North Central Railway

Following will be the work distribution of SE/ITs in EDP/IT centre/PRYJ.

Amandeep SE/IT	Utkarsh Tripathi SE/IT	Rangnath Shukla SE/IT	Ritik Srivastava SE/IT
• 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).	• 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.	• 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.	• 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 SE/ITs, their work will be managed by the remaining SE/ITs.