



SOUTH CENTRAL RAILWAY - VIJAYAWADA DIVISION
Office of the Divisional Railway Manager (Commercial), Vijayawada.

No: B/C.19/Staff/Misc/2/2020

Date: 29/05/2020.

To
All Concerned Inspectors & Supervisors

Sub: Preparedness for commencement of passenger operations from 01/06/2020-reg.

Ref: (1)PCCM/SC Lr.No: C.568/G.II/TC/Misc/2018, dt:28/05/2020.

(2) Office Letter No:B/C.19/Staff/Misc/2020, dt:22/05/2020.

From June 1st onwards Railway is starting limited operation of train services. Hence all field staff are hereby notified the following procedures/instructions for strict compliance.

1. All commercial staff shall adhere to all the precautionary measures as notified by the central and state government authorities. They **shall wear mask, gloves, face shield etc at station premises. Use of sanitizer at frequent intervals** to be ensured.
2. To the extent possible separate entry / exit gates at stations are to be earmarked.
3. Wide publicity to all passengers to reach the station 90 minutes in advance. **Only confirmed reserved passengers will be permitted to the platform** through the entry point only. It is to be ensured that all passengers must wear masks in stations during journey.
4. It should be ensured that the passengers' baggage is sprayed with disinfectant before entering into the station premises and also frequent sanitation of station premises by HI staff.
5. **Sanitizers are to be provided at entry and exit points.** All passengers to be **compulsorily screened with infra-red thermal scanner and only asymptomatic passengers are to be allowed to board.**
6. **Passengers with very high temp./symptoms of COVID-19 etc. after screening should not be allowed to travel despite having confirmed tickets.** In such case, full refund will be provided. TTE certificate to be issued at the entry (Screening point). For refund, online TDR to be filed within 10 days from date of journey & original TTE certificates to be sent by the passenger to IRCTC & full fare will be refunded in customer's account.
7. Nominated commercial staff has to **ensure proper distancing in passenger utility areas and to ensure board their respective coaches duly maintaining social distance.**
8. For passing through trains, any de-boarding passengers to be given priority and they should be kept separately to avoid crisscrossing of inward/outward passengers. Later all outward passengers are to be allowed to board the trains in a systematic manner.

- 11:45 | R7A | 16:30 | 12515 | TVC SCL EXPRESS | SUPERFAST | Y | BZA
9. It should be **ensured that the de-boarding passengers follow the health protocols as prescribed by the state government.**
 10. Staff should ensure that **AAROGYA SETU APP** is installed on passenger's mobiles.
 11. Frequent announcement to be ensured regarding guidelines issued from time to time.
 12. Passengers are advised to carry their own luggage/linen. Porters to be minimized. Where ever used they should be supplied with masks, gloves and sanitizers etc.

All commercial staff of all cadre (TC,CC, ECRC and CCL) shall work as a single cadre under SS/In-charges nominated at train stoppage stations vide ref (2) letter above, along with RPF/GRP staff. Ticket checking staff nominated for stationary duty by the concerned supervisors shall report to the base in-charge SMR/CCI/CTI at the notified stations. In addition, Commercial staff available at stations can be utilised by the respective SS/CCIs/CTI's (In-charges).

Instructions:

1. Ticket checking staff above the age of 55, staff with ailments and ladies to be **utilized in stationary duties.**
2. **Fortress checks to be conducted** at the time of boarding and deboarding of passengers to ensure that no unauthorized person enters the station premises.
3. **Both the ends of the platform should be monitored regularly to prevent the unauthorized entry.**
4. SMR shall keep one waiting room with toilet facility as restroom for on duty staff having direct contact with passengers.
5. **Charts (first and second chart) should be prepared 4 hrs and 2 hrs, before the scheduled departure** of the train for those respective stations by ECRCs. At the starting station full chart and boarding chart should be handed over to the Ticket Checking staff.

