IT FUNCTION OF JHANSI DIVIOSION

DIVISIONAL IT WORKS (EDP CENTRE)

S.No.	Name of Employee	Desig	Work description
1	**Manoj Kumar Khare** Mob no.9794838019	**SE/IT**	1. E-Office admin of entire Jhansi division: Technical support all department of Jhansi division for creation of gov id, mapping, data porting etc. 2. PLAN Head-17: Processing of proposals under PH-17 and procurement of Computer items & distribution to different department of Jhansi division (as per instruction of DRM/ADRM). 3. Collection of data of entire division & Preparation of presentation & VIP handout during VIP movement in Jhansi division. 4. Management of AMC of Computers, Printers, UPS of different department of Jhansi division. 5. Management of centralized photocopying work of Jhansi division through awarding contract to out agency. 6. IT support to DRM/ADRM. 7. Dead stock management of IT Centre and DRM Cell 8. Technical support to entire division for UDM,IREPS other software running on railways. 9. General File work and technical clearance of IT proposals of Jhansi division. 10. Technical support to Officers of Jhansi division for Laptop reimbursement. 11. Asset management (FAR) work 12. Any other work given by DRM/ADRM/Sr.DFM/EDPM.
2	**Manoj Kumar Pandey** Mob no.7388105905	**SE/IT**	1. Regularly Data Updation of all department of Jhansi division on ncr web site. 2. Uploading of tenders on ncr web site. 3. Management of UTHAN PORTAL of Indian Railways (updating of data of constitution wise works position of Jhansi division on Indian Railways) 4. Preparations of pay roll and printing of pay slip of entire division, Spl bill (supplementary bills) and LPC. 5. Generation of payroll report and its printing (As & when required) 6. Managing of Outdoor & indoor presentations in the division. 7. Distribution of pay slip. 8. Technical support to users for IPAS. 9. Preparation of hand out and collection of data of entire division during VIP movement. 10. Other assigned work given by Sr.DFM/EDPM.
3	**Shri.Pradeep Kohli** Mob no.9794838017	**SE/IT**	1. Updating the data of e-drishti portal 2. Data collection for exception report preparation 3. Management of webpage of Jhansi division 4. E-Office management: Training and trouble shooting for e-office 5. Meetings of VIP movements 6. Preparation of booklets during VIP movement 7. Preparation of presentation during VIP movement

ACCOUNTS IT WORK

S.No.	Name of Employee	Desig	Work description
1	Vikram Singh **Mob no.9794838018**	**SE/IT**	1.Admin of IPAS : Technical support to entire staff of Jhansi division in IPAS, creation of various type reports, income tax data compilation, Form-16 etc. 2.Management of electric data
2	Shri. Srikant Raikwar **Mob no.7985919673**	**SE/IT**	1. Troubleshooting in ipas. 2. Coordination for working on modules like HRMS, UDM, IREPS, RBCS,WCMS. 3. Look out of work related to computer hardware and software of accounts department. 4. Maintenance of computer dead stock register of accounts department. 5. Condemnation related work of this office. 6. Procurement of computer related items and peripherals from gem portal. 7. Monthly IPAS exception report preparation & sending compliance to HQ.