

RAIL COACH FACTORY, KAPURTHALA
ORGANISATION OF IT AND S&T DEPARTMENT

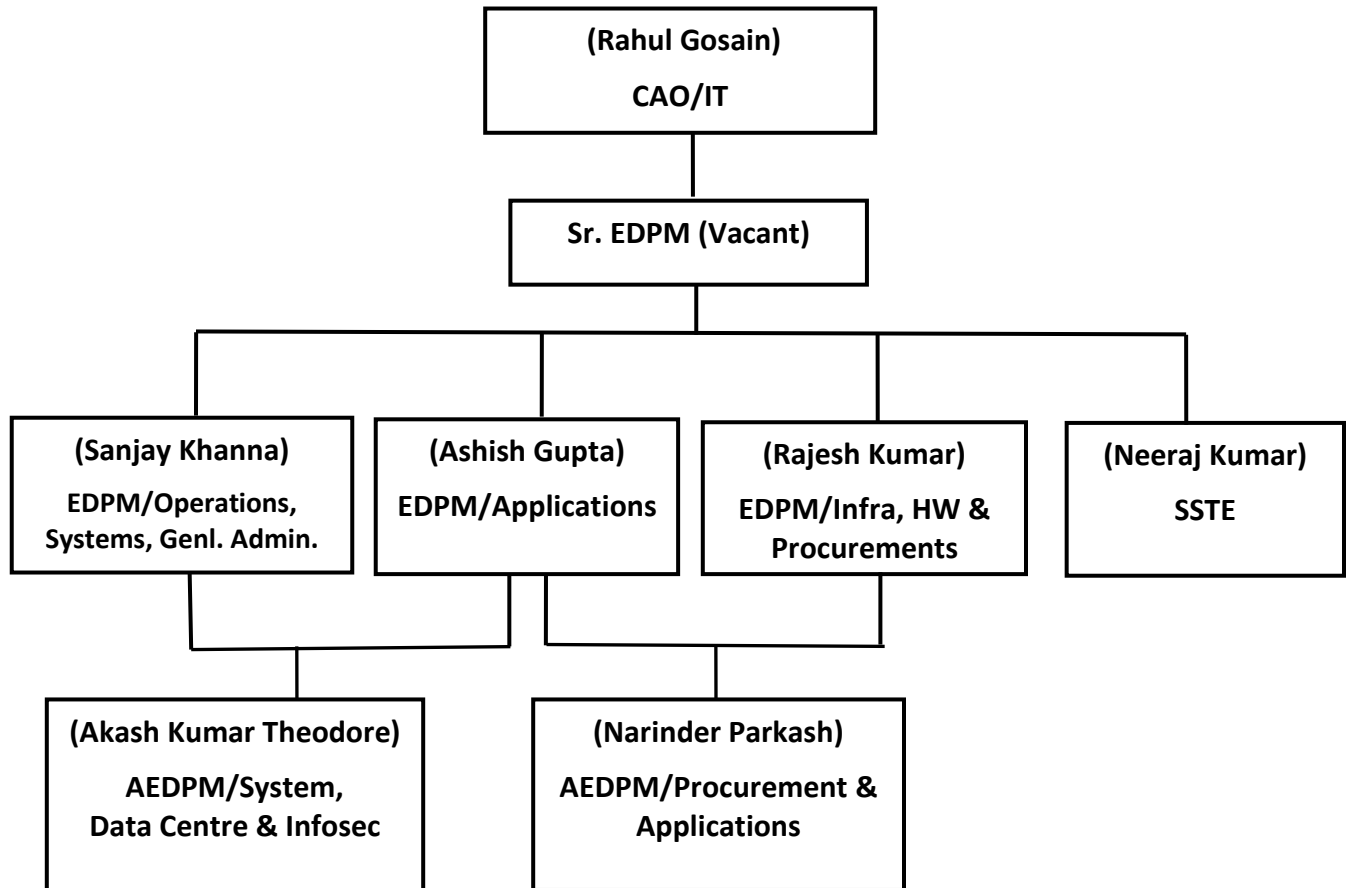
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ORGANIZATION CHART



Approved by	CAO/IT
Signature	

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1. RESPONSIBILITIES

1.1. CAO/IT

- Overall Head of IT & S&T Departments.
- CISO function for RCF.
- To ensure that the organization is kept abreast of latest updates in Information Technology & S&T.