Manning of Trains by Ticket Checking staff:

1. Minimum 1+3 on board ticket checking staff to be booked for duties covering second sitting (GS&SLR).
2. Coordinate with adjoining railways/divisions for proper booking of staff for picking up links at the interchanging points.
3. Links/roster to be worked out through Lobby office duly sanitising from time to time.
4. Senior most conductors should be nominated as train captain. He should coordinate with all on board staff, and with commercial control and state govt. Officials whenever passengers with symptoms of COVID-19 are noticed in the train. **List of Helpline numbers and COVID hospitals should be available with him.** The details of the important COVID-19 Helpline Numbers are appended below for ready reference:

District COVID-19 Call Centers (24X7)



Sl. No	District	Call Center Number
1	Srikakulam	6300073203
2	Vizianagaram	08922-227950 9494914971
3	Visakhapatnam	9666556597
4	East Godavari	08842356196
5	West Godavari	18002331077
6	Krishna	9491058200
7	Guntur	0863-2271492
8	Prakasam	7729803162
9	SPSR Nellore	9618232115
10	Chittoor	9849902379
11	YSR Kadapa	08562-245259
12	Anantapur	08554-277434
13	Kurnool	9441300005

State Control Room Number:
0866 2410978

Health Advisory Helpline: **104**

TICKET CHECKING STAFF NOMINATED FOR MONITORING DUTIES AT STATIONS				
S.NO	NAME	DESIGN	DEPOT	CUG NO.
AT VSKP/RH				
1	J.M.RAO	CTI	In-charge	9701373644
2	G.H.K.KUMAR	CTI	COR	9121271803
AKP Station (6 trains)				
1	G.SATYANARAYANA	TTI	SLP	9121271559
2	B.M.S.RAO	TTI	SLP	9121271421
3	S.SRILAKSHMI	TTI	SLP	9121271634
4	G.LOKESH	TTI	SLP	9121271516
5	M.DOLLY	TTI	SLP	9121271739
6	CH.PRABHUDAS	CTI	COR	9121271785
7	D.S.MANYAM	CTI	COR	9121271795
8	G.LAKSHMAN RAO	CTI	COR	9121271805
9	M.VENKATA RAJU	CTI	COR	9121271832
10	S.S.PRABHAKARA RAO	CTI	COR	9121271867
11	B.SIVA KUMAR	TTI	AKP STN	9121271486
12	B.ESWARA RAO	TE	AKP STN	8096739592
13	B.SATYANARAYANA	TE	AKP STN	8367475026
YLM Station (2 trains)				
1	U.SRINIVASULU	CTI	TUNI SQD	9701373567
2	E.RAMANA	TTI	TUNI SQD	9121271586
3	P.V.RAMANA	TTI	SLP	7093551024
4	M.V.S.NAIDU	TTI	SLP	9121271311
5	G.NARAYANA RAO	SR.TE	SLP	9121271755
6	M.SURENDRA	SR.TE	SLP	9160108683
7	M.MURALI MOHAN	TTI	SLP	9121271695
NRP Station (2 trains)				
1	M. PAPA RAO	CTI	TUNI SQD	9121271313
2	SK.SALEEM	TTI	TUNI SQD	9121271320
3	M.NAGESWARA RAO	TTI	BVRM SQD	8919676293
4	J.SRINIVASA RAO	TTI	SLP	9121271679
5	L.GOVINDA RAO	SR.TE	SLP	9121271756
6	CH.VENKATESWARLU	SR.TE	SLP	9121271384
TUNI Station (4 trains)				
1	M.V.S.RAMA RAO	CTI	COR	9121271696
2	ADAPA SRINIVASU	SR.TE	SLP	9121271724
3	B.AVINASH	TTI	SLP	9121271489
4	P.APPALA RAJU	TTI	SLP	9121271698
5	CH. RAMANA	TTI	SLP	9121271493

