



**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. 02/05/2022.

**Office Order No: 04 /2022.**

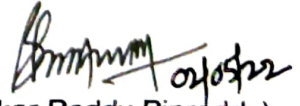
Sub: Allotment of subjects among the Office staff.

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In supersession of all previous orders issued on the subject matter, this comprehensive order is being issued now with its details in the annexure.

1. This order comes into force with immediate effect.
2. The subjects detailed in the annexure are only indicative but not exhaustive. Any subject which is not listed in the annexure but marked to a Section / an individual by any of the Officers / Ch.OS concerned shall be dealt by that Section / Individual.
3. The handing over and taking over of subject files should take place in a proper way clearly indicating the current status of all pending issues. The respective Section in-charges should witness the handing over process.
4. The respective dealers should get all their E-files transferred by Sri. K. Subba Rao, RS/ii of this Office at the earliest to enable them to deal the files.
5. The concerned dealers shall furnish the information / data sought to their respective in-charges to apprise H.Qrs from time to time and also for all kinds of review meetings and also attend the review meetings whenever called for.
6. Whenever any member of the staff goes on leave / sick, the Section-in-charge concerned shall ensure that their work is attended by the available staff of the section. The members of the section should attend such works as entrusted by their Section in-charge.
7. **The staff should not move the Personal Computers and their accessories from the existent places to the new posting places of the dealers. All PCs shall remain at the same places on as is where basis.**

Encl: Annexure in 12 sheets indicating the subject allotments.

  
(Bhaskar Reddy Pinreddy)  
Sr. DCM/BZA.

All the Staff of this Office to note & act accordingly.

Copy to All Commercial Officers for information please.

Sr.DCM's Office / BZA - Allotment of Subjects among the staff - (Annexure to Office Order No. 04 of 2022 dated 02/05/2022)

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 (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;	-	-
				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 (other than repairs).	K. V. Subba Rao	RS-II



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Section	S.No	Name of the In-charge / Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector	Desg.
Catering	1	Zakia Sultana (9346004559)	Ch.OS	In-Charge of the Section;	Md. Yakoob & Sk Subhani	CCI/Catg & SCI
				All policy matters of Catering Section Subjects.		
				Ensuring submission of periodical and other reports to H.Qrs office by the respective dealers.		
				All matters (Including punitive actions as a result of various kinds of inspections & Complaints) pertaining to the Major & Minor Catering Units (other than Milk & Multi Purpose Stalls) & Water Vending Machines of BZA Station .		
	2	B. T. Narayana	OS	All matters (Including punitive actions as a result of various kinds of inspections & Complaints) pertaining to the Major & Minor Catering Units (other than Milk & Multi Purpose Stalls) & Water Vending Machines , of South Section (GDR to KCC) and towards KZJ upto KI;		
	3	Agnesh Kopuri	OS	All matters (Including punitive actions as a result of various kinds of inspections & Complaints) pertaining to the Major & Minor Catering Units(other than Milk & Multi Pupose Stalls) and Water Vending Machines of North Section (GALA to THY and total branch lines - All inclusive).		
All matters related to TSVs.						

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Section	S.No	Name of the In-charge / Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector	Desg.
Catering (Contd.,)	4	B. Venkata Rao	OS	All matters (Including punitive actions as a result of various kinds of inspections & Complaints) pertaining to Multi Purpose Stalls and Milk Stalls.	Md. Yakoob & Sk Subhani	CCI/Catg & SCI
		D. Stalin babu	OS	Special Catering arrangements during VIP and Higher Officials visits, Meetings etc.,		
				All matters related to Pantry cars including Safety drives on Pantry Cars of all trains passing through the Division;		
				Emergency First Aid Medical Centres;		
				Executive lounges operated by IRCTC;		
					P. Pavan Kumar	SCI
				All matters related Commercial Budget with the assistance of Sri. A. Praveen, JC.		
				All expenditure contracts of Commercial Department including outsourcing of Rest Houses, Enquiries, Vehicles etc., ;		
				AMC Contracts;		
				Out Sourcing of Battery operated trucks for parcels;		
			Parcels handling Contracts.			

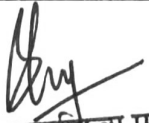
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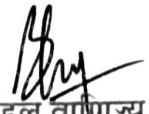
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Contracts	1	R. Sasikala (9701373967)	Ch.OS	In-Charge of the Section;	-	-
				All policy matters of Contract Section (1) Subjects.		
				Ensuring submission of periodical and other reports to H.Qrs office by the respective dealers.		
	2	S. Sujatha	Ch.OS	All matters related to Parcels - Leased and Non leased;	CCI/MKTG	CCI
				Parcels auctions including obsolete time tables;		
				All correspondence related to Railway Mail Service;		
				Imprest Cash of Parcel Offices;		
				All matters related to ATM contracts & Banks Kisosks.	D. Praveen Kumar	SCI
Contracts (Contd.,)	3	K. George Victor	OS	All matters related to Commercial Publicity (NFR).	D Praveen Kumar	SCI
	4	V. V. Narayana	OS	All matters related to Parking stands from BZA to THY (both inclusive) and total Branch line.	D Satish Kumar	SCI
	5	K. G. Varalakshmi	OS	All matters related to Parking stands from GDR to KCC (both inclusive) & upto KI towards KZJ.		
				New innovatives and initiatives of NFR (NINFRIS).	D Praveen Kumar	SCI