1.2. Sr. EDPM (Vacant from 01.01.2025)- to be looked after by EDPM Shri. Sanjay Khanna, EDPM/Operations, Systems & Gen. Admin assisted by Shri. Akash Kr. Theodore, AEDPM till posting of regular JAG incumbent or till further orders whichever is earlier)

- Overall Administrative In-charge of IT & S&T including to look after all activities related to these Depts. and supervision/ adherence to all Rules/Discipline by all Officers & Staff posted therein.
- Officer In-charge of Systems, Network, Hardware, DBA, Infra & Infosec Groups including any/all other IT/S&T functions as may arise from time to time, including managing organization wide Infrastructure, Equipment's & functionalities including Software, Systems & Applications (both Web as well as Mobile) functioning in most efficient & optimal manner.
- Officer In-charge of Budget, M&P & Works Programme for IT & S&T Depts.
- Officer In-charge for all RCF websites related matters for IT Dept.
- Officer In-charge for all S&T related issues including CUG SIMs/ Other S&T Items for IT & S&T Depts.
- Officer In-charge for GMs PCDO/ MCDO/Rly. Bd. References/ Handouts & Presentations for IT Dept/ References from Ministers, MPs, MLAs, Public Grievances/ providing inputs in matters involving Staff Grievances, replying to Queries from Vigilance/Audit etc. and first Appellate Authority (RTI/PG) for IT& S&T Depts., Responses to Unions, SC/ST/OBC Associations.
- To function as Officer-in-Charge for review of necessity of continuing with legacy applications/modules and to **submit a monthly report with suggestions regarding applications which can be phased/weeded out/discontinued along with a phase-wise transition plan for migration/ replacement.**
- To ensure that quality systems are well understood, to review the implementation/progress of Quality Systems within IT & S&T Depts. & to ensure control and maintenance specified Quality records for IT & S&T Depts.
- To archive electronic data as per data retention policy and to ensure integrity of archived data.
- To identify Training needs and gap assessment from time to time in IT & S&T Dept.
- To approve, update & issue all procedures, polices and frameworks of IT & S&T Depts.

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- To ensure work allocation to all officers, supervisors, staff as per their capabilities and with a view to ensure optimal utilization and towards organizational efficiency & effectiveness. All critical functions must invariably be mapped with one or more officer/officers and/or supervisor(s) at all points of time.
- To ensure procurement, replacement renewal and accountal of Digital Signatures & issue/distribution of Tokens/Certificates to all employees as per request/entitlement
- To ensure timely issue/updation/renewal of all vital organization wide IT resources such as certificates/licenses including but not limited to SSLs etc.
- Cash Imprest Holder for Cash Imprest of IT Dept.
- Officer In-charge of Data Centre (Access Control), management of maintenance/AMC of Precision AC, DG Set and any/all equipments for Data Centre including systems for Disaster Management & Recovery, Redundancy & maintaining IT operations under regular as well as degraded modes.
- Nodal Officer for preparing, reviewing, approving, and implementing application, data, systems and hardware migration plans, disaster mitigation & recovery plans, crisis management plans, IT Security Policy for RCF, IT Roadmap for RCF, IT Vision document for RCF & other similar documentation and policy frameworks having lasting implications.
- All Inspections & Bill Passing as per SOP in force for all Stores/Works (for JAG level) as well as for any/all other matters.
- Officer in charge for maintenance of records related to IT & S&T Department including but not limited to development of applications, their verification, hardware and consumable procurements, network configuration and design decisions, decisions pertaining to Data Centre and Information Security and any other polices related to IT & S&T Depts.
- All works related to RailNet, Nodal officer for E-Office implementation in the organization, VC (through RailTel or Webex), CCTV Cameras, Biometric Attendance Machines, Internet Access, creation of logins & accounts(for WiFi, RailNet, any other IT related access including verification of RCIL Circuits and associated payments by way of providing oversight to SSTE(who is nominated as the SPOC), PA Systems, Digital Screens including Interactive Smart Boards, Overhead Digital projectors etc. or any other IT /S&T Devices/equipment's/hardware/applications deployed by IT/S&T Dept in Workshop & Township.
- To act as Officer-in-Charge for CHARMS, PINS, TAMES, CMMS, operational modules of FACT and all other applications including for pardarsy.railnet.gov.in web portal on behalf of RCF.
- To act as Admin user for iPAS and for UDM for IT-Department.
- To provide proper data privacy & security features to all software programs/applications developed by IT Dept.
- To act as officer in charge of Rajbhasha for IT Dept. (assisted by Ch. OS/IT).
- To look after development and maintenance related functions of applications under IT Dept.

