

Duty List of CMI's/ SUPERVISORS/ COS/ OS/ Sr.Clerk/ Jr.Clerk

	COMMERCIAL ACTIVITIES:	Name of staff (Sh./Smt./Km.)	Designation.
General Administration Cell:-			
1	In-charge of Commercial Branch, All establishment related work of staff, PQ related works, VIPs/MPs references & their monitoring, Navratri Mela, Magh Mela, Kumbh Mela etc.	Shudhanshu Kumar Srivastava	COS/Admin.
2		Hari Baksh	Sr. Clerk
3		Nisha	Sr. Clerk
4	Railway Quarters, Rajbhasa, Commercial clearance of retired staff.	Mamtesh Srivastava	OS/Rajbhasa
5	All work related to inspection's (Officer/CMI/Supervisor/TIA, safety inspection, Passenger amenities insp. and any other inspection, except SIG inspection), Meeting/Conference notes.	Dinesh Kumar Pandey	Clerk/Inspection
6	All work related to typing, Fax, PQ related works and assist to Ch. OS	Anita Pal	Steno
7		D.P. Yadav	Sr. Typist
8		Ankita Singh	Kh./Type
9	All types of DAK receipt & dispatch of official letters, all kinds of leave arrangement, absentee & noting of staffs, Biometric attendance.	Pankaj Goswami	OS / Dak
10		Sunil Kumar	Sr. Clerk/Dak

1	All work related to Departmental D&AR cases, General Imprest, Hospitality Imprest & Vehicle Imprest, Awards, monitor work related to ACRs and all works related to Sr. DCM cell.	Y. N. Mishra	CMI/Confid. & General
2		Anu Bala	Sr.Clerk

MPP & GOODS/TMS CELL:-			
1	All work related to Man Power Planning and also assist all divisional Goods working and will co-ordinate in disposal of Goods related work, In-charge/Coordinator of all establishment related work of CMIs/Station staff of Commercial branch,.	Rahul Dubey	CMI/MPP
2	All divisional Goods working and will co-ordinate in disposal of Goods related work.	S.S. Ahmad	CMI/Goods (Re-engaged)
3	All Goods work, Re-weighment, Weighbridge & Overloading and all relevant statements & MCDO, Amenities & Facilities in Goods shed, Re-addressal of merchant's problem, Cost of staff, , Marketing activities, Goods policy matters, FIS, Goods shed working hours, Siding agreements, Goods irregularities,	Anil Kumar	OS/ Goods
5	Stacking permission, Re-booking & Diversion, Monitoring of submission of On Line Goods balance sheet, All divisional TMS working and will co-ordinate in disposal of TMS related work, GST works related to Goods, Twitter.	V. V. Prasad	CMI/TMS
6	All related work & policy of Demurrage & Wharfage, Classification of Goods shed, Pay order of Demurrage & Wharfage cases.	Manoj Kumar Srivastava	OS/D&W & TMS
		D P Yadav	Ch. Typist

Stores & Coaching Cell:-			
1	PRS and related work, Mela, Ex-gratia payment and related work and monitor stores related work.	Sanjay Melhotra	CMI/PRS, Mela & Stores
2	All work related to Store- stock & non-stock items, Uniforms, Procurement / Condemnation / maintenance of PC, Printer, UPS & Furniture, All stationary & forms for all commercial station /offices, Cases of Tools & Plants, Block stock register and its maintenance, Hiring / Servicing/ Repairing/ Condemnation of Commercial vehicles, Budget, All types of Passes.	Vinay Kulshreshtha	OS/ Store
3	UTS, Reservation, Enquiry, NTES, ATVM (Procurement & Codemn. of all equipment), AMC, Booking & Reservation irregularities, Demand of coaches for party, Party Booking.	Rajneesh Tripathi	Sr. Clerk/ Coaching
4	Halt, Flag station, CBA, Imprest & related policy of UTS/PRS of stations, All work related to TMS (Policy, Imprest, Indents, Procurement, Condemnation, AMC etc.).	Raj Mohan	OS/Coaching
5	All work related to JTBS, STBS & YTSK.	K. Y. Narain	CCC/PRYJ

