

**Sr.DCM's Office / BZA - Work Allotment Office Order No. 03 of 2020, dated 30/06/2020**

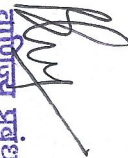
| Section   | S.No            | Name of the In-charge / Dealing Staff  | Desg. | Subjects Allotted   | Name of the Coordinating Inspector | Desg. |
|---|-----------------|--|-------|---|------------------------------------|-------|
| All Sections of Commercial Branch   | 1               | K. V. R. Nageswara Rao<br>(9701373958) | Ch.OS | Over all In-Charge and General Supervision of the Office;   | -                                  | -     |
|   |                 |  |       | All Establishment matters pertaining to the Office staff;   | -                                  | -     |
|   |                 |  |       | Maintenance of Muster for Office Staff & Monitoring of Late attendance of staff;  | -                                  | -     |
|   |                 |  |       | Monitoring of all kinds of Pending References, especially with regard to representations of MP/MLAs and DO letters of PHODs / HODs; | -                                  | -     |
|   |                 |  |       | Monitoring of Parliament Questions;   | K. V. S. G. Nagalakshmi            | CCI   |
|   |                 |  |       | Maintenance of Office Imprest Cash;   | -                                  | -     |
|   |                 |  |       | Issuing of Privilege / Duty passes to the Office Staff;   | -                                  | -     |
|   |                 |  |       | Management & Assignment of duties to the erstwhile Group - D staff working in Office as per exigencies;                             | -                                  | -     |
|   |                 |  |       | Accounting & Maintenance of all kinds of Office equipment, tools furniture etc.,;   | P. Pavan Kumar                     | SCI   |
|   |                 |  |       | Commercial Review Meetings / Video Conferences;   | K. V. Subba Rao                    | RS-II |
| Implementation and Progress of E-Office working.                              | K. V. Subba Rao | RS-II                                  |       |   |                                    |       |
| All IT related matters for Computerization of Office working.                 | K. V. Subba Rao | RS-II                                  |       |   |                                    |       |
| All policy matters and H.Ors Correspondence of all Catering Section Subjects. | Md. Yakkoob     | CCI/Catg                               |       |   |                                    |       |



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|----------|------|---------------------------------------|----------|--|------------------------------------|---------|
| Catering | 1    | Zakia Sultana<br>(9346004559)         | Ch.OS    | In-Charge of the Section;<br><br>All matters (including inspections & Complaints) pertaining to the Major & Minor Catering Units, other than Milk Stalls, of South Section (GDR to BZA ) and towards KZI upto KI;<br><br>All matters related to Pantry Cars. | Md. Yakoub                         | CO/Catg |
|          | 2    | K. Gowri Varalakshmi                  | OS       | All matters (including inspections & Complaints) pertaining to the Major & Minor Catering Units, other than Milk Stalls, of North Section (GALA to THY and total branch line - All inclusive)<br><br>All matters related to TSVs.                            |                                    |         |
|          | 3    | B. T. Narayana                        | OS       | Issuing of Identity Cards to Staff / Vendors of all classes and types of Catering units and Multi Purpose Stalls.<br><br>Miscellaneous works entrusted by Ch.OS/Commercial & Ch.OS/Catering from time to time.   |                                    |         |
|          | 4    | B. Venkata Rao                        | Sr.Clerk | All matters (including inspections & Complaints) related to Multi Purpose Stalls;<br><br>All matters (including inspections & Complaints) related to Milk Stalls;  |                                    |         |

  
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| Contracts | 1    | R. Sasikala<br>(9701373967)           | Ch.OS | In-Charge of the Section;<br>Overall monitoring the status of all Tenders of the section and updating the position from time to time;<br>Updating and monitoring the dues recoverable position;<br>Submitting Material and attending for Video Conferences and other Review meetings.<br>Ensuring Refunds of EMDs / SDs etc.,  | All concerned Inspectors of the respective subjects; | CCIs  |
|           | 2    | A. Sujatha                            | Ch.OS | All matters related to Retiring Rooms;<br>Cloak Rooms;<br>New innovatives and initiatives of NFR.<br>All matters (other than auctions) related to time table books (sale & staff copies) including submitting of material for publication in time tables, distribution and maintenance of sale account, obsolescence of currency expired time tables and clearance of Out standings on time table account; | K. V. S. G. Nagalakshmi                              | CCI   |



