

DUTY LIST OF OFFICERS

↓ Sr. DCM-I ↓ ACM-I	↓ Sr. DCM-II ↓ ACM-II
All co-ordination matters.	
All Goods matters.	All Coaching matters (Booking & Reservation).
Sidings and Commercial Plots.	Catering, IRCTC & Book Stall.
Demurrage and Wharfage Charges.	Summer Rush / Festive Rush.
All Parcel matters.	
All matters related to ticket checking.	Sanitation, Publicity, Parking, STD / PCO, ATM & Washing etc.
All matters related to Planning, Passenger Amenities & Works programmes.	Planning related to Coaching matters.
All establishments matters including Vigilance & departmental D & AR, Transfer/Posting etc.	Coaching and Catering related Vigilance & departmental D & AR, Transfer/Posting of Catering cadre.
Co-ordination of POM, DOM, PCDO, MCDO, PREM, PNM etc.	Coaching related items of POM, DOM, PCDO, MCDO, PREM, PNM etc.
Outstanding.	Mela, Examination and related arrangements.
Goods and Parcel related accidents.	Accidents related to Coaching trains.
Rates, Parcel & FM circulars.	Coaching and Catering circulars.
Audit & Legal issues related to area of jurisdiction.	Audit & Legal issues related to area of jurisdiction.
Complaints related to area of jurisdiction.	Complaints related to area of jurisdiction.
Stores matters related to area of jurisdiction.	Stores matters related to area of jurisdiction.
Commercial Control & office / Branch functioning.	Submission of returns, Balance sheets, Cash in transit etc.
Railway Quarters.	Rajbhasa.
Media / Public Relations work.	Licensee porters.
Computer & Vehicles: - Imprest, maintenance.	Inspection report, References (RB / HQ / Division) etc. of area of jurisdiction.
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DRUCC, ZRUCC, Member of Parliament.	
Any other work assigned from time to time.	Any other work assigned from time to time.