



**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. 14/02/2023.


Office Order No: 01 /2023.

Sub: Allotment of subjects among the Office staff.

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In supersession of Office Order No. 06/2022 dated 28/12/2022 issued on the subject matter, the revised allotment of 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 indicate but not exhaustive.

Encl: One statement in 10 (Ten) pages.


(V. Rambabu)
Sr. DCM/BZA

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

Copy to All Commercial Officers for information please.

Allotment of Subjects to the Ministerial Staff and Inspectors of Sr.DCM/O/BZA

Section	Name of the In-charge / Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector	Desg.
All Sections of the Office	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;	-	-
			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.,	KVSG Naga Lakshmi & P. Siva Prasad	CCIs
			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;		
All IT related matters for Computerization of Office working (other than repairs).					





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Section	Name of the In-charge / Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector	Desg.
Catering	D. Stalin Babu (9966228424)	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.Qrs office by respective dealers;		
			All matters pertaining to Major (Static & Mobile) of the Division & Minor Catering Units (GMUs & SMUs) of BZA Station ;		
			Special Catering arrangements during VIP and Higher Officials visits, Meetings etc.,		
	All matters related to Special drives of all kinds.				
B. T. Narayana	OS	All matters pertaining to Special Minor Catering Units (SMUs) of entire Division except BZA Station; WVMs & SAVMs.			
K. Agnesh	OS	All matters pertaining to General Minor Catering Units (GMUs) of entire Division except BZA Station.			
B. Venkata Rao	OS	All matters pertaining to Multi Purpose Stalls and Milk Stalls of entire Division.			
Contracts - I	K. George Victor	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 respective dealers.	-	-





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Section	Name of the In-charge / Dealing Staff	Desg.	Subjects Allotted	Name of the Coordinating Inspector	Desg.
Contracts - I (Contd.,)	N. Madhuri	Sr.Clerk	All matters related to NFR and new innovative ideas and initiatives under 'Other NFR' & 'NINFRIS', One Station One Product Scheme.	D Praveen Kumar	SCI
	P.Subba Rao	OS	All matters related to Parking stands.	D Satish Kumar	SCI
	K. Gowri Varalakshmi	OS	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.		
	G. Karthika	OS	To assist Sri. P. Subba Rao in Parking contracts subject.		
Contracts - II	S. Sujatha (970554792)	Ch.OS	In-charge of Contract Section II;	-	-
			All matters related to Retiring Rooms including 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;		
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.	-	-			
Allotment of space for Post Offices in stations.	-	-			




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Contracts - II (Contd.,)	Abzul Sultana	OS	All matters related to permissions for parking of CABs;	D Satish Kumar	SCI
			All matters related to Book Stalls;	-	-
			Child Help line Centres.	-	-
Freight	S. Trivikrama Rao	OS	In-charge of Goods Section;	-	-
			Out Standings subject of both Goods & Coaching and other allied matters, Credit notes; Service Tax - GST;	A. R. K. Prasad	CCI
			Auctions related to Goods consignments;	P. Siva Prasad	CCI
			Claims Correspondence - Claims prevention of both Passenger and Goods cases; Safety, accident bills, Staff cost bills etc.,		
			Un connected wagons; Open assessment deliveries, auctions related to Goods, granting of re-booking and diversion permissions;		
			Labour sanctions for transhipments.	P. Siva Prasad	CCI
			Policy matters regarding Freight Terminals, Goods sheds, TEUs, Govt. & Private Sidings, M&D Reports;		
			Implementation of incentive schemes and processing;		
Commercial Plots, land leasing and stacking permissions;					




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Freight	G.Mohan Rao	OS	Correspondence related to Weigh bridges;	P. Siva Prasad	CCI
			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. Naga Lakshmi	CCI
			Waiver cases of Demmorage and Wharfage charges of sidings & Goods Sheds.	K. V. S. B. Srinivas	CCI
General	A. Sujatha (9949089538)	Ch.OS	In-Charge of the Section;	-	-
			Implementation of Official language;	-	-
			All safety related matters including weekly safety material from Sr.DSO Office;	P. Siva Prasad	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;	P. Siva Prasad	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	CCI
			Circulation of PCCM Circulars and updation of same in BZA.COM application.	K. V. Subba Rao	RS-II
	Sd. Beharunnisa	OS	All kinds of Inward & outward dispatch.	-	-