  
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Contracts Section -II	1	A. Sujatha (9949089538)	Ch.OS	In-charge of Contract Section II;	D Satish Kumar	SCI
				All matters related to Retiring Rooms;		
				Cloak Rooms;		
				All matters related to Pay & Use Toilets;		
				All matters related to Pre-paid Waiting Halls;		
				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;		
Contracts Section -II (Contd.,)	2	Smt. Abzul Sultana		All matters related to permissions for parking of CABs;	D Satish Kumar	SCI
				All matters related to Book Stalls;	-	-
				Implementation of Official language.	-	-
				Child Help line Centres.	-	-




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Court cum DAR	1	V. V. Saikumar (9701373979)	OS	In-Charge of the Section;	-	-
				All kinds of Court Cases;	-	-
				All cases of Consumer forums;	-	-
				All Cases of Arbitratons;	-	-
				Inspection Notes of Vigilance Officers.	-	-
	All kinds of DAR cases except Non - Vigilance Minor;	A. Kotesk Kumar	SCI			
	2			B. Dhana Lakshmi	Sr.Clerk	All cases of Non-Vigilance Minor;
				All RTI references.		
Goods	1	G. Venugopala Krishna (9700034130)	Ch.OS	In-charge of Goods Section;		
				Out Standings subject of both Goods & Coaching and other allied matters.	CCI/MKTG	CCI
				Part- I and Part II Audit Paras, Special letters, TIA Reports etc.,	D Uma Sankar & KVSG Naga Lakshmi	CCIs
				All matters related to Consultative Committees.	K. V. S. G. Nagalakshmi	CCI
				All kinds of Inspection Reports other than Vigilance Inspections but including Cleanliness and Safety subjects and of all levels of Officers;	A. Kotesk Kumar	SCI

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Goods (Contd.,)	2	S. Trivikrama Rao	OS	All safety related matters including weekly safety material from Sr.DSO Office.	D Uma Sankar	CCI
				Disaster Management, train accidents, Special trains during accidents and natural calamities, payment of exgratia & compensation to accident victims;		
				Shrouds, special reports towards incidents / accidents;		
				Policy matters regarding Freight Terminals, Goods sheds, TEUs, Govt. & Private Sidings, M&D Reports;		
	3	Ch. Varapasad	OS	Implementation of incentive schemes and processing;	D Uma Sankar	CCI
				Commercial Plots, land leasing and stacking permissions:		
				Correspondence related to Weigh bridges;		
	4	G. Mohan Rao	OS	Goods Statistics, Periodical reports, freight data.	K. V. S. B. Srinivas	SCI
				Waiver cases of Demmorage and Wharfage charges of sidings; Credit notes; Service Tax - GST;		
	3	Ch. Varapasad	OS	FOIS; TMS related works.	K. V. S. B. Srinivas	SCI
Assitance to EQ Section during peak hours & week ends.						
Waiver cases of Demmorage and Wharfage charges of Goods sheds.						

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Goods (Contd.,)	5	P. Venkat Rao	Jr. Clerk	Issue of Commercial Circulars from the Divisional level;	KVSG Naga Lakshmi	CCI
				Claims and Claims prevention of both Passenger and Goods cases; Safety, accident bills, Staff cost bills etc.,	D Uma Sankar	
				Claims Correspondence - RCT;		
				Un connected wagons; Open assessment deliveries, auctions related to Goods, granting of re-booking and diversion permissions;	D Uma Sankar	CCI
				Labour sanctions for transhipments.		
				Staff Settlement cases.	A. Kotesk kumar & MKV Jagan	SCI
Passenger	1	Md. Abddul Razak (8885999786)	Ch.OS	In-Charge of the Section;	-	-
				Imprest Cash of Stations;	-	-
				Halt contracts; JTBS; RTSAs;	KVSG Naga Lakshmi	CCI
				All matters related to STBAa & YTSKs.	KVSG Naga Lakshmi	CCI
				Appointment of facilitators to ATVMs / CoTVMs and all related matters regarding their provision and working.	KVSG Naga Lakshmi & MKV Jagan	CCI
				Loss of Money Value Books, Ticket rolls, EFTs & Passes.		
				Frauds on PCTs, BPTs, PRS/SPTM/ticket rolls, EFTs		

