

## North Central Railway

Following will be the work distribution of SE/ITs & JE/IT's after Joining of Shri Ritik Srivastava SE/ITs & JE/IT.

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

**Note** – In the absence of any SE/ITs & JE/IT, their work will be managed by the remaining 3 SE/ITs & JE/IT.