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- To look after the functions of S&T department at JAG level
- To identify the latest trends in Information Technology and their implementation in RCF
- Any other works as maybe assigned from time to time by Senior Management

1.3. EDPM/Operations, Systems & Genl. Admin

- To maintain and operate RCF's Network, Systems and Operations with adequate level of security.
- To manage the RailNet/BSNL services in Office, Workshop, LLR Hospital and Officer Colony.
- In-Charge of leased line between HSQ & TKJ, ensuring uninterrupted Internet connectivity including RailNet & BSNL.
- In-charge of IT Office Administration and Officer-in-Charge of the Network group for IT/HSQ&TKJ office, New Delhi. He may take assistance of AEDPM/ System, Data Centre & Infosec as maybe required.
- CPIO for IT department.
- Dy. Chief Information Security Officer (Dy. CISO) and Head of Incident Response Team (IRT) for the Organisation.
- Attending all network complaints logged through the CHARMS or through RCF Mobile application.
- Designated Network Administrator with all relevant duties including those for monitoring of Network traffic on Firewall & Core switch and keeping a watch on logs towards early detection & foiling of any malicious/ abnormal activity.
- He shall **submit a fortnightly report to CAO/IT confirming regarding Network Traffic statistics, detailing network monitoring parameters as well as details of complaints logged and attended. He should also include parameter monitoring report regarding BSNL/RailNet circuits comparing the committed as per SLA with the actually made available and summarizing regarding instances of deviations and network disruptions/outages.**
- To manage connectivity for all CCTV installations (all CCTV Hardware to be provisioned/managed by SSTE).
- Nodal officer for installation of Biometric/Face reader, AEBAS in RCF duly ensuring proper upgrade, maintenance & availability of Biometric Attendance Machines at all times.
- To manage the Wireless network connectivity in workshop provided for/ but not limited to that provided for the security of Biometric Face Scanner Machines.
- Provision of Video conferencing (VC) through Web-ex and manage all presentations/meetings of Conference and committee Hall. Nodal officer for IRIS, IMS, 5-S and other Quality related tasks for IT Department.
- Actively seek to upgrade his knowledge and skills of relevant IT tools & techniques, platforms etc. that the organization desires to switch over to.

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- Any other work assigned by the superiors.

