

North Central Railway

Office of the,
Sr.

DCM/PRYJ

OFFICE ORDER

No.: COS/Office Staff/Order/Sep./PRYJ/2022

Date: 22.09.2022

The following works are being allotted to staff with immediate effect in supersession to all previous orders. Custodian of all files will be the concerned ministerial staff. Concerned CMIs are responsible to monitor facts and data of their cell.

SN	COMMERCIAL ACTIVITIES:	Name of staff (Sh./Smt./Km.)	Designation
General Administration Cell:-			
1	In-charge of Commercial Branch, Nodal In charge of RCT cases, All establishment related work of staff, PQ related works, Reply of VIP / MP references related works & their monitoring, Navratri Mela, Magh Mela, Kumbh Mela, Examination arrangements including pilgrim Tax, Ticket notification, All work related to PAC committee. Cost of Damage, Child Help desk, All matters related to safety cases.	Sudanshu Kumar Srivastava	COS/Admin.
2		Hari Baksh	Sr. Clerk
3		Rajesh Kumar	Jr. Clerk
4		Abhay Kumar	Sr. Clerk
5	All types of DAK receipt & dispatch of official letters, all kinds of leave arrangement, absentee & noting of staffs, Biometric attendance.	Pankaj Goswami	OS/Dak
6	All work related to sanitation/NGT, Twitter / Facebook, Nodal in charge of GST (Compilations of GST & other taxes etc.), Data entry operator, Rail Madad/138, Photostat, Signages, All work related to Re-engagement & All types of Out sourcing, Bed Roll.	Manoj Kumar Sonkar	COS/General
7		Pankaj Pandey	Sr. Clerk
8		Ajeet Kumar	Jr. Clerk
9	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/Service/Repairing/Condemnation of Commercial vehicles, Budget, All types of Passes.	Santosh Kumar	CMI/Store
10		Dinesh Kumar Pandey	Sr. Clerk/Store
11	Railway Quarters, Rajbhasa, Commercial clearance of retired staff.	Mamtesh Srivastava	OS/Rajbhasa
12	All work related to all type of inspection's (Officer/CMI/Supervisor/TIA, Passenger amenities inspection, safety inspection, Night Inspection, SIG inspection, Meeting and Conference notes etc.)	K.N. Jha	Inspection Dealer
13	All work related to Coolie badge transfer, Union matters, ISD/STD/PCO Booths, Cyber Cafe, all work related to COVID. Hot Axle, Crane TPT, ACP/HPD, Derailment/Accidents, Crane Consignment, Special Reports, Gazette notification, Ex-gratia payment, Punctuality, Disaster Management, Epidemic, Retiring Room & Unauthorized occupation of retiring room, Waiting Rooms & Waiting Room bearer.	Anuj Shukla	OS/Misc.

Sr. DCM Cell:-			
1	All work related to Man Power Planning In-charge/Coordinator of all establishment related work of CMIs/Station staff of Commercial branch.	Kamlesh Kumar	CMI/MPP
2	All work related to, Awards (MR/GM/CCM/DRM), monitor work	Y.N. Mishra	CMI/Gen.

3	related to ACRs and all works related to Sr. DCM cell, All work related to general Imprest, Hospitality Imprest & Vehicle Imprest.	Lakshmikant	STE
4	All work related to Departmental D&AR cases, Major & Minor Charge-sheet (Vigilance), CBI and related Court cases, Inter Divisional/Zonal Transfer (D&AR) and Divisional minor D&AR cases. All Sanitation related work.	Marry Milan Singh	CMI/ Confidential Vigilance & Sanitation
5		Ajay Kumar Gond	STE

GOODS/TMS CELL:-			
1	All divisional Goods working and will co-ordinate in disposal of Goods related work.	Anil Kumar Srivastava	CMI/Goods
2		Amrit Sagar Swaraj Bharti	CMI/FM
3	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.	Shri Ram Phatak	CMI/TMS
4	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, Commercial Plot.	Anil Kumar	OS/ Goods
5	All related work & policy of Demurrage & Wharfage, Classification of Goods shed, TMS (Policy, Imprest, Indents, Procurement, Condemnation, AMC etc.).	Manoj Kumar Srivastava	OS
6		Raj Mohan	OS

