

DUTY LIST OF OFFICERS

Sr.DCM

ACM-I	ACM-II
All Goods matters.	All Coaching matters (Booking, JTBS, YTSK, STBA, ATVMs, CBA & Reservation etc).
Sidings and Commercial Plots.	All Catering matter including IRCTC, MPS, WVM & Book Stall etc.
Demurrage and Wharfage Charges.	
All works related to Mela, Summer Rush/ Festive Rush, Examination and related arrangements.	All matters related to ticket checking.
All Parcel matters.	Sanitation, Pay & Use, NFR & Publicity, Parking, STD / PCO, ATM, Linen & Bed Roll Washing etc.
All matters related to Planning, Passenger Amenities & Works programmes, PH-53 & PH-17.	All matters related to Stores, Computer & Vehicles: Imprest, maintenance.
All establishment matters including Vigilance & departmental D & AR etc related to area of jurisdiction.	All establishment matters including Vigilance & departmental D & AR etc related to area of jurisdiction.
Co-ordination of POM, DOM, PCDO, MCDO, PREM, PNM etc.	
Outstanding, Claims, RCT.	All matters related to Audit & Legal issues.
All accidents.	All accidents.
Rates, Parcel & FM circulars.	Coaching and Catering circulars.
Complaints related to area of jurisdiction.	Complaints 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.	Outsourcing / Tenders of Twitter, Rail Madad, Photo copier machine, Data Entry operator, Signage etc. Licensee porters.
Inspection report, References (RB / HQ / Division) etc.	
DRUCC, ZRUCC, Member of Parliament.	
HRMS, Force majeure (COVID etc), APAR.	
RTI issues related to area of jurisdiction.	RTI issues related to area of jurisdiction.
Any other work assigned from time to time.	Any other work assigned from time to time.

Note: - In absence of any of the ACM, other ACM will look after the work.