



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.

B/C.19/Staff/Sr. DCM Office/OOs/Vol-I

Dt. 29.04.2024


Office Order No: 02 /2024

Sub: Allotment of subjects & Changes in the postings of Ministerial Staff.

In Supersession of the Office Orders earlier issued with regard to the work allotment of the staff in Sr.DCM/O/BZA, the revised allotment of the subjects to the staff of this office is given in the enclosed statement. This order comes into force with immediate effect. The subjects detailed in the annexure are only indicative but not exhaustive.

Encl: One Statement in 04 (Four) pages.

Copy to all Commercial Officers for information
Copy to all Section In-charges & Individual staff of Sr. DCM/O/BZA
Copy to all Commercial Inspectors for information


यरिष्ठ मंडल वाणिज्य अधिकारी
Sr. Divisional Commercial Manager
दक्षिण मध्य रेलवे, विजयवाडा
S. C. Railway, VIJAYAWADA

Allocation of Duties to Commercial Inspectors and Ministerial Staff of SrDCM Office - Issued on 30-04-2024							
Section	S.No	Name of the In-charge/ Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector		
All Sections of SrDCM Office	1	K.George Victor (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 and 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			
				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;			
Human Resources section	2	Y Sujatha	OS	TA / OTA bills pertaining to the staff of all Cadres.		MKV Jagan, CTI	
				All matters related to Functional & Performane and working of ticket checking staff and work related to ticket checking Lobby; Rest Room facilities of ticket checking staff.			
	3	O Ramesh Kiran	Jr.Clerk	All matters pertaining to BSNL & CUG phones and passing of bills		A.Kotesh Kumar, CCI	
				All matters pertaining to Railway Magistrate Courts			
				'Cash imprest of TTE's Rest houses at VSKP, CCT, NS, BZA & GDR.			
				All kinds of staff training & Refresher courses			
	Catering section	4	D.Stalin Babu (9966228424)	Ch.OS	Staff Settlement cases; PNMs and PREM		Sk.Subhani, CCI
					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.							
All establishment matters related to Commercial, Ticket checking, ECRC& Catering staff							
In-Charge of the Section;							
All policy matters of Catering section subjects							
Ensuring submissions of periodical and other reports to H.qrs office by respecive dealers							
5	B.T.Narayana	OS	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 specail drives of all kinds				
6	K.Agnesh	OS	All matters pertaining to Special Minor Catering Units (SMUs) of entire division except BZA station, WVMs & SAVMs				
			All matters pertaining to General Minor Catering Units (GMUs) of entire division except BZA station.				
7	B.Venkata Rao	OS	All matters pertaining to Multi purpose stalls and Milk stalls of entire division				

वरिष्ठ मंडल अणिज्य प्रबंधक
Sr. Divisional Commercial Manager
दक्षिण मंडल
S. C. Railwa,
नयवाडा
WADA

Section	S.No	Name of the In-charge/ Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector
Contracts-I section	8	A.Sujatha	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
	9	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
	10	P.Subba Rao	OS	All matters related to Parking stands	D.Satish kumar, SCI
	11	G.Karthika	OS	To assists Sri.P.Subba Rao, OS	
	12	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	13	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; 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 of expired time tables and clearance of Outstandings on time table account.	D.Satish kumar, SCI
	14	Abzul Sultana	Sr.Clerk	All matters related to Cabs, All matters related to Book Stalls, Child Helpline centres Emergency First Aid Medical Centres	D.Satish kumar, SCI
Freight section	15	S.Trivikrama Rao	OS	In-charge of Goods Section; Out Standings of Goods & Coaching and other allied matters, Credit notes, Service Tax & GST Claims Correspondence- Claims prevention of both Passenger and Goods cases; Safety, accident bills, Staff cost bills etc., Policy matters regarding Freight Terminals, Goods Sheds, TEUs, Govt. & Private sidings.	A R K Prasad, CCI V Rajasekhar, CCI
				All matters related to New Streams of traffic, BDU activities and freight marketing; Implementation of incentive schemes and processing, Development of Goods Sheds & GCTs	P Siva Prasad, SCI P Pawan Kumar, SCI
				M& DG reports, Stacking permissions; Commercial Plots and Land Leasing TAMS i.e. Traffic Accounts Management system which includes Coaching & Goods Balance sheets and its related subjects' . is the co-ordinating Inspector in dealing with the subject of TAMS.	V Rajasekhar, CCI Sri.A.R.K.Prasad, CCI
				Correspondence related to Weigh Bridges Goods statistics, Periodical reports & Freight data	
	16	G.Mohan Rao	OS	FOIS, TMS related works, Issue of Commercial circulars from the Divisional level Waiver cases of Demurrage and Wharfage charges of sidings & Goods sheds	K.V.S.B.Srinivas, CCI K.V.S.B.Srinivas, CCI
				17	D Vyshnavi


