



**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. 29/08/2022.

Office Order No: 05 /2022.

Sub: Allotment of subjects among the Office staff.

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In supersession of all previous orders issued on the subject matter, the revised allotment of subjects to the staff of this office is given in the statement enclosed as annexure to this order. This order comes into force with effect from 01/09/2022. The subjects detailed in the annexure are only indicative but not exhaustive.

Encl: Annexure in 10 pages indicating the subject allotments.


(Vavilapalli Rambabu)
Sr. DCM/BZA.

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

Copy to All Commercial Officers for information please.

Distribution of Duties among the Ministerial Staff and Inspectors of the office of Sr.DCM/BZA

Section	Name of the In-charge / Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector	Inspector Desg.
All Sections of Commercial Branch	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;	-	-
			Part- I and Part II Audit Paras, Special letters, TIA Reports etc.,	D Uma Sankar & KVSG Naga Lakshmi	-
			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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Catering	D. Stalin Babu	OS	In-Charge of the Section;	Sk Subhani	CCI
			All policy matters of Catering Section Subjects.		
			Ensuring submission of periodical and other reports to H.Os 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 .		
			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;		
			All matters related to TSVs.		
	Emergency First Aid Medical Centres;				
	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 Purpose Stalls) & Water Vending Machines of entire Division except BZA Station.		
	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.		

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Contracts - I	R. Sasikala (9701373967)	Ch.OS	In-Charge of the Section;	-	-
			All policy matters of Contracts Section - I Subjects.	D Praveen Kumar & D Satish Kumar	SCIs
			Ensuring submission of periodical and other reports to H.Qrs office by the respective dealers.	-	-
	K. George Victor	IOS	All matters related to NFR and new innovative ideas and initiatives under 'Other NFR' & 'NINFRIS'.	D Praveen Kumar	SCI
V. V. Narayana	IOS	All matters related to Parking stands.	D Satish Kumar	SCI	
K. G. Varalakshmi	IOS	All matters related to Parcels - Leased and Non leased;	A. R. K. Prasad	CCI	
		Parcels auctions including obsolete time tables;			
		All correspondence related to Railway Mail Service;			
Contracts - II	A. Sujatha- 9949089538	Ch.OS	In-charge of Contract Section II;	-	-
			All matters related to Retiring Rooms incl Executive lounges operated by IRCTC	D Satish Kumar	SCI
			Cloak Rooms;		
			All matters related to Pay & Use Toilets;		
			All matters related to Pre-paid Waiting Halls;		


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Contd.,	Contd.,		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;	-	-
	Smt. Abzul Sultana	OS	All matters related to permissions for parking of CABs; All matters related to Book Stalls; Child Help line Centres.	D Satish Kumar - -	SCI - -
Legal Cell	K. Lingeswara Rao	OS	In-Charge of the Section;	-	-
			All kinds of Court Cases;	-	-
			All cases of Consumer forums;	-	-
			All Cases of Arbitrators;	-	-
			All Cases of RCT;	-	-
			Inspection Notes of Vigilance Officers.	-	-
	All kinds of DAR cases except Non - Vigilance Minor;	A. Kotesch Kumar	SCI		
	B. Dhana Lakshmi	OS	All cases of Non-Vigilance Minor; All RTI references.	A. Kotesch Kumar -	SCI -


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General	N. Indrani (6305595334)	Ch.OS	In-Charge of the Section;	-	-
			All kinds of Inward & outward dispatch.	-	-
			Implementation of Official language.	-	-
	B.T.Narayana	OS	All safety related matters including weekly safety material from Sr.DSO Office.	D. Umasankar	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;			A. Kotesk Kumar	CCI	
			All kinds of Inspection Reports other than Vigilance Inspections but including Cleanliness and Safety subjects and of all levels of Officers;	K. V. Subba Rao	RS-II
			Circulation of PCCM Circulars and updation of same in BZA.COM application.		
Goods	G. Venugopala Krishna (9700034130)	Ch.OS	In-charge of Goods Section;	-	-
			Out Standings subject of both Goods & Coaching and other allied matters, Credit notes; Service Tax - GST;	K. V. S. B. Srinivas	CCI
			Auctions related to Goods consignments.		
			Claims Correspondence - Claims prevention of both Passenger and Goods cases; Safety, accident bills, Staff cost bills etc.,	D. Umasankar	CCI