ANV Station (2 trains)				
.1	N.MOHAN RAO	TTI/ANV	In-charge	8919263717
2	G.T.NAIDU	TTI	SLP	9121271726
3	G.S.NAIDU	TTI	SLP	9121271321
4	K.GAYATHRI PRASAD	TTI	SLP	8008137065
5	B.KRISHNA	TTI	SLP	9121271540
6	K.TIRUPATHI	TTI	SLP	9121271460
PAP Station (4 trains)				
1	K. SATYANARAYANA	CTI/RJY SQD	In-charge	9121271305
2	Y.M.RAO	CTI	COR	9121271621
3	D.K.RAJU	TTI	TUNI SQD	9121271316
4	MD. AZEEZ	TTI	TUNI SQD	9121271699
5	S.SRINIVASA RAO (CCT)	TTI	SLP	9121271319
6	T.R.SAGAR	TTI	SLP	9121271647
SLO Station (8 trains)				
1	V.V.N PRASAD	CTI/TUNI	In-charge	9121271884
2	A.MADHU BABU	TTI	SLP	9121271365
3	N.SRINU	TTI	SLP	9121271589
4	K.SRIKANTH	TTI	SLP	9121271412
5	P.V.R.RAMESH	TTI	SLP	9346004552
6	G.MANIKANTA	TTI	RJY SQD	9490128156
7	K.NOOKA RAJU	CTI	SLO STN	8106310579
8	K.SRINIVASA RAO	SR.TE	SLO STN	9398561847
9	G.SATYANARAYANA	SR.TE	SLO STN	9494360747
10	D.K.V.S.P.CHAITANYA	TE	SLO STN	9000901223
APT Station (2 trains)				
..	L.SRINIVAS	CCSR/APT	In-charge	9110302951
1	A.S.R.PRASAD	CTI	BVRM SQD	9121271335
2	M.V.S.D.PRASADA RAO	TTI	RJY SQD	9121271338
3	S.S.C.MOULI	TTI	RJY SQD	9121271306
4	A.KALYAN KUMAR	TTI	RJY SQD	9121271308
5	K.RAVI KUMAR	TTI	RJY SQD	9121271315
6	D.S.PHANI SANKAR	TTI	RJY SQD	9121271307
7	P.GANGADHAR	TTI	RJY SQD	9121271310
8	R.RAJENDRA PRASAD	SR.TE	RJY SQD	9121271705
RJY Station (8 trains)				
1	K.SRINIVASA RAO	CTI/RJY	In-charge	9440884888
2	K.S.MURTHY	TTI	RJY STN	9440892223
3	G.V.N.BHAVANI	TTI	RJY STN	8008365552
4	P.N.V.V.MALLESWARI	TTI	RJY STN	9963911707
5	M.MANGA DEVI	TTI	RJY STN	9397965340

6	SANTHOSH KUMAR	SR.TE	RJY STN	8050159032
7	M.V.KRISHNA VENI	TTI	RJY STN	7660033968
8	A.K.MOHIDDIN	CTI	GVN STN	9618377786
9	P.V. SAMBASIVA RAO	CTI	CCT STN	8790851051
10	N.RAVI KUMAR	CTI	COR	9121271337
11	O.MASARA RAO	CTI	COR	9121271556
12	M.BHAVANI SANKAR	CTI	COR	9121271309
13	B.V.V.S.CHELLA RAO	CTI	SLP	9121271547
14	K.KARUNA SAGAR	TTI	SLP	9121271478
15	C.MARTINA	TTI	SLP	7893434707
16	CH.V.V.R.D.P.SAI	TTI	SLP	9121271635
17	G.NAGESWARA RAO	TTI	SLP	9121271591
18	K.R.SRINIVASAN	TTI	SLP	9121271592
19	K.SATISH BABU	TTI	SLP	9121271566
20	M.V.DURGA RAO	TTI	SLP	9121271565
21	P.ARUNA	TTI	SLP	9121271816
22	S.NAGESWARA RAO	TTI	SLP	9121271599
23	R.NAGENDRA KUMAR	TTI	SLP	9121271442
24	T.G.GAYATHRI PRASAD	TTI	SLP	7093551014
25	N. SIVA KUMAR	TTI	SLP	9121271518
26	M.ELISHA	CTI	RJY SQD	9701373540
27	N.JAGANNATH	TTI	TUNI SQD	9121271317
28	L.KIRAN KUMAR	TTI	TUNI SQD	9121271694
29	CH. RAMA KRISHNA	CTI	MAG SQD/BZA	9121271323
NDD Station (4 trains)				
1	P.VIJAY SRINIVAS	CTI	BVRM SQD	9701373569
2	R.B.G.GANDHI	TTI	BVRM SQD	9121271336
3	K.B.G. TILAK	CTI	CTI's SQD/BZA	9121271525
4	P. RAJA KUMAR	CTI	CTI's SQD/BZA	9121271419
5	T.V.GOWRI SANKAR	TTI	SLP	9121271627
6	K.BHASKAR	TTI	SLP	9121271611
7	CH.RAJESH	SR.TE	BVRM SQD	9191717391
8	CH.SARITHA RANI	TTI	NDD STN	7893351555
TDD Station (8 trains)				
1	V.GANGACHALAM	CTI	COR	9121271881
2	K.S.R.NAIDU	SR.TE	SLP	9121271709
3	M.A.SWAMY	TTI	SLP	7093551023
4	I.SUBRAMANYAM	TTI	SLP	9121271640
5	K.V.RAJAKUMAR	TTI	SLP	9121271385
6	M.USHA RANI	TTI	SLP	9121271526
7	Y.POSIRAJU	SR.TE	SLP	9121271668

