

STAFF DETAILS - MIS DIVISION, Head Office

SL	NAME	DESIGNATION	PROJECTS	MOBILE NO. (Official)
1	Josius Benny Kittan	Manager (MIS)	Overall Management	9446090095
2	Deepak L.	Programmer 1 (HG)	Medsoft, OMS Medi, All indenting software,ERP SRS finalization and implementation,Digital work Place Solution(e-filling),SD WAN,Network revamping	9447009249
3	Lalu P.I.	Programmer 2(HG)	Medsoft, OMS Medi, All indenting software, ERP SRS finalization and implementation	9447009248
4	Sumesh M.	JM (IM 1)	SEIPS, OMS, GST Reports, Support to officials for eTenders at Head Office, GPS for NFSA	9497713764
5	Havinash P.H.	JM (IM 5)	Paddy, OMS Petro, HAMS, Tea Blending software and GST Reports Support to officials for eTenders at Head Office	9446009084
6	Gopika S.	JM (IM 6)	DMS,Online Subsidy, SPAS & Fortified Atta,Web services, CCTV for NFSA Preparation and uploading of eTender documents for MIS Division	9497713765
7	Rini Sulthana	JM (IM)	-	
8	Rekha T.K.	Sr. Computer Operator	Data Error corrections of depots, DMS Central payment, Audit utility/Audit soft reports, Stock and Sale reports, Paddy Data Correction, Noon feeding, Ensure Data backup of Depots / Outlets , Keonics etender support and reports	9446517771
9	Sunil Kumar K.	Sr. Computer Operator	Data correction OMS which SSO cannot solve, Software testing, New code creation for outlet, account, bank etc Keonics etender support and reports Legacy software like Central Payment, FAS etc	9446517773
10	Arun S. Das (MIS-1)	SA I	1.Co-ordinate the work of SSO's. 2.Attend the general files and subject matters such as projects of NIC, Files of KEONICS, SEIPS, Files of Programmer Trainees, payment of internet charges, other bills, Modernization committee files, Receipts of Tapals and its distribution, ERP, Digital Work Place etc.	

			3.RTI	
11	Anand Raju (MIS-2)	SA II	<p>1. Work of processing the requirements of computers ,UPS, Printers and Other Peripherals of 27 Depots including three RM(Kottayam, Ernakulam and Kozhikode)</p> <p>2.Preparation of purchase orders and processing of bills for payment of above purchases.</p> <p>3.Maintenance of AMC /Warranty of the machines of the above depots, head office and attend call for maintenance &repair and allied works.</p> <p>4.Salary of Daily Wages and Establishment matters of contract staff</p> <p>5.LA Question</p> <p>6. Works related to NFSA , e-Pos procurement, GPS Purchase and payment for computer, UPS, and Printers at NFSA Depots.</p> <p>7. All other works duly assigned from time to time</p>	
12	Mohanakumar R. MIS -3	SA I	<p>1. Work of processing the requirements of computers UPS. Printers and Other Peripherals of 29 Depots including RM (Trivandrum and Palakkad)</p> <p>2.Preparation of purchase orders and processing of bills for payment of above purchases.</p> <p>3.Maintenance of AMC/Warranty of the machines of the above depots and attend call for maintenance &repair and allied works.</p> <p>4. Releasing of security amount</p> <p>5. Work of processing the requirements of computers, UPS, Printers and Other peripherals of Head Office and Preparation of Purchase orders and Processing of bills for payment.</p> <p>6. Attend the duties & works related with the AMC of UPS ,Servers, Computers &printers installed in the head Office. He should ensure that the preventive maintenance is performed every month by the service providers as per Agreement term in order to avoid the unexpected breakdown of the equipments. The AMC arrangements for all items is to be maintained and renewed well in advance . He should also maintain a Register to log the service details by the service providers. Also ensure that the AMC services are intended as prevention/pre-cautioning measures to avoid breakdowns</p>	

13	Surajith S. Karoth	SSO (ASM)	Attend all Hardware, Networking complaints at various sections of HO Co ordinate and Monitor the Warranty Service call, VC Identify the exact complaint and report Install necessary software& utilities, provide networking facilities to each computer and accessories installed at Head Office. ID Card Printing	9496047351
14	Renju K. Raju	Programmer	SEIPS, Online Subsidy, Medsoft, Covid kit issue and reports, GST Portal and reports, Supplyco Website, Database Administrator in-charge	
15	Reshmi S. Raju	Programmer	Supplyco Payment and Accounts Software (SPAS), HAMS , Code Search, Supplyco website	
16	Tomon Thomas	Network Administrator-NWA	Security measures against unauthorized access, data corruptions, virus threats, etc. Management of Supplyco networks. Primary concern is uninterrupted network service. Monitoring server health on daily basis. Uninterrupted Data transfer in the networks from depots & outlets to Head Office & its scheduling. Checking Data backup daily basis. Monitor Internet broadband connections in depots & outlets. Recommend network policies & Formulate guidelines. Fine-tuning network, security settings and backup equipments for optimum performance. Proper documentation of running configuration. Monitoring UPS health. Supplyco Mail	
17	Sambu K.T.	Hardware Trainee	Attend all Hardware,VC related activities, complaints at various sections of HO	
18	Aseeba T.A.	Project Co ordinator	ERP related activities	