



भारत सरकार / Government of India  
रेल मंत्रालय / Ministry of Railways  
दक्षिण मध्य रेलवे / South Central  
Railway

मं.रे.प्र का कार्यालय,  
Office of the DRM  
विजयवाडा मंडल /  
Vijayawada Division  
वाणिज्य विभाग,  
Commercial Branch  
विजयवाडा, Vijayawada.  
आन्ध्र प्रदेश, Andhra Pradesh

B/C.19/Staff/Misc.  
All Section CCIs,  
Vijayawada Division.

Dt. 12-12-2022

Sub: Schedule of Inspections for Section CCIs - Reg

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The primary objectives of Commercial department encompass ensuring proper availability & functioning of passenger amenities, proper accounting of commercial transactions in relevant registers and remittance of amounts by various commercial units. In this context, the role of Section CCIs is to endeavor for fulfillment of above objectives through frequent inspections. In light of above, the following schedule of inspections is tabulated below for strict compliance:

Sl No.	Category of station/Type of unit	No of inspections to be conducted
1	NSG-2	Twice in a month
2	NSG-3 &4	Once in a month
3	NSG-5 &6	Once in two months
4	HG-1 to 3	Once in Two months
5	YTSK &JTBS	Once in a month
6	IPPRS and Satellite PRS locations	Once in a month
7	Sidings	Once in a month
8	Base Kitchens	Once in a month
9	Pantry cars	Two pantry cars in a month
10	SLR/VP check	Twice in a month

- 1) The above schedule is mandatory and can be planned in a month as per concerned section CCIs movement
- 2) The inspections of stations mentioned at S.No.1 to 4 shall be inclusive of Goods office, Parcel office, Booking office, Reservation office, Ticket checking offices, all Passenger amenities, cleanliness of station and commercial contracts.
- 3) Pantry Car inspections shall be planned while visiting other stations over respective jurisdiction as far as possible.
- 4) Others checks of similar nature in case of special drives shall be completed in addition to the above mandatory schedule of inspections.
- 5) Petrol check of two wheelers shall be part of SLR/VP check
- 6) Reports of all inspections shall be submitted to Sr.DCM office immediately on following day through e-office to Dispatch section. One copy of inspection report shall be pasted in relevant register at concerned unit. A compendium of all inspections including compliance every month shall be prepared as soft copy in PDF format and shall be posted directly to Sr.DCM/BZA through e-office in the first week of succeeding month
- 7) The format of inspection shall contain "Action taken" by CCI on the day of inspection. Any issue requiring intervention of Sr.DCM office shall be specifically mentioned

( V. Rambabu )

Sr.Divisional Commercial Manager  
Vijayawada