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| <b>Contracts<br/>(Continued)</b> | 3    | S. Sujatha                            | Ch.OS    | All matters related to Parcels - Leased and Non leased,<br>Submission of Parcel MDO, traffic particulars & Statistics periodically to H.Qrs and review meetings, conducting of Marketing & pre bid meetings etc.,<br>Parces auctions including obsolete time tables;<br>Railway Mail Service related correspondence;<br>All matters related ATM contracts & Banks Kiosks. | V. Rajasekhar                      | CCI   |
|                                  | 4    | K. George Victor                      | OS       | All matters related to Commercial Publicity.  | K. V. S. G. Nagalakshmi            | CCI   |
|                                  | 5    | V. V. Narayana                        | OS       | All matters related to Parking stands from BZA to THY (both inclusive) and total Branch line.   | B. Rajendra Naidu                  | CCI   |
|                                  | 6    | G. Mohan Rao                          | Sr.Clerk | All matters related to Parking stands from GDR to KCC (both inclusive) & upto KI towards KZL.   | B. Rajendra Naidu                  | CCI   |
|                                  |      |                                       |          | All matters related to Pay & Use Toilets;   |                                    |       |
|                                  |      |                                       |          | All matters related to Pre-paid Waiting Halls;  | K. V. S. G. Nagalakshmi            | CCI   |
|                                  |      |                                       |          | All Cleanliness activities;   |                                    |       |
|                                  | 7    | K. Dali Naidu                         | Sr.Clerk | Fairs & Festivals including Pushkarams;<br>Film Shootings permitted by CPRRO/SC;<br>Permissions to setting up of Reception Counters;<br>Appointment of facilitators to ATVMs / CoTVMs and all related matters regarding their provision and working.  | K. S. Murthy                       | CCI   |

  
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| Contracts<br>(Continued) | 8    | Devendra Meena                        | Sr.Clerk | All matters related to BSNL, Railway & CUG phones;                                     | -                                  | -     |
|                          |      |                                       |          | Tourism Counters & related matters.  | -                                  | -     |
|                          |      |                                       |          | All matters related to permissions for parking of CABS;                                | -                                  | -     |
|                          |      |                                       |          | All matters related to Book Stalls;  | -                                  | -     |
|                          |      |                                       |          | All matters related to Battery operated Vehicles for the use of Old & Sick Passengers. | -                                  | -     |
|                          |      |                                       |          | Assistance to Section In-charge.   | -                                  | -     |
|                          |      |                                       |          | In-Charge of the Section;  | -                                  | -     |
|                          |      |                                       |          | All kinds of Court Cases;  | -                                  | -     |
|                          |      |                                       |          | All cases of Consumer forums;  | -                                  | -     |
|                          |      |                                       |          | All Cases of Arbitrators;  | -                                  | -     |
| Court cum DAR            | 1    | V. V. Saikumar<br>(9701373979)        | OS       | Inspection Notes of Vigilance Officers.  | -                                  | -     |
|                          |      |                                       |          | All kinds of DAR cases except Non - Vigilance Minor;                                   | A. Kotesh Kumar                    | SCI   |
|                          |      |                                       |          | All cases of Non-Vigilance Minor;  | -                                  | -     |
|                          |      |                                       |          | All RTI references.  | -                                  | -     |
| Court cum DAR            | 2    | B. Dhana Lakshmi                      | Sr.Clerk | All RTI references.  | -                                  | -     |

