



**Government of India, Ministry of Railways  
South Central Railway, Vijayawada Division**

No. B/C 19/Staff/Sr.DCM Office/O.Os/Vol-I

Divisional Office,  
Commercial Branch,  
Vijayawada,  
Dt. 22/12/2020.

**Office Order No: 07 /2020.**

Sub: Distribution of Subjects originally assigned to Sri. S. Praveenchand and Sri. K. Dalinaidu Ex. OSs of this Office - reg.,

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The subjects originally allotted to the above mentioned staff are distributed among the following staff as indicated against each of them. These subjects will be dealt by them ~~along with~~ along with their regular subjects:

1. Sri. Abdul Razak, OS/Passenger section:

- MCDOs to DRM and PCCM;
- Commercial Budget; Budget certification on expenditure bills; IRFA debits; annual report on un economical branch lines;
- Imprest cash of stations;
- Loss of Money Value Books, ticket rolls etc.,
- Frauds on PCTs, BPTs, PRS/SPTM/UTS ticket rolls;
- Theft of Railway cash;
- Withdrawal of money from Station earnings;
- Remittance of cash at stations;
- Preparation of Annual Report for assessment of GM's Efficiency shield.

2. Smt. P. Suneetha, OS/Passenger section:

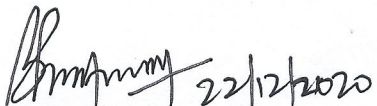
- Verification of LTC claims, change of names of Reserved Passengers, Group Reservations;
- Special Trains, FTR/CSR initiatives;
- Representations of Honourable MPs / MLAs & MLCs, Passenger Associations, Chamber of Commerce etc.,

3. Sri. A. Praveen, Jr. Clerk/Passenger section:

- Statistics – Gross Earning Statements – Sundry Earning Statements - Targets – Periodical submission of Statistical reports to all concerned.
- Courier movements – TCS cash / vouchers bag movements, Collection and submission of returns and balance sheets etc.,
- Halt Contracts, JTBA's & RTSAs;
- All matters related to STBA's & YTSKs;

- Fairs and Festivals including Pushkarams;
  - Film Shooting permitted by CPRO/SC;
  - Permission for setting up Reception counters;
  - Appointment of facilitators to ATVMs/CoTVMs and related matters regarding their provisions and working;
  - All matters related to cleaning activities including special cleaning drives etc.,
4. Sri. G. Mohan Rao, Sr.Clerk, Contracts section;
- All matters related NINFRIS policy & contracts ;
5. Smt. A. Sujatha, Ch.OS/Contracts section/II:
- Will hold the Independent charge of Contract section/II
  - All matters related to Pay and Use toilets;
  - All matters related to Pre-paid waiting halls.
6. Sri. Devendar Meena, Sr.Clerk:
- He will work in Contract section/II with all his current subjects.
7. Sri. G. Venugopala Krishna, Ch.OS:
- He will be the in-charge of Goods section;
  - He will deal the Outstanding subjects of both Goods & Coaching and other allied matters.

Note: All the above subjects are in addition to their existing subjects unless specifically mentioned otherwise.

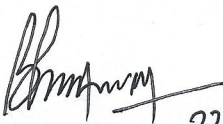
  
(Bhaskar Reddy Pinreddy)  
Sr. Divisional Commercial Manager  
S. C. Railway, Vijayawada.

Copy to Individuals for information & necessary action;

Copy to Ch.OS/Commercial for implementation;

Copy to all Section In-charges of this Office for information;

Copy to all Commercial Officers for information.

  
Sr.DCM/BZA 22/12/2020.