



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/Sr DCM Office/OOs/Vol.I

Dt.27.06.2023


Office Order No. 03/2023

Sub: Changes in the postings & subject allotments of Ministerial staff. & Inspectors.
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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 should be dealt by that Section / Individual.
3. The concerned dealers shall furnish the required information / data to their respective in-charges to appraise H.Qrs from time to time and also for all kinds of review meetings. Section in-charges should attend the review meetings whenever called for.
4. All the staff are advised to use E-Office extensively for all subjects except in cases where it is restricted.
5. The handing over and taking over of subject files should take place in a proper way clearly indicating the current status of pending issues. The respective Section in-charges should witness the handing over. All concerned E-files will be transferred to the new incumbent by Sri. N.Rajesh, TTI/IT Cell.
6. The respective section in-charges have to arrange seating of the staff in their section at one place strictly to ensure smooth functioning of the work in section.
7. The staff should not move the Personal Computers from their present places to their new posting places. Staff should utilize the PCs on as is where basis.

Encl: Subject allotments in 05 sheets.


27/6/23
(V.RAMBABU)
Sr. Divisional Commercial Manager
S. C. Railway, Vijayawada.

Copy to All the Staff of Sr.DCM's Office to note & act accordingly.
Copy to All Commercial Officers for information.

o/c

Sr.DCM's Office / BZA - Work Allotment Office Order No. 03 of 2023, dated 27/06/2023

Section	SNo	Name of the In-charge/ Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector
All Sections of SrDCM Office	1	R. Sasikala (9701373967)	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; Management & Assignment of duties to the erstwhile Group - D staff working in Office as per exigencies;	-
				Monitoring of all kinds of Pending References, especially with regard to representations of MP/MLAs and DO letters of PHODs / HODs.	-
				Preparation of Annual Report for assesment of GMs Efficiency shield	-
				Monitoring of Parliament Questions;Maintenance of Office Imprest Cash;Issuing of Privilege / Duty passes to the Office Staff;	-
				Part-I and Part-II Audit paras, Special letters , TIA reports	KVSG Naga Lakshmi, CCI P Siva Prasad, SCI
				Accounting & Maintenance of all kinds of Office equipment, tools furniture etc., ;	Ch.Pradeep Chandra, SCI
				Implementation and Progress of E-Office working; All IT related matters for Computerization of Office working. (other than repairs).	N.Rajesh, TTI/IT Cell
Commercial Review Meetings / Video Conferences;	-				
Catering section	2	D.Stalin Babu (9966228424)	Ch.OS	In-Charge of the Section;	Sk.Subhani, CCI
				All policy matters of Catering section subjects	
				Ensuring submissions of periodical and other reports to H.qrs office by respective dealers	
				All matters pertaining to major (static & mobili) of the division & Minor Catering units (GMUs & SMUs) of BZA division	
				Special Catering arrangementsduring VIP and Higher Officials visits, Meetings etc	
	All matters related to speacil drives of all kinds				
3	B.T.Narayana	OS	All matters pertaining to Special Minor Catering Units (SMUs) of entire division except BZA station, WVMs & SAVMs		
4	K.Agnesh	OS	All matters pertaining to General Minor Catering Units (GMUs) of entire division except BZA station.		
5	B.Venkata Rao	OS	All matters pertaining to Multi purpose stalls and Milk stalls of entire division		