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Human Resources	N. Indrani (6305595334)	Ch.OS	In-Charge of the Section;	A. Kotesch Kumar	CCI
			All Establishment matters related to Commercial, Ticketchecking, ECRCs and Catering Cadres;		
			PNMs and PREM.		
	Sk. Afreen	J.Clerk	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.			
Legal Cell	K. Lingeswara Rao (9440878976)	Ch.OS	In-Charge of the Section;	-	-
			All kinds of Court Cases;	-	-
			All cases of Consumer forums;	-	-
			All Cases of Arbitratons;	-	-
			All Cases of RCT;	-	-
			Inspection Notes of Vigilance Officers;	-	-
			All kinds of DAR cases except Non - Vigilance Minor.	A. Kotesch Kumar	CCI
	B. Dhana Lakshmi	OS	All cases of Non-Vigilance Minor;	A. Kotesch Kumar	CCI
			All RTI references.	-	-




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Passenger	G. Venugopala Krishna (9700034130)	Ch.OS	In-Charge of the Section;	-	-
			Imprest Cash of Stations including imprest for postal stamps in parcel offices;	-	-
			Halt contracts; JTBS; RTSAs;	K. V. S. G. 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	CCI
			Theft of Railway Cash;	K. V. S. G. Naga Lakshmi	CCI
			Withdrawal of money from Station earnings;		
			Remittance of Cash at Railway stations;		
	Preparation of Annuual Report for assessment of GM's Efficiency shiled.	-	-		
	Ch. Vara Prasad	OS	Representatations 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;			K. V. S. G. Nagalakshmi	CCI	




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Passenger (Contd.,)	Ch. Vara Prasad	OS	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;		
			Special trains, FTR;		
			Opening / Closing of Railway lines;		
			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.		
	M. Pakeeramma	Sr.Clerk	Loss of Money Value Books, Ticket rolls, EFTs & Passes;	K. V. S. G. Naga Lakshmi & M K V Jagan	CCI & CTI
Frauds on PCTs, BPTs, PRS/SPTM/ticket rolls, EFTs;					
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;			-	-	
Emergency First Aid Medical Centres.			-	-	





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Passenger (Contd.,)	M. Pakeeramma	Sr.Clerk	Monitoring the performance of all Ticket Checking Staff;	M. K. V. Jagan	CTI
			All matters related to Working of Ticket Checking;		
			All matters pertaining to Ticket Checking Lobby.		
	A. Praveen	Jr. Clerk	All matters related to Commercial Statistics;	K V S B 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 Naga Lakshmi, A Kotesh Kumar, P. Pavan	CCIs & SCI
			Film Shootings permitted by CPRO/SC;	-	-
			Permissions to setting up of Reception Counters;	-	-
			All matters related to Licensed porters;	M K V Jagan	CTI
			All matters related to cleaning activities including special cleaning drives.	D Satish Kumar	SCI
Rest Room facilities of Ticket Checking Staff;			M K V Jagan	CTI	
All matters related to Rly. Magistrate Courts:					
Stores	Ch. Viveka Vardhini (9701373966)	Ch.OS	In-Charge of the Section;	P. Pavan Kumar	SCI
			All matters related to issue of Identity Cards to Divyangans;		
			Provision of Flexi Boards;		
			Correspondence of Condemnation.		





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Stores (Contd,)	M. Bala Joji	OS	Procurement of Computers & their items; Repairs to the Computer systems and other electronic equipment of the Office;	P. Pavan Kumar	SCI
			All matters related to Budget with the assistance of Sri. P. Venkata Rao JC/Stores;		
			All expenditure contracts of Commercial Department including outsourcing of Rest Houses, Enquiries, Vehicles etc. and Parcel handling contracts;		
	E. Malleswara Rao	OS	Linen items; Drawing and issuing of Money Value Books, Stationary items and CP materials; Correspondence on Stock sheets issued by Stock verifiers;		
	N. Kondala Rao	Sr.Clerk	Issuing of Sports and Cultural concessions; Issuing of Student concession books to Educational Institutions and assistance in issuing Identity Cards to Divyangans.		
	P Venkata Rao	Jr Clerk	AMC Contracts; Out Sourcing of Battery operated trucks for parcels;		
			Procurement and distribution of Non-stocked & T&P Items;		
			Assistance to OS / Budget;		
		Hiring of Vehicles for special occasions and arranging payments of for the Vehicles hired.	A. Kotesch Kumar	CCI	




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