1.4. EDPM/Hardware, Infra & Procurements

- Compile & prepare Budget & Works Programme of IT Department (to assist Sr. EDPM).
- All procurements of Hardware, Software, Services, including those for UPS, Generators, Fire Detection & Suppression Systems, Precision Air Conditioning Systems, Batteries/Battery Banks, Anti-Virus Systems, Firewalls, and any/all other equipment/services including those for AMC etc. required for Admin Building, Data Center, LLR Hospital, Workshop and TKJ Office including any/all procurements required for maintaining DR. He shall be responsible for ensuring preparation of specifications, timely procurement, stock taking, issue/distribution and proper accountal, and billing.
- As the Officer-in-Charge for all Hardware, responsible for ensuring preparation of specifications, timely procurement, stock taking, issue/distribution and proper accountal and billing of all hardware items (PCs, Printers, Cartridges, scanners & other consumables etc).
- Nodal officer for procurement, of Biometric/Face reader, AEBAS in RCF duly ensuring proper upgrade, maintenance & availability of Biometric Attendance Machines always.
- He shall **submit a fortnightly report to CAO/IT confirming regarding progress of Infra Works, Procurement cases etc. and status of any pending/ delayed works & procurements if any. He shall also submit details of Hardware complaints logged and attended.**
- To procure and up-keep of pest/rodent control services & any other services required for IT Offices & Data Centre as maybe required etc.
- To ensure the procurement of CAD Hardware Systems as per requirement.
- To manage accountal and working of all DSC keys/Soft Certificates within the organization.
- Attending all Hardware related complaints logged through the CHARMS or through RCF Mobile application.
- To ensure proper maintenance and disposal (with all legal compliance) of all IT hardware.
- Material inspection and Bill Passing pertaining to procurement as per SOP.
- Actively seek to upgrade his knowledge and skills of relevant IT tools & techniques, platforms etc. that the organization desires to switch over to.
- Timely completion of all IT related sanctioned works.
- In-Charge of bulk SMSs System and Auto E-Mailing System.
- Any other works as maybe assigned from time to time by Senior Management.

1.5. EDPM/Application

- To look after Web based development of software, maintenance, updates in applications duly ensuring proper data privacy & security features.
- Re-writing of old application to web based JAVA Springboot.

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- To ensure end-user training on usage of the Machines/Application Software as per requirement.
- Nodal officer of e-Office implementation in the organization
- Officer-in-Charge for Application Group comprising of MMIS, PLANS, JFQC, Dak, SDS, PMS, Rolling Stock (RSC), Coach Complaint Warranty System, etc.
- As the incharge of the Application Group he shall be responsible for logging of all Application based complaints/ suggestions and for implementing the same after due thought.
- Management of GM DASHBOARD & all other applications including all those being developed inhouse. He shall actively work for sprucing up the GM Dashboard Application including capturing of more comprehensive indices and ensuring the regular updation.
- He shall **submit a fortnightly report to CAO/IT confirming regarding progress of Applications migration to web-based JAVA Springboot, progress of status of new applications under development duly indicating likely completion dates. He shall also submit details of Application complaints/ suggestions received, logged, taken onboard and actioned upon. He must also detail regarding E-office / other Application outages for which a suitable monitoring system to be put in place.**
- Officer-in-Charge for HMIS (RCF & RailTel) application in LLRH.
- To keep a watch on vulnerability of all RCF applications & all web applications.
- Actively seek to upgrade his knowledge and skills of relevant IT tools & techniques, platforms etc. that the organization desires to switch over to.
- Liaisoning with CRIS for smooth running of CRIS applications in RCF and other requirements related with RCF.
- Any other works as maybe assigned from time to time by Senior Management

Note: Post superannuation of Shri.Narinder Parkash, AEDPM, Shri.Akash Kr.Theodore, AEDPM will assist all three EDPMs. However, his reporting officer shall continue to be Shri.Sanjay Khanna till his superannuation. Henceforth, he shall report to Shri.Ashish Gupta, EDPM while continuing to assist Shri.Rajesh Kr. Sharma, EDPM.

1.6. SSTE

- To act as overall in-charge of S&T Department.
- To co-ordinate with BSNL/ MTNL/ other service providers and Northern Railway/ RailTel Authorities etc. for all policy matters and other operational issues. He is nominated as the SPOC on behalf of RCF for RCIL Railnet related circuit proving, monitoring of adherence to SLAs and Bill passing.
- To provide, manage and maintain all CCTV related hardware in the organization.
- To ensure proper maintenance of all S&T communication equipment at HSQ and TKJ.