वरिष्ठ विंडल वॉरिन्स प्रबंधक
Divisional Commercial Manager
 विद्युत् मध्य रेलवे, विजयवाडा
 Railway, VIJAYAWADA

Section	S.No	Name of the In-charge/ Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector
General section	18	N Indrani	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 towards 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
				Circulation of PCCM Circulars and updation of same in BZA.Com application	N.Rajesh, TTI
	19	Ch.Vivekavardhini	Ch.OS	All matters related to Fairs & Festivals including Puskhkarams,	KVSG Naga Lakshmi, CCI A Kotesh Kumar, CCI P Pawan Kumar, SCI, Ch Pradeeop 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					
			Film shootings permitted by CPRO/SC, All matters related to cleaning activities including special cleaning drives.		
20	Sd.Beharunnisa	OS	Inward and Outward dispatch		
21	B Hari Krishna	Jr.Clerk	To assist Smt.N.Indrani, Ch.OS, In-charge/General section		
Passenger section	22	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.	
				Remittance/ Pick up of Cash at Railway stations including SBI CMS cash pick up	KVSG Naga Lakshmi, CCI
	23	Sk Afreen	Jr Clerk	To assist In-charge/Passenger section Sri.G.Venugopala Krishna	
24	Ch.Varaprasad	OS	Releasing of reservation berths through 'Emergency Quota'.		
25	M.Pakeeramma	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	-	
			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. Indenting for Ticket rolls 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	

वरिष्ठ मंडल वाणिज्य प्रबंधक
 Sr. Divisional Commercial Manager
 दक्षिण मध्य रेलवे, विजयवाडा
 S. C. Railway, VIJAYAWADA

Section	S.No	Name of the In-charge/ Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector
Passenger section	26	Ch.Bhanu Kiran	Sr Clerk	Representations of MPs/MLAs/MLCs, Passenger Associations, Chamber of Commerce etc. All matters related to Consultative Committee Meetings including DRUCC & ZRUCC & SCC.	P.Pawan Kumar, SCI
				Passenger amenities, Works Programme and MP Lads; CSR Initiatives,IRFA debits;	
	27	A.Praveen	Sr.Clerk	Functioning of General booking offices, Reservation offices, Enquiry offices/counters, PRS/UTS matters, Proposals for Introduction of New Train Services, stoppages, extensions, augmentation etc., Appointment of facilitators to ATVMs and all related matters regarding their provision and working.	KVSG Naga Lakshmi, CCI
				All matters related to Commercial Statistics - Gross Earning statements - Targets - Periodical submission of Statistical reports.	
28	P.Venkata Rao	Sr.Clerk	MCDOs to DRM & PCCM & Submission of monthly KPI to General branch,	KVSG Naga Lakshmi, CCI	
			Courier movement-Collection and submission of vouchers, Returns and Balance Sheets etc, Assistance to Ch.OS in handling contracts related to passenger section.		
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 Arbitrators; All cases of RCT	-
	30	B.Dhanalakshmi	OS	All types of Vigilance as well as Non-Vigilance cases, Inspection Notes of Vigilance Officers	A.Kotesh Kumar, CCI
	31	Ch.Suresh Babu	Jr.Clerk	Dealing of RTI cases and to assist Ch.OS/Legal cell.	-
Stores	32	M.Balajoji	Ch.OS	In-Charge of the section Commercial Budget; Budget certification on expenditure bills with the assistance of Sri.K.Kiran Kumar, JC;	Ch Pradeep Chandra, SCI
				All Expenditure Contracts of Commercial Department including outsourcing of Rest Houses, Enquiries, Vehicles etc., and Parcel handling contract including Battery Operated Trucks;	
	33	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 Processing of Recalled Indents of defective/unused money value books supplied from this office.	Ch Pradeep Chandra, SCI
	34	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 and Procurement and distribution of Non-Stocked items and T&P items, AMC .Contracts	
	35	M Akhila	Sr Clerk	All matters related to issue of identity cards to Divyangans including Printing and dispatch of PH ID Cards.; Issuing of Sports and Cultural concessions; Issuing of Student concession books to Educational Institutions. Any work entrusted by in-charge.	
	36	P.Rambabu	Jr.Clerk	He has to assist Smt. M Akhila, Sr.Clerk in dealing with all types of Concessions & PH ID cards and Issuing of Sports, Cultural concessions and Issuing of Student concession books to Educational Institutions.	
37	K.Kiran kumar	Jr.Clerk	Provision of Flexi Boards, Hiring of vehicles for special occasions and arranging payments for the vehicles hired and also to assist Ch.OS/Stores in dealing with Tenders and Budget and submission of bill through I-Pass, preparation of J.Vs etc.		

वरिष्ठ मंडल वाणिज्य प्रबंधक
 Sr. Divisional Commercial Manager
 दक्षिण मध्य रेल्वी विजयवाडा
 S. C. Railway, VIJAYAWADA