vetting. To access this software and learn more about its functionalities, you can visit the official website at Fmspry.in.
<p>AMC related work</p>	<ul style="list-style-type: none"> All AMC related work including IT/ADRM Cell/DRM Cell.
<p>Payroll Reports & Misc. Reports</p>	<ul style="list-style-type: none"> Processing and printing of various payroll reports has been done by IT Centre. Providing various date required by officers from time to time in prescribed format.
<p>New Module Implementation in IPAS</p>	<ul style="list-style-type: none"> Providing Training to required staff whenever a new module is introduced in IPAS (Ex. Qaurter Module, Electricity Module)