


North Central Railway

Office of the
Sr. EDPM
NCR/PRYJ
Date – 15/05/2023

Following will be the work distribution of JE/IT's after Joining of Shri Ritik Srivastava JE/IT on date – 09/05/2023.

Amandeep	Utkarsh Tripathi	Rangnath Shukla	Ritik Srivastava
<ul style="list-style-type: none">• Monthly updation of KPI data in Railway Board's MoU portal.• Preparation of MoU (Annexure G, M & N) for PCDO.• Preparation and printing of Executive Summary.• Handling Indenting and purchase through GeM/ IREPS and Stores.• Providing Training to required staff whenever a new module is introduced in IPAS (Ex. Quarter Module, Electricity Module).	<ul style="list-style-type: none">• IPAS troubleshooting.• Monthly CMS data uploading.• IPAS Bill Unit Authorization.• IPAS User Management.• Managing Imprest for EDPM/ IT Cell.• Providing various date required by officers from time to time in prescribed format.• Providing Training to required staff whenever a new module is introduced in IPAS (Ex. Quarter Module, Electricity Module).• Design and Development of softwares according to the requirement.	<ul style="list-style-type: none">• Updating Prayagraj Division's data in NCR official website.• Compilation work of GM annual inspection & DRM's various inspections.• All AMC related works for IT Cell/ DRM's Cell and ADRM's Cell.• Assistance in technical vetting of various proposals as per SOP.• Handling RTI/ Appeal/ CIC notice for EDPM/ IT Cell.• Hiring of Photocopier machines for DRM's Cell.• Design and Development of softwares according to the requirement.	<ul style="list-style-type: none">• Updating Prayagraj Division's data in NCR official website.• Processing and Printing of various Payroll reports.• Assistance in IPAS troubleshooting and user management.• Printing Monthly Executive Summary.• Tender Uploading on NCR website is being done through IT Cell.

Note – In the absence of any JE/IT, their work will be managed by the remaining 3 JE/IT's.


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Copy to :- DRM/PRYJ for kind information please.

ADRM Infra/ OP/ G/ PRYJ for information please.

All concerned staff.