Catering Cell:-			
1	Court and legal matters related to catering, IRCTC cases, Contractual catering & vending units including their irregularities, Tender work of catering, Miscellaneous catering work, MPS.	Arun Chandra Pandey	CMI/ Catering
2		Kamlesh Kumar	CMI/Catering
3	MCDO, Book Stall, Sales Assessment, Deposit of License Fees & Fines, Tender work of catering, Departmental catering related matter including their irregularities, GST related work to catering, WVM.	Pankaj Pandey	Sr.Clerk/Catering
4		Ajay Kumar Gond	TE/PRYJ
5	PAD items related works, Purchasing through local purchase committee for departmental catering units, Tender for short listing items, Railway Board & Twitter complaints, Catering drives & Inspection of contractual units, Platform Permit, Catering	Vivek Kumar	Sr. CI/PRYJ

Ticket Checking Cell:-			
1	Monitoring of ticket checking work.	Uttam Kumar	CIT
2	Ticket checking, Fraud & irregularities of ticket checking staffs & Coach Attendants, Captaincy report, error sheet, Loss of EFT cases, Census and all other works related to Ticket Checking, Ticket checking vehicle tenders, TA related to all cadres (more than 15 days) & related work, Touts & Frauds activities, GST related work of ticket checking.	Shiv Ji Mishra	OS/TC
3	All types of ticket checking earning statement & DMR, Low earning of ticket checking & related matter.	Bikesh Kr. Singh	STE

Passenger Amenities & Meeting Cell:-			
1	All work related to Passenger Amenities (IRPSM, Justification of stoppage, Experimental stoppage, Railway Display Network, Tourism Matter, Website updation etc.) and PAC.	Anil Kumar Srivastava	CMI/PA & Meeting
2		Panna Lal	COS /PA (Re-engaged)
3	All type of meetings/conferences viz. DRUCC, ZRUCC, SCC, MP & PREM meeting etc., GM, CCM and Sr. DCM Conference, All type of video conferences, SIG Inspection, work related to Reception booth & banners.	Tanveer Ahmed	OS/Meetings
4		Sudhir Kumar Srivastava	OS/Meetings (Re-engaged)

Public Relation Cell:-			
1	Public Relations/ Press and related work.	Sharad Chauhan	Sr. CI
2	Paper cutting, Paper clipping, Media & Related work (Attached with PRO)	Sudhir Kumar	OS/PR

Tender Cell:-			
1	All work related to sanitation/NGT, Twitter, Nodal in charge of GST (Compilations of GST & other taxes etc.), Data entry operator, COMS/138. Photostat. Signage's	Manoj Kumar Sonkar	COS/ Sanitation & Tender
2	Cycle/Scooter-cum-Car Parking stand & its related court cases, Pay & Use toilet, Deluxe Pay & Use toilet, ROT & BOT.	Santosh Kumar	CMI/Tender
3		Sanjay Kumar	Sr. RDC/PRYJ

NFR & PARCEL CELL:-			
1	All work related to NFR, Parcel (Leasing of SLR) & Supervise work related to ATM.	Gyaneshwar Patel	CMI/NFR
2	All work related to NFR, ATM & Bed Roll.	R. K. Singh	OS/NFR
3	All work in Parcel & Goods related to I-Bond delivery, Open delivery, E-Payment, Commercial plot & Octrai permission, Monsoon Precaution and assist in Parcel related works.	Manju Yadav	OS/FM
4	Parcel, Parcel irregularities, Proper functioning of PMS and related work, Over-weight Parcel permission, Excise, RMS, Cloak Rooms, RMC, LPO auction, Claim Prevention & Over Carriage, Permission for outside agencies to see record etc. (Octroi permission), Weighing machine, monitor GST related work of Parcel .	Shashi Ranjan Kumar	CMI/Parcel