Coaching Cell:-			
1	PRS and related work, Creation of IDs, Testing of various data & work related to CRIS, Mela.	Sanjay Mehrotra	CMI/PRS
2		Gyaneswar Patel	CMI
3	UTS and related work, All work related to Cash collection, POS, Cash-in-transit, Rail Shakti Yojna (Remittance of station cash).	Som Nath Pal	CMI/UTS
4	All work related to JTBS, STBS & YTSK.	K. Y. Narain	CCS/PRYJ
5	Halt, Flag station, CBA, All type of Imprest of stations, MST/QST, Pay order of Demurrage & Wharfage cases, coin operated vending machines.	D P Yadav	Sr. Typist
6	UTS, Reservation & Enquiry, NTES, ATVM (Procurement & Codemn. of all equipment), AMC, Booking, Reservation & CMI'S irregularities, Demand of coaches for party, Party Booking.	Rajnish Tripathi	OS/Coaching
7	Monitoring, Collection & Submission of Commercial returns & Balance sheet, Time Table, Train at a Glance, Fare Table, All work related to Commercial Circulars, CUG & P&T phones etc.	Ajay Tripathi	CRDS/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.	Priya Ranjan	CMI/Catering
2		Sharad Chauhan	Sr. CI/PRYJ

3	committee for departmental catering units, Tender for short listing items, Railway Board & Twitter complaints, Catering drives & Inspection of contractual units, Platform Permit, Catering arrangement related to VIP movements.	Subhash Chandra	Jr. Clerk
4	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	Vivek Singh	Sr. CI

Ticket Checking Cell:-			
1	Monitoring of ticket checking work.	Diwakar Shukla	DCIT
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.	Ram Mahesh Yadav	Jr. Clerk
3	All types of ticket checking earning statement & DMR, Low earning of ticket checking & related matter.	Bikesh Singh	Dy. CIT

Planning & Meeting Cell:-			
1	All work related to Passenger Amenities (IRPSM, Justification of stoppage, Experimental stoppage, Railway Display Network, Tourism Matter etc.). All work related to Plan Head-53, 17 etc.	Rahul Dubey	CMI/Planning
2		Vivek Kumar Pandey	Sr. Clerk
3	All type of meetings/conferences/arrangements viz. DRUCC, ZRUCC, SCC, MP, PREM meeting etc., Reception booth & banners, GM, CCM and Sr. DCM Conference, All type of video conferences.	Sanjay Kumar	Sr. Clerk

Parking, Pay & Use Cell:-			
1	Cycle/Scooter-cum-Car Parking stand & its related court cases, Pay & Use toilet, Deluxe Pay & Use toilet, ROT & BOT.	Sanjay Kumar	CMI/Parking, Pay & Use
2		Sudhanshu Shekhar Mishra	OS

RTI Cell:-			
1	All work related to RTI/POI.	U.C. Srivastava	CMI/RTI

NFR CELL:-			
1	All work related to Non Fare Revenue (Commercial Publicity, ATM & other NFR activities), OSOP	Pankaj Kumar Rajak	CMI/NFR-I
2		R. K. Singh	OS/NFR
3	All work related to Non Fare Revenue, E-Auction, E-Office & IT related work.	Anjney Ranjan Singh	CMI/NFR-II & IT

PARCEL CELL:-			
1	Parcel, Parcel irregularities, PMS and related work, Over-weight Parcel permission, Excise, Cloak Rooms, Claim Prevention & Over Carriage, monitor GST related work of Parcel . All work in Parcel & Goods related to I-Bond delivery, Open delivery, E-Payment, RMS, RMC, LPO auction, Weighing machine, Permission for outside agencies to see record & Octrai permission, Monsoon Precaution, Tender work of Leasing of SLR & VP and All Parcel related works.	Ambrish Kumar Rai	CMI/Parcel
2		Manju Yadav	OS/Parcel

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, All audit report & audit cases.	Shashi Ranjan	CMI/ Outstanding & Audit
2		Vaishnavi Magan	Sr.CCRC

Public Complaint Cell:-			
1	All work related to Public complaints, Twitter Monitoring, Rail Madad & 139.	Shambhu Kumar	PCI
2	All work related to Public Complaints, Disposal of FIR complaints. RPF reports, Theft cases and will assist in all works related to Public complaints.	Shiv Ji Mishra	OS/ Public Complaint

Litigation Cell:-			
1	All court cases and related work.	U. K. Srivastava	CMI/Law
2	Parcel & consumer Forum court cases other works related to CMI/Law.	Uttam Kumar	OS/Law

Ticket 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

Statistics Cell:-			
1	Handouts, Booklets and Presentations, PPT & Other brochures of meeting of higher officers. All work related to E-Drishti Portal. Implementation of E-office in Commercial Branch/Department. Maintenance of all types of Passenger, Parcel, Goods & Other earning figures related work, Website updation.	Vivek Singh	CMI/Statistics
2		Pankaj Kumar	Dy. CIT

Concession CELL:-			
1	All types of concession work.	Mast Ram Tiwari	Sr. Clerk
2		Shewtam Singh	TE
3		Anju Pandey	HRS

RCT Cell:-			
1	All work related to RCT cases.	Sunil Kumar	OS/RCT
2		Anjali Ojha	CBC
3		Anil Kumar	Sr. Clerk

PR Cell:-			
1	All work related to PRO office.	Manish Kumar	OS