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- Provision of Video conferencing (VC) through Web-ex and manage all presentations/meetings of Conference and committee Hall. To provide and manage sound system for all indoor and outdoor meeting/functions.
- He shall **submit a fortnightly report to CAO/IT confirming regarding progress of S&T Infra Works, S&T Procurement cases etc. and status of any pending/ delayed works & procurements if any. He shall also submit details of S&T complaints logged and attended.**
- Preparation of the budget and control of expenditure both on revenue & works account.
- Co-ordinate with other departments in RCF to ensure proper functioning of S&T Department.
- Look after the S&T works and to ensure proper upkeep of S&T Office records.
- To look after IMS, 5-S and other quality related functions and proper record keeping.
- Ensuring preparation of specifications non-stock items and works.
- To prepare Handouts and Presentations relating to S&T Department.
- To ensure proper & timely updation of telephone directory data.
- Officer In-charge for S&T for providing inputs for GMs PCDO/ MCDO/Rly. Bd. References/ Handouts & Presentations for S&T Dept/ References from Ministers, MPs, MLAs, Public Grievances/ providing inputs in matters involving Staff Grievances, replying to Queries from Vigilance/Audit etc. and CPIO(RTI) for S&T Depts., Responses to Unions, SC/ST/OBC Associations
- Timely completion of various sanctioned S&T works under Plan head 1700, 4200, etc.
- To ensure proper maintenance and disposal (with all legal compliance) of hardware under his area.
- Material inspection and Bill Passing pertaining to his area as provided for as per SOP
- Any other works as maybe assigned from time to time by Senior Management

1.7. AEDPM/Application & Procurement

- Assist EDPM/Application in iPAS, FACT, WORKS, CMMS, EASY, PINS, TAMES, EICS, DASHBOARD, Online Application for Apprentices portal.
- Assist EDPM/ Hardware, Infra & Procurements in all procurement related work.
- To prepare scripts/web services for data exchange between iPAS and RCF ERP, iMMS/IREPS & RCF ERP etc.
- Ensure working and maintenance of GM Inspection module/ other Applications at all times.
- To conduct end-user training on usage of the Application Software as per requirement.
- To look after Web based development of software, maintenance, updates in applications under his purview.

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- To provide proper data security and privacy features to all software programs under his purview.
- Actively seek to upgrade his knowledge and skills of relevant IT tools & techniques, platforms etc. that the organization desires to switch over to.
- Assist EDPM/Application in liasioning with CRIS for smooth running of CRIS applications in RCF and other requirements related with RCF.
- To ensure end-user training on usage of the Machines/ Application Software as per requirement.
- To provide proper data security and privacy features to all software programs under his purview.
- Material inspection and Bill Passing pertaining to his area as provided for as per SOP.
- Any other works as maybe assigned from time to time by Senior Management.

1.8. AEDPM/System, Data Centre & Infosec

- To act as officer in charge of System Administration Group.
- To assist EDPM/ Operations, Systems & Genl. Admin in managing the Firewall Security Policies and keep a watch on Cyber traffic.
- To assist EDPM/ Applications in management/development of applications.
- To maintain Active Directory System.
- Hosting of 'pardarsy.railnet.gov.in' server as a web platform.
- To host and manage RCF's Website (both internal & external) & hosting of Web Dashboard on servers.
- To look after the maintenance, and Management of CAD Hardware System.
- To act as Asstt. Information Security Officer (AISO) for monitoring the Cyber security of the Organisation.
- To keep a watch on vulnerability of all RCF applications & all web applications.
- To manage the Fire Alarm Detection and Suppression Systems, Precision ACs, UPSs, for IT Department.
- To ensure proper maintenance and up-keep of Computer Centre/Data Centre including pest/rodent control etc.
- Management and enforcement of Cyber Security best practices in the organization.
- Nodal officer for implementation of Rly. Bd. SOC, Nodal officer for implementation of all policies circulated by Rly. Bd. & CERT-In from time to time including IT Security policy, Web Server Security Guidelines, and security related updates, updates regard fixes to zero-day

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vulnerabilities & any other IT security related policies across RCF network to ensure security and impregnability of data centre & network.

