



\*\*\*\*\*

- **Processing and printing of Change data allowances and deductions, Bonus, Income Tax statements, Form-16 & Payroll (Salary bill) in IPAS package.**
- **Centralized purchase and installation of PC Systems.**
- **Centralized purchase and maintenance of Laptops for officers.**
- **Comprehensive Contract for Centralized Photostat.**
- **RTI - working as divisional nodal officer (E-office/online/ offline RTI, Appeal & CIC)**
- **Centralized Maintenance contract for computers and its peripherals.**
- **Maintenance of LIPI Line Printer.**
- **Electric recovery of out station Vender's and railway quarters of division.**