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Sr. No	Name of the Official and Designation	JR code
1.	Shri. Rajendra Naik, Network Assistant (Hardware), Core team member for SAP & member (QEHS steering committee)	JR Code : GSPCB/JR/05/01
2.	Shri. Pratik Chari, Engineering Assistant (Computer), First aider and Evacuation Team Member.	JR Code : GSPCB/JR/05/02
3.	Shri. Chetan Upadhye, Network Assistant (Hardware)	JR Code : GSPCB/JR/05/03
4.	Mrs. Indira P. Raut, Network Software Engineer, Project Manager, SAP, Core Team Member for Technical ABAP, Member (QEHS Steering Committee) and (Member (QEHS Management Review Committee)	JR Code : GSPCB/JR/05/04
5.	Mrs. Pratiksha Prabhu, Network Software Engineer & First Aider	JR Code : GSPCB/JR/05/05

JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 02/07/2019	JR Code: GSPCB/JR/05/04	JR Rev. No. 2
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Placement	IT Section	
Name	Mrs. Indira P. Raut	
Designation	Network Software Engineer, Project Manager, SAP, Core Team Member for Technical ABAP, Member (QEHS Steering Committee) and (Member (QEHS Management Review Committee)	
Qualification	<ol style="list-style-type: none"> 1. M.Tech (Computational Intelligence, Optimization Techniques, Data Mining), Visvesvaraya Technological University, Belgaum 2. B.E (mobile Comm., Multimedia and Virtual Reality, DDBMS), Goa University 	
Experience	Working in the Goa State Pollution Control Board since 21/11/2011	
Responsibility	1.	Managing and updating of Board's official website
	2.	Installing, supporting and maintaining new server hardware and software infrastructure.
	3.	Planning and implementing future at developmen's and undertaking project work.
	4.	Training and technical support for users with verifying levels of IT knowledge and competence.
	5.	Troubleshooting in software application
	6.	Suggesting and providing IT solution
	7.	Dealing with OCMMS related queries and providing solution for the same.
	8.	Formulating programs for awareness among the industry users for operation of OCMMS.
	9.	Procurement of IT related products including quotations / tenders, supply orders etc.
	10.	Implementation of e-governance for all the activities of GSPCB
	11.	Any other duty allotted by the Member Secretary
	12.	As member of (QEHS Steering Committee) & Member

		(QEHS Management Review Committee) to update the committees of any new requirements in their Department pertaining to QEHS.
Authorized to / Accountability	1.	Updating the GSPCB website
	2.	Accessing the OCMMS accounts and resolving the bugs in software
	3.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which action will be initiated as per Government CCS (CCA) rules.
Additional responsibility	1.	To perform the duties of Pratik Chari Engineering Assistant (Computer) /PAC during leave/absence.
	2.	Evacuator Controller during onsite emergency.
Reporting to:	1.	Member Secretary


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JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 02/07/2019	JR Code: GSPCB/JR/05/02	JR Rev. No.: 2
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Placement	IT Section	
Name	Shri. Pratik Chari	
Designation	Engineering Assistant (Computer), First aider and Evacuation Team Member.	
Qualification	1. Diploma in Computer Engineering – Board of Technical Education	
Experience	Working in the Goa State Pollution Control Board since 12/03/2012	
Responsibility	1.	Accepting of industry applications online on OCMMS software
	2.	Resolving queries of industries regarding online application
	3.	Resolving general computer and network related issues within office.
	4.	Troubleshooting in OCMMS software
	5.	Suggesting and providing IT solutions
	6.	Any other IT related duties allotted by Member Secretary
	7.	As a trained evacuation team member, he shall be responsible for safe evacuation of the injured/unconscious person.
	8.	As a trained First Aider, he shall be responsible to administer First aid to the injured person.
Authorized to / Accountability	1.	To accept application online
	2.	To assist industries in replying queries on-line
	3.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which action will be initiated as per Government CCS (CCA) rules.