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Passenger (Contd.,)	1	Md. Abdul Razak (8885999786)	Ch.OS	Theft of Railway Cash;	KVSG Naga Lakshmi	CCI
				Withdrawal of money from Station earnings;		
				Remittance of Cash at Railway stations;		
				Preparation of Anuual Report for assessment of GM's Efficiency shiled.	-	-
				All matters related to BSNL, Railway & CUG phones;	-	-
				Tourism Counters & related matters.	-	-
				All matters related to Battery operated Vehicles for the use of Old & Sick Passengers.	-	-
	2	M. Bala Joji	OS	Representatations of MPs/MLAs/MLCs, Passenger Associations, Chamber of Commerce etc.,	K. V. S. G. Nagalakshmi	CCI
				Passenger amenities, Works Programme and MP Lads;	P. Pavan Kumar	SCI
				Functioning of General Booking Offices, Reservation Offices, Enquiry Offices / Counters;	K. V. S. G. Nagalakshmi	CCI
				Verification of LTC claims, Change the names of Reserved Passengers, Group Reservations;	KVSG Naga Lakshmi	CCI
				Special trains, FTR/CSR Initiatives;		
Opening / Closing of Railway lines;	KVSG Naga Lakshmi & MKV Jagan	CCI & CTI				

  
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Passenger (Contd.,)	2	M. Bala Joji	OS	Ticket Indenting for Ticket rolls of UTS, PRS & IPPRs.	KVSG Naga Lakshmi	CCI	
				Proposals for In-troduction of New Train Services, stoppages, extensions, augmentation etc.,			
				Circular Tour Tickets, Coaching Refunds, General / Market Vendor & Low value Season Tickets etc.,			
				Working, failures & related matters of IVRS, NTES, POET; TIB, CIB, Touch Screens & Equipment Port etc., UTS on Mobile App			
					Circulation of PCCM Circulars and updation of same in BZA.COM application.	K. V. Subba Rao	RS-II
	3	N. Madhuri	Sr.Clerk	All Establishment matters related to Commercial, Ticket checking, ECRCs and Catering Cadres.	A. Kotesk Kumar MKV Jagan	SCI CTI	
				All kinds of staff trainings / refresher courses;			
				PNMs and PREM;			
				TA / OTA bills pertaining to the staff of all the above Cadres.	-	-	
				Monitoring the performance of all Ticket Checking Staff;	MKV Jagan	CTI	
All matters related to Working of Ticket Checking staff;							
Rest Room facilities of Ticket Checking Staff;							

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Passenger (Contd.,)	3	N. Madhuri	Sr.Clerk	All matters related to functioning of Rly. Magistrate Courts:	MKV Jagan	CTI
				All matters pertaining Hand Held Terminals, POS Machines and Ticket Checking Lobby.		
				Verification and passing of Pass applications of all the staff working in Sr.DCM's Office.	A. Kotesch Kumar	SCI
	4	G. Karthika	Sr.Clerk	Assistance to Section In-charge.		
	5	A. Praveen	JC	Statistics - Gross Earning statements - Targets - Periodical submission of Statistical reports.	KVSB Srinivas	SCI
				Courier movements - TCS Cash / Vouchers bag movements, Collection and submission of returns and balance sheet etc.,	KVSG Naga Lakshmi	CCI
				MCDOs to DRM & PCCM;	KVSB Srinivas	SCI
				Fairs & Festivals including Pushkarams;	KVSG Naga Lakshmi A Kotesch Kumar P. Pavan Kumar	CCI SCI SCI
				Film Shootings permitted by CPRO/SC;	-	-
				Assistance to Sri. D. Stalin babu, OS for Comml Budget.		
				Permissions to setting up of Reception Counters;	-	-
				All matters related to Licensed porters.	MKV Jagan	CTI
	All matters related to cleaning activities including special cleaning drives.	D Satish Kumar	SCI			


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Registration & Dispatch	1	N. Indrani (6305595334)	Ch.OS	All kinds of outward letters & files.	-	-
				Hiring of Vehicles for special occasions; and arranging payments of for the Vehicles hired.	A. Kotesw Kumar	SCI
	2	Sk. Afreen	Jr. Clerk	All kinds of inward letters & files.		
Stores	1	Ch. Viveka Vardhini (9701373966)	Ch.OS	In-Charge of the Section;	P. Pavan Kumar	SCI
				All matters related to issue of Identity Cards to Physically challenged persons;		
				Provision of Fexi Boards;		
				Correspondence of Condemnation.		
Stores (Contd.,)	2	K. Lingaswara Rao	OS	Procurement of Computers & their items; Repairs to the Computer systems and other electronic equipment of the Office.	P. Pavan Kumar	SCI
				Procurement and distribution of non-stocked items;		
				Procurement of T & P items;		
	3	Sd. Beharunnisa	OS	Issuing of Sports and Cultural concessions; Issuing of Student concession books to Educational Institutions.	P. Pavan Kumar	SCI
4	E. Malleswara Rao	OS	Linen items; Drawing and issuing of Money Value Books, Stationary items, and CP materials;			

  
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