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Section	SNo	Name of the In-charge/ Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector
Contracts-I section	6	K.George Victor	Ch.OS	In-Charge of the Section; All policy matters of Contracts section-I subjects Ensuring submissions of periodical and other reports to H.qrs office by respective dealers	A R K Prasad, CCI D.Praveen Kumar, SCI D.Satish kumar, SCI
	7	N.Madhuri	Sr.Clerk	All matters related to NFR and Innovative ideas and Initiates under 'Other NFR & NINFRIS, One station one product scheme, All matters related to Battery operated Vehicles for the use of Old & Sick passengers.	D.Praveen Kumar, SCI
	8	P.Subba Rao	OS	All matters related to Parking stands	D.Satish kumar, SCI
	9	G.Karthika	OS	To assists Sri.P.Subba Rao, OS	
	10	K.Gowri Varalakshmi	OS	All matters related to Parcels-Leased and Non-leased, Submission of Parcel MCDO, traffic particulars & Statistics periodically to H.Qrs and review meetings, conducting of Marketing & pre bid meetings etc., Parcels auctions including obsolete Time Tables; All correspondence related to Railway Mail Service & Allotment of space for Post offices in stations	A.R.K.Prasad, CCI
Contracts-II section	11	S.Sujatha	Ch.OS	In-charge of Contract Section II; All matters related to Retiring Rooms; including Executive lounges operated by IRCTC All matters related to Cloak Rooms;Pay & Use Toilets and Pre-paid Waiting Halls;	D.Satish kumar, SCI
				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, obsolation of currency of expired time tables and clearance of Outstandings on time table account.	-
	12	Abzul Sultana	Jr.Clerk	All matters related to Cabs All matters related to Book Stalls Child Helpline centres Emergency First Aid Medical Centres	D.Satish kumar, SCI
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Freight section	13	S.Trivikrama Rao	OS	In-charge of Goods Section;		
				Out Standings of Goods & Coaching and other allied matters, Credit notes, Service Tax & GST	A R K Prasad, CCI	
				Claims Correspondence- Claims prevention of both Passenger and Goods cases; Safety, accident bills, Staffe cost bills etc.,	V Rajasekhar, CCI	
				Policy matters regarding Freight Terminals, Goods Sheds, TEUs, Govt. & Private sidings.		
				All matters related to New Streams of traffic, BDU activities and freight marketing; Implementation of incentive schemes and processing,	P Siva Prasad, SCI	
				Development of Goods Sheds & GCTs .	P Pawan Kumar, SCI	
Freight section	14	G.Mohan Rao	OS	M& DG reports, Stacking permissions; Commercial Plots and Land Leasing	V Rajasekhar, CCI	
				Correspondence related to Weigh Bridges		
				Goods statistics, Periodical reports & Freight data	K.V.S.B.Srinivas, CCI	
				FOIS, TMS related works		
				Issue of Commercial circulars from the Divisional level	K.V.S.G.Nagalakshmi, CCI	
Freight section	15	Vyshnavi	Jr. Clerk	Waiver cases of Demmorage and Wharfage charges of sidings & Goods sheds	K.V.S.B.Srinivas, CCI	
				Un connected wagons; Open assessment deliveries; Auctions related to Goods; Granting of re-booking and diversion permissions; Labour sanctions for transhipments.	V Rajasekhar, CCI	
General section	16	A.Sujatha	Ch.OS	In-Charge of the General Section;	-	
				Implementation of Official language (DOLIC)	-	
				All safety related matters including weekly safety material from Sr DSO Office; Disaster Management, train accidents, Special trains during accidents and natural calamities, payment of exgratia & compensation to accident victims; Shrouds, special reports towardds incidents / accidents;	V Rajasekhar, CCI	
				Compliance to all kinds of inspection Reports other than Vigilance Inspections and including Cleanliness and Safety subjects	A.Kotesh Kumar, CCI	
	General section	17	Ch.Vivekavardhini	Ch.OS	Circulation of PCCM Circulars and updation of same in BZA.Com application	N.Rajesh, TTI
					All matters related to Fairs & Festivals including Puskhkarams,	KVSG Naga Lakshmi, CCI A Kotesh Kumar, CCI P Pawan Kumar, SCI Ch Pradeep Chnadra, SCI
					All matters pertainign to Licensed Porters	MKV Jagan, CTI
					All matters related to Tourism & Tourism counters, Durga temple counter, Setting up of Reception counters etc	-
General section	18	Sd.Beharunnisa	OS	Film shootings permitted by CPRO/SC, All matters related to cleaning activities including special cleaning drives.	-	
				Inward and Outward dispatch	-	

