

## Note

No. B/C 439/DRM/MCDO/KPI/2022-23

Dt.25/10/2022

Sub: Submission of Performance report with KPI to DRM – data requirement.

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As per the instructions of DRM, this office is required to submit its performance report along with the highlights of every month to DRM on the **first day** of the following month to enable him to appraise the position to GM. In order to comply with the said instructions, the following information / data is to be submitted by the concerned sections.

1. Highlights of the month duly giving a brief account of the same. In case there are no highlights worth mentioning, a 'NIL' statement is to be submitted. – To be submitted by all sections.
2. Sundry Earnings – Revenue received from the earning contracts, Commercial plots and sale of time tables etc., This is to be given by the concerned staff with full details i.e., Name of the licensee / contractor / Amount received, mode of payment, DD – MCR – MR Numbers and their respective dates. In case the payments are received through MERS / E Auction, their respective transaction numbers and transaction dates are to be given. A standardized format is enclosed for this purpose to maintain uniformity.
3. Ticket checking performance – Squad wise and overall performance.
4. Passenger traffic & Earnings;
5. Goods traffic & Earnings, Goods shed facilities provided in the month, goods sheds added to the group of 24 hours working goods sheds, Marketing activities – new traffic captured etc.,
6. Any other information considered important and fit for its incorporation.

The above required information is to be submitted by 11:00 hours on the First day of every month without fail.

Encl: One Format.



(Rambabu Vavilapalli)  
Sr.DCM/BZA

All Section In-charges and all Inspectors of the Office.

C/- all Commercial Officers for information & ensure compliance.