Public Complaint Cell:-			
1	All work related to Public complaints.	Ambrish Rai	CMI/Public Complaints
2	All work related to Public Complaints, Disposal of FIR complaints.	Rajan Sarswat	OS/ Public Complaint
3	ISD/STD/PCO Booths, Cyber Café, RPF reports, Theft cases and will assist in all works related to Public complaints.	Adil Siddiqui	OS/ Public Complaint

Outstanding & Audit Cell :			
1	Supervise all work related to outstanding, Submission of all types of statements, Re-conciliation of outstanding, TIA's & CMI's Co-ordination meeting.	Ramawtar Meena	CMI/Outstanding
2			
3	All work related to outstanding, All audit report & audit cases.	Priyaranjan Kumar	CMI/ Outstanding & Audit

Litigation Cell:			
1	All court cases and related work.	Alok Mishra	CMI/Law
		U. K. Srivastava	CMI/Law
3	Parcel court cases other works related to CMI/Law.	Uttam Kumar	OS/Law
4	All work related to Re-engagement, dealing with consumer court cases and assist CMI/Law.	R. P. Singh	COS/Law (Reengaged)

Return Cell:-			
1	All work related to Cash collection, POS, Cash-in-transit, Rail Shakti Yojna (Remittance of station cash).	Som Nath Pal	CMI/ Coaching
2		Mohd. Abid Ansari	OS/RETURN (Re-engaged)
3	Monitoring, Collection & Submission of Commercial returns & Balance sheet, Time Table, Train at a Glance, Fare Table, All work related to CUG, P&T phones, Commercial circulars etc.	Ajay Tripathi	CCC/PRYJ will work as CRDS/PRYJ

Confidential Cell :			
1	All work related to Major & Minor Charge-sheet (Vigilance), CBI and related Court cases, Inter Divisional/Zonal Transfer (D&AR) and Divisional minor D&AR cases and Sanitation/NGT related work.	Marry Milan	CMI/ Confd. & Sani
2	All work related to Coolie badge transfer, Union matters.	Anuj Shukla	OS/

Statistics Cell:-			
1	Handouts, Booklets and Presentations, Maintenance of all types of Passenger, Parcel, Goods & Other earning figures related work.	Anjney Ranjan Singh	CMI/Statistics
2		D. C. Mishra	CMI/Statistics (Re-engaged)
3		Pankaj Tiwari	STE/PRYJ

Miscellaneous CELL:-			
1	Ensuring Supply of PCTs, UTS & PRS Rolls, Stationary & M.V. Books, Disposal of obsolete tickets & Money value books, Cash Remittance through cash safe, Cash bags, Disposal of obsolete tickets & money value books etc. all works related to signage	Hari Narain Ram	CMI/Ticket & signage
2	All work related to E-Drishti Portal, Creation of IDs, Testing of various datas & work related to CRIS.	Yogesh Dhyani	CMI/IT

Miscellaneous & RCT Cell:-			
1	Examination arrangements including pilgrim Tax, Ticket notification, Hot Axle, Crane TPT, ACP/HPD, Derailment/Accidents, Crane Consignment, Special Reports, Punctuality, Disaster Management, All matters related to safety cases, Retiring Room & Unauthorized occupation of retiring room, Waiting Rooms, Gazette notification, Reply of VIP / MP references related works, Waiting Room & Waiting Room bearer & Ex-gratia payment, Nodal In charge of RCT cases.	K N Jha	
2	All work related to RCT cases.	Mast Ram Tiwari	Clerk/RCT
3		Shewtam Singh	TE/PRYJ

Concession & RTI CELL:-			
1	Monitor & Supervise all work related to Concession & RTI.	U.C. Srivastava	CRS/PRYJ
2	All work related to RTI/PIO cases.	B. P. Tiwari	COS/RTI (Re-engaged)
3	All types of concession.	Shashi Singh	HRS/PRYJ
4		Anil Kumar	Clerk/Concession