



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)



The Jute Corporation of India Limited

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor

कोलकाता / Kolkata - 700 087

सी.आई.एन./C.I.N.:U17232WB1971GOI027958

Ref.No.JCI/Pers./2018-19

Date: 13.08.2018

OFFICE ORDER

With reference to the earlier Circular of even number dated 23.08.2017, Appropriate Authority has taken the following decision for revision, modification and alteration regarding regular job allocation, distribution and responsibility of the Assistant Managers (IT) and IT Officers:-

1. Revised regular work allocation of the IT Officers will be as under:-

Name	Allotted Zone
Amit Karmakar	North-East
Prasenjit Saha	South Bengal
Tshering Ditsho Yolmo	North Bengal
Arindam Sarkar	Kolkata & East Coast

2. Zone-wise job responsibility of the IT Officers:-

- Ensuring data integration and purification of different processes;
- Generating and reporting exceptions promptly of different process flow;
- Bug Reporting of IT Systems;
- Integrating and subsequent implementing of suitable modifications in IT System for better user friendliness;
- Date processing for key operation processes;
- Up-keepment of IT Hardware and Software;
- Arranging and providing IT related trainings and supports;

3. All the Data Entry and printing jobs are advised to be carried out by Computer Operators.

4. Overall charge of EDP Section will be taken by AM-IT, Saptarshi Mukhopadhyay.

5. Job allocation of AM-ITs will be as follows in addition to their respective assignments:-

Name	Job Allocation
Saamyadeep Ghosh	IT Policies Administrator of J-MAP Service and inter-related data Website redesigning & post-redesigning maintenance Facilitating Hardware and Software Purchase as per policy
Saptarshi Mukhopadhyay	Incharge of EDP Section Handling and supervision of all statutory portals viz., RTI, PFMS, CPGRAM, LIMBS Maintenance of Hardware and time to time updating of Software

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टेलीफोन / Telephone: 91 33 2252 7027-28 / 6952 / 6770

फैक्स / Fax: 91 33 2252 1771 ई-मेल/E-mail: jci@jcimail.in वेबसाइट/Website: www.jci.gov.in

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6. Reporting official of ITOs will be as under:-

IT Officer	Reporting AM-IT
Amit Karmakar	Saptarshi Mukhopadhyay
Arindam Sarkar	
Tshering Ditsho Yolmo	Saumyadeep Ghosh
Prasenjit Saha	

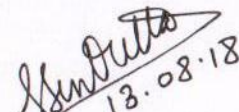
7. The Competent Authority has decided to introduce a complete ERP Solution, and accordingly, a system study is to be carried out with concerned Departments. As such, following allocation of area of study has been decided amongst the ITOs:-

IT Officer	Area of Study
Amit Karmakar	Operations and Marketing
Prasenjit Saha	Finance & Accounts
Tshering Ditsho Yolmo	Payroll, PF & R&D Section, e-Office
Arindam Sarkar	Personnel & Administration

However, based on the study, individual ITOs will have to prepare Work-flow, Data Flow Diagram (DFD), Entity Relationship Diagram (ERD) and Software Requirement Specification (SRS) on their respective area of study.

8. For ERP related work, all the ITOs will work under overall supervision of AM-IT(SM) and he will report the progress of the work to C(V&A), Nodal Officer for ERP implementation.

This issues with the approval of the Competent Authority.


13.08.18
(Sandipa Sen Dutta)
Personnel Manager

Distribution to:-

1. CMD's Secretariat-For information to CMD please.
2. DGM(O/M)
3. C(V&A)
4. Sr.Mgr.(Fin.)/Sr.Mgr.(O/M)
5. MMs/FMs/CS/ZMs.
6. DFM/DPM/ DMM
7. AMMs/AOs/AFMs/AM-ITs
8. All RM(I/C)s
9. ITOs
10. Guard file/Notice Board.

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