8	K.SURYA VASAVI	TTI	TDD STN	9491969601
EE Station (8 trains)				
1	A.V.RAO	CTI	EE STN	9848461016
2	N.YESURATNAM	CTI	COR	9121271845
3	E.NEELIMA	TE	EE STN	9494444755
4	G.DURGA RAO	SR.TE	SLP	9949262624
5	G.V.S.BHARAT KUMAR	TTI	SLP	9121271517
6	MD.DASTAGIR	TTI	SLP	9121271312
7	P.NAGA BABU	TTI	SLP	9121271417
8	V.JEEVLA NAIK	TTI	SLP	9121271720
9	J.RAMESH	TTI	SLP	9121271778
10	K. SURESH KUMAR	CTI	MAG SQD/BZA	9121271322
11	AMARESWAR	TTI	SLP	9121271536
12	SESHADRI	TTI	SLP	9121271629
13	T.D. DAYAKAR BABU	TTI	SLP	9121271439
OGL Station (2 trains)				
1	CH.VASUDEV YADAV	CTI	OGL SQD	9121271746
2	B.PRASADA RAO	CTI	COR	9121271776
3	M. PRABHU DAS	CTI	CTI's SQD/BZA	9121271277
4	N.VENKATESWARLU	CTI	OGL STN	9949854755
5	P.K.S.ANASUYA	TTI	OGL STN	9441821409
6	P.SUNEETHA	SR.TE	OGL STN	7989019185
7	M.YANADI	TE	OGL STN	9000759579
8	S.BABU RAO	SR.TE	SLP	7093551015
9	B.NAGABHUSHANAM	SR.TE	SLP	9121271729
10	CH.SIVA KRISHNA	SR.TE	SLP	9121271357
11	D.PARTHA SARADHI	TTI	SLP	9121271302
12	D.V.SRINIVASULU	TTI	SLP	9121271508
13	G.CH.KONDAIAH	SR.TE	SLP	9121271758
14	C.M.S.RAO	TTI	SLP	9121271498
15	L.ARUN KUMAR	TTI	SLP	9121271293
16	T.MANIKYA RAO	TTI	SLP	9121271638
17	P.VENKATA RAO	SR.TE	SLP	9948439193
18	K.VIJAYA KRISHNA	TTI	SLP	9121271552
19	U. RAMESH REDDY	TTI	SLP	9121271605
20	M.K.K. BABU	TTI	OGL SQD	9121271511
21	M.T.REDDY	TTI	SLP	9121271648
22	SK.M.BASHA	CTI	COR	9121271871
23	K.SRINIVASULU	TTI	OGL SQD	9121271283
24	H.SRINIVASA RAO	TTI	OGL SQD	9121271284
25	R.SUDHEER	TTI	OGL SQD	9121271286