*[Signature]*

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| Goods   | 1    | V. Janakirama Rao<br>(9490113380)     | OS    | In-Charge of the Section;<br>All safety related matters including weekly safety material from Sr. DSO Office.<br>Disaster Management, train accidents, Special trains during accidents and natural calamities, payment of exgratia & compensation to accident victims;<br>Shrouds, special reports towards incidents / accidents;<br>Policy matters regarding Freight Terminals, Goods sheds, TEUs, Govt. & Private Sidings, M&D Reports;<br>Implementation of incentive schemes and processing;<br>Commercial Plots, land leasing and stacking permissions;<br>Correspondence related to Weigh bridges;<br>Goods Statistics, Periodical reports, freight data.<br>Will work in association with Sri. V. Janaki Rama Rao, upto 31/12/2020. Later the subjects of Sri. Janaki Rama Rao will be dealt by him independently.<br>Issue of Commercial Circulars from the Divisional level;<br>Claims and Claims prevention of both Passenger and Goods cases; Safety, accident bills, Staff cost bills etc.,<br>Claims Correspondence - RCT; | P. Srikanth Sarma                  | CCI   |
|         | 2    | S. Trivikrama Rao                     | OS    |   | P. Srikanth Sarma                  | CCI   |
|         | 3    | L. Usha Rani                          | OS    |   | P. Srikanth Sarma                  | CCI   |



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| Goods (Continued) | 3    | L. Usha Rani                          |           | Un connected wagons; Open assessment deliveries, auctions related to Goods, granting of re-booking and diversion permissions;<br>Labour sanctions for transhipments.<br>Staff Settlement cases.   | F. Srikanth Sarma                  | CCI   |
|                   | 4    | M. Ramesh Kumar                       | Jr. Clerk | Demmorage and Wharfage charges (waiver and refunds)<br>Credit notes; Service Tax - GST;<br>Out Standings;<br>FOIS; TMS related works.   | Y. Suresh Babu                     | CCI   |
|                   | 1    | B. Manjari<br>(9949723116)            | Ch.OS     | Executive lounges operated by IRCTC;<br>Child Help line Centres.  | -                                  | -     |
|                   | 2    | D. Stalin Babu                        | OS        | All Establishment matters related to Commercial, Ticket checking, ECRCs and Catering Cadres.<br>All kinds of staff trainings / refresher courses;<br>PNIMs and PREM;<br>TA / OTA bills pertaining to the staff of all the above Cadres.<br>Monitoring the performance of all Ticket Checking Staff;<br>All matters related to Working of Ticket Checking staff; | A. Kotesh Kumar                    | SCI   |
| General           |      |                                       |           |   | S. Vinod Kumar                     | CTI   |

  
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| General<br>(Continued) | 2               | D. Stalin Babu                        | OS                                   | Rest Room facilities of Ticket Checking Staff;  | S. Vinod Kumar   | CTI          |     |
|                        |                 |                                       |                                      | All matters related to functioning of Rly. Magistrate Courts;   |  |              |     |
|                        |                 |                                       |                                      | All matters related to Licensed porters.  |  |              |     |
|                        | 3               | G. Karthika                           | Jr Clerk                             | Implementation of Official language.  | -  | -            |     |
|                        |                 |                                       |                                      | Assistance to the Section staff.  | -  | -            |     |
|                        |                 |                                       |                                      | In-Charge of the Section;   | -  | -            |     |
|                        | Passenger       | 1                                     | G. Sudhakara Babu<br>(9493331137)    | Ch.OS   | Verification of LTC claims, Change the names of Reserved Passengers, Group Reservations; | K. S. Murthy | CCI |
|                        |                 |                                       |                                      |   | Special trains, FTR/CSR Initiatives;   |              |     |
|                        |                 |                                       |                                      |   | Part- I and Part II Audit Paras, Special letters, TIA Reports etc.,                      |              |     |
| 2                      |                 | G. Venugopala Krishna                 | Ch.OS                                | All matters related to Consultative Committees;   | A. Kotesw Kumar  | SCI          |     |
|                        |                 |                                       |                                      | All kinds of Inspection Reports other than Vigilance Inspections but including Cleanliness and Safety subjects and of all levels of Officers; |  |              |     |
|                        |                 |                                       |                                      | Representations of MPs/MLAs/MLCs, Passenger Associations, Chamber of Commerce etc.,;  |  |              |     |
| 3                      | Md. Abdul Razak | OS                                    | All matters related to STBA & VTSKs. | K. S. Murthy  | CCI  |              |     |