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Passenger section	19	G.Venugopala Krishna	Ch.OS	In-Charge of the Section;	-
				Imprest cash of Stations including imprest for postal stamps in parcel offices	-
				Halt contracts; JTBS; RTSAs; All matters related to STBAa & YTSKs. & Appointment of facilitators to ATVMs and all related matters regarding their provision and working.	KVSG Naga Lakshmi, CCI
				Remittance/ Pick up of Cash at Railway stations including SBI CMS cash pick up	
	20	Ch.Varaprasad	OS	Representations of MPs/MLAs/MLCs, Passenger Associations, Chamber of Commerce etc., All matters related to Consultative Committee Meeting including DRUCC & ZRUCC & SCC	P Pawan Kumar, SCI
				Passenger amenities, Works Programme and MP Lads; CSR Initiatives,IRFA debits; Functioning of General booking offices, Reservation offices, Enquiry offices/counters, PRS/UTS matters, Proposals for Introduction of New Train Services, stoppages, extensions, augmentation etc., Working in EQ section during peak hours and week ends.	
	21	Ch.Bhanu kiran	Sr.Clerk	Theft of Railway Cash; Withdrawal of money from Station earnings; Annual Report on uneconomical branch lines; Verification of LTC claims; Special Trains and FTR; Opening and closing of Railway lines	KVSG Naga Lakshmi, CCI
				Circular Tour Tickets, Coaching Refunds, General / Market Vendor & Low value Season Tickets etc. Group reservations, Change of name of passengers	
				Working failures and related matters of IVRS, NTES, POET, TIB, CIB, Touch screens, equipment port etc, proliferation of UTS Mobile App. Processing of Recalled indents for Ticket Stock of UTS, PRS & IPPRS.	
				Loss of Money value books, Ticket rolls, EFTs & Passes, Frauds on PCTs, BPTs, PRS/UTS/SPTMs/Ticket rolls & EFTs;	KVSG Naga Lakshmi, CCI MKV Jagan, CTI
	22	A.Praveen	Jr.Clerk	All matters related to Commercial Statistics - Gross Earning statements - Targets - Periodical submission of Statistical reports.	KVSB Srinivas, CCI
				MCDOs to DRM & PCCM & Submission of monthly KPI to General branch,	
Courier movement-Collection and submission of vouchers, Returns and Balance Sheets etc,					
Assistance to ChOS in handling contracts relating to Passenger Section				KVSG Naga Lakshmi, CCI	

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Stores	23	M.Balajoji	Ch.OS	In-Charge of the Section; Commercial Budget; Budget certification on expenditure bills with the assistance of Sri.P.Venkata Rao, JC; All Expenditure Contracts of Commercial Department including outsourcing of Rest Houses, Enquiries, Vehicles etc., and Parcel handling contract including Battery Operated Trucks;	- Ch Pradeep Chandra, SCI P Siva Prasad, SCI
	24	E. Malleswara Rao	OS	Drawing and issuing of Money Value Books, Ticket Stock, Stationary items, and CP materials; Drawing/Condemnation of Linen items and correspondence on Stock sheets issued by Stock verifiers and Provision of Flexi Boards. Processing for Recalled Indents of defective/unused Money Value books supplied from this office.	Ch Pradeep Chandra, SCI
	25	N.Kondala Rao	OS	Issuing of Sports and Cultural concessions; Issuing of Student concession books to Educational Institutions.	
	26	V.V.Raghavulu	Sr Clerk	Correspondence of Condemnation(other than Linen), Procurement of Computers and related items, Repairs to the Computer systems and other electronic equipment of the office.	
	27	M.Akhila	Sr Clerk	Hiring of vehicles for special occasions and arranging payments for the vehicles hired.	A Kotesk Kumar, CCI
	28	P.Venkata Rao	Jr.Clerk	All matters related to issue of identity cards to Divyangans; Any work entrusted by in-charge. Procurement and distribution of Non-stocked and T&P items; AMC Contracts; Assistance to ChOS/Stores in Budget Certification. Assisst in issues related to issue of ID Cards for Divyangjan	Ch Pradeep Chandra, SCI
Legal section	29	K.Lingeswara Rao	Ch.OS	In-Charge of the Section; All kinds of Court Cases;All cases of Consumer forums and All Cases of Arbitratons; All cases of RCT Inspection Notes of Vigilance Officers and All kinds of DAR cases except Non - Vigilance Minor;	- A.Kotesk Kumar, CCI
	30	B.Dhanalakshmi	OS	All cases of Non-Vigilance Minor. All RTI references.	A.Kotesk Kumar, CCI
	31	N.Indrani	Ch.OS	Incharge of the Section. All Establishment matters related to Commercial, Ticket checking, ECRCs and Catering Cadres.	A.Kotesk Kumar, CCI
Human Resources section	32	Y Sujatha	OS	TA / OTA bills pertaining to the staff of all Cadres. All matters related to monitoing the performane and working of ticket checking and ticket checking Lobby; Rest Room facilities of ticket checking staff All matters pertaining to BSNL & CUG phones and passing of bills All matters pertaining to Railway Magistrate Courts	MKV Jagan, CTI. - MKV Jagan, CTI
	33	Sk.Afreen	Jr.Clerk	All kinds of staff training & Refresher courses,, Staff Settlement cases; PNM and PREM Processing of transfer applications/ cases of IRRT/IDRT/IRMT of Commercial department in 'Transfer Module' of HRMS. All matters pertaining to issue of privilege passes for the staff in Sr.DCM Office.	A.Kotesk Kumar, CCI