- To maintain a suitable record of backup and retrieval performed in the system.
- To develop and manage the Disaster Recovery (DR) site/sites.
- Operation, Management and maintenance of PAC system of Server room.
- To provide proper data security and privacy features to all software programs under his purview.
- Actively seek to upgrade his knowledge and skills of relevant IT tools & techniques, platforms etc. that the organization desires to switch over to.
- To ensure proper maintenance and disposal (with all legal compliance) of hardware under his area.
- Material inspection and Bill Passing pertaining to his area as provided for as per SOP.
- Any other works as maybe assigned from time to time by Senior Management.

2. Application Development & Maintenance Groups:

Staff (SE/ITs and/or JE/ITs) under various Application Groups are required to:

- Develop and verify all software as decided by their Officer-in-Charge.
- Manage RCF's websites (both internal and external) including Pardarsy portal.
- Provide training on use of software to end users as per their changing requirements from time to time.
- Follow IMS Rules & Procedures and implement 5-S Principles & Guidelines in day-to-day working.
- Actively seek to upgrade their knowledge and skills of relevant IT tools, techniques & platforms etc. that the organization desires to switch over to.
- Undertake any other work assigned by the superiors.

3. Office Administration Group:

Staff under the above group is required to:

- Look after all office records.
- Look after the entire Dak system / e-office correspondence of IT department.
- Distribute work to Office Assistants and ensure proper upkeep of IT office.
- To Store and distribute necessary stationery and consumables to ensure the smooth functioning of the office.

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- Responsible for maintaining safety of office equipment's during working and non-working hours.
- To implement official Rajbhasha policy in correspondence and compilation of related reports.
- To maintain attendance of all staff of IT Dept.
- To maintain all IT files/loose cases and e-files and main index along with storage location of files.
- To compile all weekly/monthly & other reports required to be submitted in routine.
- To maintain Cash Imprest of IT dept. and ensure timely recoupment.
- To maintain T&P records of all furniture and office equipment and ensure weeding out of all files/equipment, furniture which are unserviceable, overaged or not required and ensure their prompt and proper disposal after following due procedure.
- To ensure proper housekeeping and cleaning activity of IT Halls. Reporting the Civil related complaints of IT halls and washrooms.
- Proper upkeep of vehicles with IT department.
- Follow ISO/IMS rules & procedures and 5-S principles & guidelines in day-to-day working.
- Assist EDPM/ Operations, Systems & Genl. Admin in carrying out his functions.
- Undertake any other work assigned by the superiors.

4. Systems and Database Administration Group:

Staff under the above group is required to:

- Maintain record of backups and retrievals performed in the system as per the policy.
- Maintain a security matrix for all software under the purview of the quality system.
- Ensure proper maintenance and up-keep of computer center.
- Monitor various AMCs under them.
- To assist and maintain DR site.
- Manage RCF's websites (both internal and external)
- Assist AEDPM/System in Cyber Security related work.
- Undertake material inspection and testing pertaining to their area of work.
- Follow IMS rules & procedures and to implement 5-S principles & guidelines in day-to-day working.
- Actively seek to upgrade their knowledge and skills of relevant IT tools, techniques, platforms etc. that the organization desires to switch over to.
- Undertake any other work assigned by the superiors.

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5. Hardware, Infra Procurement & Maintenance Group:

Staff under the above group is required to:

- Assist superiors (EDPM/Infra, HW & Procurements) in carrying out his functions.
- Generate non-stock indents for various items to assist EDPM/Infra, HW & Procurements in carrying out his functions.
- To process the procurement and distribution of all consumable items for RCF.
- Monitor various AMCs under them.
- Routine check of hardware equipment's of GM office, committee & conference hall along with other important locations.
- To ensure protection of data of PCs through Antivirus/ AntiMalware Protection.
- To carry out indoor and outdoor presentations/meetings.
- Undertake material inspection and testing pertaining to their area of work.
- Follow IMS Rules & Procedures and to implement 5-S Principles & Guidelines in day-to-day working.
- Actively seek to upgrade their knowledge and skills of relevant IT tools, techniques, platforms etc. that the organization desires to switch over to.
- To assist users for optimum use of hardware equipment.
- To educate users on the proper upkeep of hardware equipment.
- Undertake any other work assigned by the superiors.