*(Signature)*

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| Passenger<br>(Continued) | 4    | S. Praveenchand                       | OS    | MCDOS to DRM & PCCM  | -                                  | -     |
|                          |      |                                       |       | Statistics - Gross Earning statements - Targets - Periodical submission of Statistical reports.                        | K. V. S. B. Srinivas               | SCI   |
|                          |      |                                       |       | Commercial Budget; Budget certification on expenditure bills; IRFA debits; annual report on uneconomical branch lines. | -                                  | -     |
|                          |      |                                       |       | Imprest Cash of Stations;  | -                                  | -     |
|                          |      |                                       |       | Loss of Money Value Books, Ticket rolls;   | -                                  | -     |
|                          |      |                                       |       | Frauds on PCTs, BPTs, PRS/SPTM/UTS ticket rolls;   | -                                  | -     |
|                          |      |                                       |       | Theft of Railway Cash;   | K. S. Murthy                       | CCI   |
|                          |      |                                       |       | Withdrawal of money from Station earnings;   | -                                  | -     |
|                          |      |                                       |       | Remittance of Cash at Railway stations;  | -                                  | -     |
|                          |      |                                       |       | Courier movements - TCS Cash / Vouchers bag movements, Collection and submission of returns and balance sheet etc.,    | K. S. Murthy                       | CCI   |
| OS                       |      |                                       | OS    | Halt contracts; JTBS; RTSAs;   | -                                  | -     |
|                          |      |                                       |       | Preparation of Annual report for Assessment of GM's Efficiency Shield.   | -                                  | -     |
|                          |      |                                       |       | Passenger amenities, Works Programme and MP Lads;  | -                                  | -     |
| OS                       | 5    | P. Suneetha                           | OS    | Functioning of General Booking Offices, Reservation Offices, Enquiry Offices / Counters;                               | K. S. Murthy                       | CCI   |

*[Handwritten Signature]*

ಶಿವಕುಮಾರ್ ಮಹಾಪಾತ್ರ  
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| Pasenger<br>(Continued) | 5    | P. Suneetha                           | OS    | Ticket Indenting for Ticket rolls of UTS, PRS & IPPRS.<br>Opening / Closing of Railway lines;<br>Proposals for Introudction of New Train Services, stoppages, extensions, augumentation etc.,<br>Circular Tour Tickets, Coaching Refunds, General / Market Vendor & Low value Season Tickets etc., | K. S. Murthy                       | CCI   |
|                         | 6    | Ch. Varaprasad                        | OS    | Working, failures & related matters of IVRS, NTES, POET, TIB, CIB, Touch Screens & Equipment Port etc., UTS on Mobile App<br>Operation of Emergency Quota<br>All kinds of inward letters & files.  | K. Brahmanandham                   | RS-I  |
|                         | 1    | N. Indrani (6305595334)               | Ch.OS | Hiring of Vehicles for special occassions and arranging payments of for the Vehicles hired.  | A. Kotesk Kurnar                   | SCI   |
| Registration & Dispatch | 2    | P. Syamala                            | OS    | All kinds of outward letters & files.<br>In-Charge of the Section;   | -                                  | -     |
|                         | 1    | Ch. Viveka Vardhini (9701373966)      | Ch.OS | All matters related to issue of Identity Cards to Physically challenged persons;<br>Provision of Fexi Boards;<br>Correspondence of Condemnation.   | P. Pavan Kumar                     | SCI   |



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| <b>Stores<br/>(Continued)</b> | 2    | K. Lingeswara Rao                     | OS    | Procurement and distribution of non-stocked items;<br>Procurement of T & P items;<br>Procurement of Computers & their items;   | P. Pavan Kumar   | SCI                      |
|                               | 3    | M. Balajoti                           | OS    | All expenditure contracts of Commercial Department including outsourcing of Rest Houses, Enquiries, Vehicles etc., ;<br>AMC Contracts;<br>Out Sourcing of Battery operated trucks for parcels;<br>Parcel handling Contracts. | A. Kotesk Kumar<br>P. Pavan Kumar<br>A. Kotesk Kumar<br>V. Rajsekhar | SCI<br>SCI<br>SCI<br>CCI |
|                               | 4    | Sd. Beharunisa                        | OS    | Issuing of Sports and Cultural concessions; Issuing of Student concession books to Educational Institutions.<br>Linen items;   | P. Pavan Kumar   | SCI                      |
|                               | 5    | E. Malliswara Rao                     | OS    | Drawing and issuing of Money Value Books, Stationary items, and CP materials;  |  |                          |

  
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