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Contd.,	Contd.,		Un connected wagons; Open assessment deliveries, auctions related to Goods, granting of re-booking and diversion permissions;	D. Umasankar	CCI	
			Labour sanctions for transhipments.			
	S. Trivikrama Rao	OS		Policy matters regarding Freight Terminals, Goods sheds, TEUs, Govt. & Private Sidings, M&D Reports;	K. V. S. B. Srinivas	CCI
				Implementation of Incentive schemes and processing;		
				Commercial Plots, land leasing and stacking permissions:		
				Correspondence related to Weigh bridges;		
	G.Mohan Rao	OS		Goods Statistics, Periodical reports, freight data.	KVSG Naga Lakshmi	CCI
			FOIS; TMS related works.			
			Issue of Commercial Circulars from the Divisional level;			
Human Resources	S. Sujatha - 9705554792	Ch.OS	Waiver cases of Demmorage and Wharfage charges of sidings & Goods Sheds;	K. V. S. B. Srinivas	CCI	
Contd.,	N. Madhuri	Sr.Clerk	In-Charge of the Section;	A. Kotesk Kumar	CCI	
			All Establishment matters related to Commercial, Ticketchecking, ECRCs and Catering Cadres.			
			PNMs and PREM;			
			All kinds of staff trainings / refresher courses;			
			TA / OTA bills pertaining to the staff of all the above Cadres.			
			Verification and passing of Pass applications of all the staff working in Sr.DCM's Office.			
			Staff Settlement cases.			


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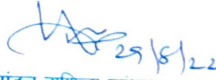
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Passenger	Md. Abdoul Razak (688599786)	Ch.OS	In-Charge of the Section;	-	-
			Imprest Cash of Stations including imprest for postal stamps in parcel offices;	-	-
			Halt contracts; JTBS; RTSAs;	KVSG Naga Lakshmi	CCI
			All matters related to STBAs & YTSKs.		
			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		
			Theft of Railway Cash;	KVSG Naga Lakshmi	CCI
			Withdrawal of money from Station earnings;		
			Remittance of Cash at Railway stations;		
			Preparation of Annual 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.	-	-

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Contd.,	Ch. Vara Prasad	OS	Representations of MPs/MLAs/MLCs, Passenger Associations, Chamber of Commerce etc .	K. V. S. G. Nagalakshmi	CCI
			All matters related to Consultative Committees		
			Passenger amenities, Works Programme and MP Lads; CSR Initiatives.	P. Pavan Kumar	SCI
			All matters related PRS & UTS;		
			Functioning of General Booking Offices, Reservation Offices, Enquiry Offices / Counters.		
			Verification of LTC claims, Change the names of Reserved Passengers, Group Reservations;		
			Special trains, FTR;		
			Opening / Closing of Railway lines;	K. V. S. G. Nagalakshmi	CCI
			Ticket Indenting for Ticket rolls of UTS, PRS & IPPRs.		
			Proposals for Introduction 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		
			Assistance to EQ Section during peak hours & week ends.	K. Brahmanandham	RS-I

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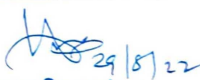

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Contd.,	Sk. Afreen	Jr. Clerk	Monitoring the performance of all Ticket Checking Staff;	MKV Jagan	CTI
			All matters related to Working of Ticket Checking;		
			Rest Room facilities of Ticket Checking Staff;		
			All matters related to Rly Magistrate Courts;		
			All matters pertaining to Ticket Checking Lobby.		
	G. Karthika	Sr.Clerk	Assistance to Section In-charge.	-	-
	A. Praveen	JC	All matters related to Commercial Statistics;	KVSB Srinivas	CCI
			Courier movements - Collection and submission of vouchers, returns and balance sheet etc.,	K. V. S. G. Nagalakshmi	CCI
			MCDOs to DRM & PCCM;	KVSB Srinivas	CCI
			Fairs & Festivals including Pushkarams;	KVSG Nago Lakshmi, A Kotesw Kumar, P. Pravan Kumar	CCI, SCI
			Film Shootings permitted by CPRO/SC;	-	-
			Assistance to OS/ 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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Stores	Ch. Viveka Vardhini (9701373966)	Ch.OS	In-Charge of the Section; All matters related to issue of Identity Cards to Physically challenged persons; Provision of Flexi Boards; Correspondence of Condemnation.	P. Pavan Kumar	SCI
	M. Bala Joji	IOS	Procurement of Computers & their items; Repairs to the Computer systems and other electronic equipment of the Office. Procurement and distribution of non-stocked items; Procurement of T & P items; All matters related to Budget with the assistance of Sri. A. Praveer, JC. All expenditure contracts of Commercial Department including outsourcing of Rest Houses, Enquiries, Vehicles etc. and Parcel handling contracts		
	Sd. Beharunnisa	IOS	Issuing of Sports and Cultural concessions; Issuing of Student concessions on books to Educational Institutions.		
	E. Malleswara Rao	IOS	Linen items; Drawing and issuing of Money Value Books, Stationary items and CP materials;		
	P Venkata Rao	Jr Clerk	AMC Contracts; Out Sourcing of Battery operated trucks for parcels; Hiring of Vehicles for special occasions and arranging payments of for the Vehicles hired.		


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