6. Network Group:

Staff under the above group is required to:

- Assist superiors (EDPM/ Operations, Systems & Genl. Admin) in carrying out their functions.
- Monitor various AMCs under them.
- To Monitor internet usage and detect/report any suspicious activity.
- Undertake material inspection and testing pertaining to their area of work.
- To prevent any unauthorized user/users entry into RCF LAN by way of ensuring industry wide best practices for proper perimeter security including the use of honey-pots, sandboxes etc.
- Routine check of Network of GM office, committee & conference hall along with other important locations.
- Follow IMS Rules & Procedures and to implement 5-S Principles & Guidelines in day-to-day working.

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- Actively seek to upgrade their knowledge and skills of relevant IT tools, techniques, platforms etc. that the organization desires to switch over to.
- Undertake any other work assigned by the superiors.

7. Security Monitoring Team (SMT) & Incident Response Team (IRT):

Staff nominated for above teams is required to:

- Assist superiors (team leaders including EDPM/ Operations, Systems & Genl. Admin & AEDPM/ System, Data Centre & Infosec) in carrying out their functions.
- To maintain liaison between various sections of IT Dept.
- To alert the section/users from probable threats.
- Suggest ways to prevent the recurrence of incidents in the future.
- Initiate investigation and mitigation to post incident review of Cyber Security Incident.
- Follow IMS Rules & Procedures and to implement 5-S Principles & Guidelines in day-to-day working.
- Actively seek to upgrade their knowledge and skills of relevant IT tools, techniques, platforms etc. that the organization desires to switch over to.
- Undertake any other work assigned by the superiors.

DETAILS OF STAFF POSTED

1. Operations, Systems & Genl. Admin. Group

Sh. Sanjay Khanna EDPM/ Operations, System, Maintenance & Genl. Admin.

S.No.	Name & Designation	Category	S.No.	Name & Designation	Category
i)	Sh. Santosh Kumar, SE/IT/TKJ	Technical	iv)	Sh. Navtej Singh, SE/IT	Technical
ii)	Sh. Rahul Yadav, SE/IT/TKJ	Technical	v)	Sh. Robin Singh, SE/IT	Technical
iii)	Sh. Sanjay Pahwa, SE/IT	Technical	vi)	Sh. Iftikhar Husain, JE/IT	Technical

Sh. Sanjay Khanna EDPM/ Operations, System, Genl. Admin.

S.No.	Name & Designation	Category	S.No.	Name & Designation	Category
i)	Smt. Rosy Sharma, PS-II	Ministerial	iii)	Sh. Surjit Kumar, OS/IT	Ministerial
ii)	Sh. Raj Kapoor, Ch. OS/IT	Ministerial	iv)	Smt. Suman, Sr. Clerk	Ministerial

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Sh. Akash Kumar Theodore AEDPM/System, Data Centre & Infosec

S.No.	Name & Designation	Category	S.No.	Name & Designation	Category
i)	Sh. Baljinder Singh, SE/IT	Technical	iv)	Sh. Imtiyaz Ahmed, JE/IT	Technical
ii)	Sh. Anchal Singh, SE/IT	Technical	v)	Sh. Ishwar Singh Rajput, JE/IT	Technical
iii)	Sh. Prabh Dayal, SE/IT	Technical	vi)	Sh. Gurdev Singh, SE/IT	Technical

