

Functions and Duties of EDP Centre of Ajmer

1. ORGANISATION:

SR. EDPM

SHRI. R. L. KHANDELWAL

SE/IT

SHRI. JITENDRA MEENA

SR.CONSOLE OPERATOR/CH.OS (SHRI. MUKESH BOOLCHANDANI)

SR.CONSOLE OPERATOR/CH.OS (SHRI. RAJENDRA KUMAR)

2. EDP CENTRE AT A GLANCE:

The EDP Centre is situated within Carriage Workshop premises. The centre was established in 1986 with Horizon & Magnum Mini-frame computer system. The new system H P - 9000 MAIN FRAME SYSTEM was commissioned on 11th February 2000.

This system again replaced by new system having Linux Server loaded with Oracle 10g and 14 PCs. Workshop Information System WISE 5.0 implemented on this server under guidance of CRIS New Delhi. Payroll work shifted from HP 9000 to IT Centre Jaipur Server, installed in IT Centre Jaipur, after implementing PRIME application designed for Payroll related work. Presently whole pay roll work is going-on AIMS application. CRIS Delhi is maintaining whole pay roll Data on its server. This centre is managing necessary Data ARD and preparing required reports.

ADDRESS: EDP Centre, Carriage Workshop,
Jone's Ganj, Ajmer.

TELECOMMUNICATION : Telephone - (Rly.) 7130, 7126

2. FUNCTIONS POWERS & DUTIES

Sr. ELECTRONIC DATA PROCESSING MANAGER

He has to perform and discharge the following functions and Duties:

1. Providing reports to management, based on data available.
2. Maintain proper functioning of Computer system.
3. Co-ordination with user departments.
4. Providing guidance to users for proper data entry.
5. To co-ordinate with System maintenance agency for proper functioning of Computer Hardware

SENIOR ENGINEER

1. Effective implementation & maintenance of LAN Network.
2. Conduct AMC of Ajmer group of workshops.
3. Amend or update website.
4. Develop new application programs.
5. Co-ordinate with user departments and console/terminal staff.
6. All related work pertaining to day-to-day operation of the computer system.

SENIOR CONSOLE OPERATOR /CH. OS

1. Start systems.
2. Be Current with knowledge of available software, computer file operations and organization of files.
3. Monitor the inputs and outputs of the system.
4. Run the system and effect implementation of the packages.
5. Printing pay roll and other pay roll related reports required.
6. All other related work pertaining to the system.
7. Assist the Junior Engineer as may be required.

4. PROCEDURE FOLLOWED IN DECISION-MAKING INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decision making process, channel of supervision and accountability is as below:

Sr. EDPM:

He is responsible for implementing the policy guidelines received from HQ / IT Centre for all the works under him. He control all over the system and staff under him within powers delegated and overall accountable for the system.

Senior Engineer

He work under the guidance of Sr. EDPM and carryout the work allotted to him.

5. NORMS SET BY ORGANISATION FOR THE DISCHARGE OF ITS FUNCTIONS

Processing and preparing following reports:

1. Pay roll & related reports e.g, Incentive scheme, Leave, Productivity linked bonus, Income Tax, D.A. Arrear, Night duty Arrear , Income Tax form 16 etc. for Ajmer Group of Workshops
2. Workshop General Register for Ajmer Workshop.
3. Cadre, Seniority, Electric bills etc.
4. FMIS(Cash Book, Receipt and Payment, Capital, Suspense, RAR, DP, Budget) of Ajmer Workshop.

6. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY IT'S EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

All required documents/Manuals are kept by Carriage Workshop personal branch as presently EDP Centre staff is on the roll of Workshop.

7. STATEMENT OF THE CATEGORIES OF DOCUMENTS WHETHER HELD BY IT OR ITS CONTROL

All required documents/Manuals are kept by Carriage Workshop personal branch as presently EDP Centre staff is on the roll of Workshop.

8. THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH , OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF.

-----Nil-----

9.DIRECTORY OF OFFICER & STAFF OF EDP CENTRE

Name of the Officer	Designation	Telephone No.		
		Railway (Office)	Railway (Residence)	BSNL (office)
R. L. Khandelwal	Sr. EDPM / Dy. FA&CAO(W&S)	09001196581		0145-2663735
Jitendra Meena	SE/IT	09785889751		
Mukesh Boolchandani	Sr. Console operator/Ch.OS	09001194523		
Rajendra Kumar	Sr. Console operator/Ch. OS	09414707638		

10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS(30.11.2018)

DESIGNATION	LEVAL(7 th PC)	NO. OF EMP.	Average monthly salary including applicable allowance (in Rs)	Average productivity Incentive per employee (in Rs)	Average total emolument Per employee (in Rs)
Sr. EDPM / Dy. FA&CAO(W&S)	13	1	1,31,598	NIL	1,31,598
Junior Engineer	7	1	63,000	NIL	63,000
Sr. Console operator /Ch. OS	7	2	80,000	NIL	80,000

11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES & REPORTS ON DISBURSEMENT MADE

-----Nil-----

12. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME.

-----Nil-----

13. PARTICULAR OF RECIPIENTS OF CONCESSION PERMITS OR AUTHORIZATION GRANTED BY HIM.

-----Nil-----

14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

-----Nil-----

15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING THE INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

-----Nil-----

16. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED & THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR.

-----Nil-----

*** The End ***