26	B.V.N.TEJA	TTI	OGL SQD	9121271334
27	P.C. KUMAR	TTI	SLP	9121271740
28	B.BHASKARA RAO	TTI	NLR SQD	9121271292
29	G.SYAM KUMAR	TTI	SLP	9121271287
NLR Station (2 trains)				
1	A. RAVI BABU	CTI/OGL SQD	In-charge	9701373995
2	D.JANARDHAN	TTI	SLP	9121271618
3	P.SUBRAHMANYAM	TTI	SLP	9121271384
4	T. HARI BABU	SR.TE	NLR SQD	9959739958
5	M.ANWAR BAIG	TTI	SLP	9121271345
6	SK. KHAJA VALI	SR.TE	SPORTS/BZA	9121271341
7	G.SUDHAKAR	TTI	OGL SQD	9121271282
8	Y.ANIL KUMAR	TTI	NLR SQD	9121271290
9	N.SRINIVASA RAO	TTI	NLR SQD	9121271291
10	K.V.V.BHASKARA REDDY	TTI	OGL SQD/OGL	9121271281
11	S. DHANA SAGAR	CTI	MAG SQD/NLR	9121271300
12	P. GOPI KRISHNA	TTI	MAG SQD/NLR	9121271737
13	SD.MUNEER AHMED	CTI	NLR STN	9849258788
14	M.NAGESWARA RAO	TTI	NLR STN	9963636963
15	SK.M.A.K.AZAD	TTI	NLR STN	9160059649
16	M.DASARADHA	TTI	NLR STN	9701988733
17	M.KAMAL TEJA	TE	NLR STN	9704412369
18	D. MADHAVA RAO	SR.TE	BZA STN	8500000847
19	N.KRISHNA MURTHY	TTI	SLP	9121271376
GDR Station (2 trains)				
1	D.NAGALINGAM	CTI/NLR SQD	In-charge	9121271289
2	G.VISWANADHAM	TTI	NLR SQD	9121271297
3	K.K.DURGA RAO	TTI	NLR SQD	9121271296
4	P. BABU RAO	CTI	NLR SQD	9700273008
5	M.BABU NAIK	CTI	GDR STN	9440216495
6	S.JOHN	CTI	RH/GDR	8919676591
7	G.V.SUSEELA	TTI	GDR STN	9951330249
8	G.NAGESWARA RAO	SR.TE	SLP	9121271723
9	P.MUSHTAQ	TTI	SLP	9121271703
10	SK. KHAJA VALI	SR.TE	SPORTS /BZA	9121271341
KCC Station (2 trains)				
1	Y. SANTHA RAJU	TTI	GENL SQD/BZA	9121271700
2	K.RANGA.DAS	CTI	GDV SQD	9121271655
3	K. NAGA RAJU	TTI	GDV SQD	9121271655
4	V. BALAJI	TTI	GDV SQD	9121271582
5	A.S.R. KALYAN KUMAR	TTI	GDV SQD	9121271711

KI Station (2 trains)				
1	B.SUBBA RAO	CTI/BZA	In-charge	9121271278
2	CH. SUBBA RAO	CTI	SPORTS /BZA	9121271238
3	S.SRINIVAS	TTI	SPORTS /BZA	9121271246
4	V.DURGA PRASAD	TTI	SPORTS /BZA	9121271537
5	SK. CHINA MASTANAIAH	TTI	SPORTS /BZA	9121271252
6	G. PAPA RAO	TTI	SPORTS /BZA	9121271609

RYP Station				
1	P.V.S JAGGA RAO	TTI	GENL SQD/BZA	9121271860
2	S.D.MUSTAFA	TTI	GENL SQD/BZA	9121271546
3	N.V.S RAJU	TTI	GENL SQD/BZA	9121271477
4	M.J. MATHEWS	TTI	GENL SQD/BZA	9121271240
5	K. NAGENDRA RAO	TTI	SLP	9121271625
6	N.VENKATESWARLU	TTI	SLP	9121271481

FOR MANNING 02295/02296 BETWEEN GDR-RU-GDR				
1	B.ANIL	TTI	SLP	9121271504
2	B.SRINIVASULU	TTI	SLP	9121271574
3	B.SRINIVASA RAO	TTI	SLP	9121271438
4	K.V.DHAR	CTI	SLP	9121271820
5	K.SUDEEP KUMAR	TTI	SLP	9121271677
6	SD.MOKHTAR	TTI	SLP	9121271669
7	A.GOPALA KRISHNA	CTI	COR	9121271763
8	K.SRIDHAR	TTI	SLP	9346004550

BZA Station (16 trains)

Sri.K.CHANDRA MOHAN, CTI/G/BZA (9701373974) has to prepare a list in consultation with CTI/COR, SLP and Station/BZA for nominating staff at BZA station.

SUMMARY

SL	STATION	TC staff Nominated	In addition, Commercial staff available at stations can be utilised by the respective CCIs/In-charges
1	RH/VSKP	1	
2	AKP	13	
3	YLM	7	
4	NRP	6	
5	TUNI	5	
6	ANV	6	
7	PAP	6	
8	SLO	10	
9	APT	8	
10	RJY	29	
11	NDD	8	
12	TDD	8	
13	EE	13	
14	OGL	29	
15	NLR	19	
16	GDR	10	
17	KCC	5	
18	KI	6	
19	RYP	6	
20	GDR-SLP	8	
TOTAL		202	