2. Application Development & Maintenance Groups

Sh. Ashish Gupta EDPM/Application

S.No.	Name & Designation	Category	S.No.	Name & Designation	Category
i)	Sh. Rajesh Khurana, SE/IT	Technical	vi)	Sh. Devendra Dadoriya, SE/IT	Technical
ii)	Smt. Simrenjit, SE/IT	Technical	vii)	Sh. Akhilesh Kumar Shukla, SE/IT	Technical
iii)	Sh. Satish Kumar, SE/IT	Technical	viii)	Sh. Kamalpreet Singh, SE/IT	Technical
iv)	Ms. Pooja Hembram, JE/IT	Technical	ix)	Ms. Anu Sharma, SE/IT	Technical
v)	Smt. Ritu Dhawan, SE/IT	Technical	x)	Smt. Preetinder Kaur, JE/IT	Technical

a) Sh. Narinder Parkash AEDPM/Applications & Procurement

S.No.	Name & Designation	Category	S.No.	Name & Designation	Category
i)	Sh. Madan Kumar, SE/IT	Technical	iv)	Sh. Subhash Kumar Meena, SE/IT	Technical
ii)	Sh. Faisal Ahmad, SE/IT	Technical	v)	Sh. Rakesh Sharma, SE/IT	Technical
iii)	Sh. Harihar Khatri, SE/IT	Technical	vi)	Sh. Devendra Dadoriya, SE/IT	Technical

3. Hardware/Infra Procurement & Maintenance Group

b) Sh. Rajesh Kumar EDPM/ Hardware, Infra & Procurements

S.No.	Name & Designation	Category	S.No.	Name & Designation	Category
i)	Sh. Alok Kumar Agarwal, SE/IT	Technical	v)	Smt. Dalbir Kaur, SE/IT	Technical
ii)	Sh. R. C. Meena, SE/IT	Technical	vi)	Sh. Avtar Singh, JE/IT	Technical

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iii)	Smt. Dhanwinder Kaur, SE/IT	Technical	vii)	Sh. Inderjit, JE/IT (Also functioning as part-time TA/CAO/IT as per need)	Technical
iv)	Sh. Nitin, SE/IT (Also functioning as TA/CAO/IT as part-time as per need)	Technical			

4. Sh. Neeraj Kumar SSTE

S.No.	Name & Designation	Category	S.No.	Name & Designation	Category
i)	Sh. Harjinder Singh, SSE/Tele	Technical	ii)	Sh. Neeraj Kumar, SSE/Tele	Technical
iii)	Sh. Raj Pal Singh, SSE/Tele	Technical	iv)	Sh. Braham Pal Singh, SSE/Tele	Technical
v)	Sh. B. K. Kaushik, SSE/Tele	Technical	vi)	Sh. Kiran Kumar, SSE/Tele	Technical
vii)	Sh. Deepak Kumar, SSE/Tele	Technical	viii)	Sh. Ashok Kumar, SSE/Tele	Technical
ix)	Sh. S. V. Sai Ravi Teja, JE/Tele	Technical	x)	Sh. Shiv Narain, JE/Tele	Technical
xi)	Sh. Vishwendra Singh, JE/Tele	Technical	xii)	Sh. Rajesh Kumar Gujjar, JE/Tele	Technical
xiii)	Sh. Satish Kumar, Ch. OS	Ministerial	xiv)	Sh. Narendra Singh, OS	Ministerial

Above modifications in IT organization shall be applicable with immediate effect, except charge re-distribution of the post of Sr. EDPM, which is to be implemented from 01.01.2025.

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by RAHUL
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CAO/IT

Rail Coach Factory, Kapurthala

No. IT/92706

Dated: 18.12.2024

Sub: Amendments in Organization Chart of IT Department.

The following amendments are made in the organization chart of IT department:-

1. All concerned officers are required to provide the specifications and terms and conditions for the items to be procured or services required, to EDPM (HW & Procurement) for initiating the procurement process.
2. Sh. Rajesh Khurana has been assigned the responsibility for the maintenance and availability of the Biometric System along with his assigned work. He will work under the Operations Group and report to Sh. Sanjay Khanna, EDPM(Operations, System& Genl Administration).
3. Sh. R.C.Meena has been assigned the responsibility for the maintenance and availability of the UPS and electrical Power supply equipments. He will work under the Network Group and report to Sh. Akash Theodore, AEDPM (System, Data Centre & Infosec).

राहुल गोसाई
18.12.24

(Rahul Gosain)
Chief Administrative Officer/IT

All Concerned Officers & Staff