Additional responsibility	1.	To perform the duties of Mrs Indira P. Raut (Network Software Engineer)/ PAC during leave/absence.
Reporting to:	1.	Mrs Indira P. Raut (Network Software Engineer)


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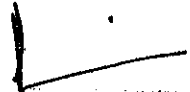
JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 02/07/2019	JR Code: GSPCB/JR/05/05	JR Rev. No.: 02
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Placement	IT section	
Name	Ms. Pratiksha P. Prabhu	
Designation	Network Software Engineer & first aider.	
Qualification	Bachelor in Computer Engineering (Software)	
Experience	2 years experience in software testing and development.	
Responsibility	1.	Installing, supporting and maintaining new server hardware and software infrastructure.
	2.	Planning and implementing future at developments and undertaking project work.
	3.	Training and technical support for users with verifying levels of IT knowledge and competence.
	4.	Troubleshooting in software application
	5.	Suggesting and providing IT solution
	6.	Dealing with OCMMS related queries and providing solution for the same.
	7.	Formulating programs for awareness among the industry users for operation of OCMMS.
	8.	Procurement of IT related products including quotations / tenders, supply orders etc.
	9.	Implementation of e-governance for all the activities of GSPCB
	10.	Any other duty allotted by the Member Secretary
	11.	As a trained First aider, she shall be responsible to administer First aid to the injured persons.
Authorized to / Accountability	1.	Accessing the OCMMS accounts and resolving the bugs in software in consultation with NIC.
	2.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which action will be initiated as per Government CCS (CCA) Rules.

Additional responsibility	1.	To perform the duties of Mr. Chetan Upadhye, Network Assistant (Hardware) /PAC during leave/absence.
Reporting to:	1.	Mrs. Indira P. Raut (Network Software Engineer)


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JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 02-07-2019 | JR Code: GSPCB/JR/05/01 | JR Rev. No.: 02

Placement	IT Section	
Name	Shri Rajendra R. Naik	
Designation	Network Assistant - Hardware Core Team Member SAP Member QEHS Steering Committee	
Qualification	B.Sc. Information Technology	
Experience	Working in Goa State Pollution Control Board since 11/11/2011	
Responsibility	1.	Accepting Consent applications
	2.	Attending to computer and network related issues in office
	3.	Providing IT Solutions to Office
	4.	Providing Online Assistance and Support to Industries
	5.	Any other IT related duty allotted by the Member Secretary
	6.	As member of (QEHS Steering Committee) to highlight any QEHS issues/concerns related to Board functioning
Authorized to / Accountability	1.	Core team Member for SAP
	2.	SAP BASIS Activity
	3.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which action will be initiated as per Government CCS (CCA) Rules.
Additional responsibility	1	To perform the duties of Chetan Upadhye Network Assistant (Hardware) during leave.
Reporting to:	1.	Mrs. Indira Raut (Network Engineer Software)

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JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 02/07/2019	JR Code: GSPCB/JR/05/03	JR Rev. No.: 02
Placement	IT Section	
Name	Shri. Chetan Upadhye	
Designation	Network Assistant Hardware	
Qualification	B.E (Computers) Goa University	
Experience	Working in Goa state Pollution Control Board since 14/11/2011	
Responsibility	1.	Accepting of Online applications on OCMMS
	2.	Supervising other staff as Help Desk Technicians
	3.	Suggesting and Providing IT Solutions
	4.	Troubleshooting in Software Applications
	5.	Any other IT related duty allotted by the Member Secretary
Authorized to Accountability	1.	Accepting OCMMS applications
	2.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which action will be initiated as per Government CCS (CCA) rules.
Additional responsibility	1.	To perform duties of Shri. Rajendra Naik Network Assistant Hardware during Leave/Absence
	2.	Floor Marshall during onsite emergency.
Reporting to:	1.	Mrs. Indira P. Raut (Network engineer Software)


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