

## Senior Divisional Commercial Manager/Coaching

1.	All Matters pertaining to Coaching, Passengers, Catering & Ticket Checking.
2.	He will be overall Incharge of the Commercial Department in the Division
3.	Ticket Checking activities, Passengers amenities & Facilities in trains, Works Programme, Hiring contracts of vehicles for Ticket Checking & deposit of Station Earnings etc.
4.	License porters, PCO, ATM, Halt Contracts, CBA, RTSA, JTBS, STBA, YTSK, Bookstalls etc., Enquiry offices etc.
5.	Public complaints, Rail-Madad, CPGRAM etc.
6.	Returns and Couriers, Cash Remittance Coaching & Cash pick up etc.
7.	General administration of office including PCDO/MCDO, General Imprest, CUG bills and Staff Quarters, TA, Uniform Allowance, All Establishment matters, CCNL, D&AR of Coaching Branch etc.
8.	Untoward incident cases, Accidents, Derailments, Ex-gratia etc.
9.	All catering/ Vending items including Food Plazas, Catering Stalls, TSV, MPS, Multi Functional Complexes, Miscellaneous/ Medical stall (at station and on board), OSOP, PMBJK, WVM etc.
10.	All meetings including Punctuality, PNM, DRUCC, ZRUCC, PREM, PSC, PAC, SCC, MP, MLA etc. & VIP references etc.
11.	Signage, Commercial Publicity, NINFRIS, NFR etc.
12.	Procurement/ Indenting of Stock & Non-stock items, Money Value Book, tickets and coordination with Store Depot etc.
13.	Cycle/ Scooter/ Car parking, Commercial plots/ Sidings, Procurement of forms, Stationary and Equipment related with Enquiry & Reservation and other materials and AMC of Equipments etc.
14.	Withdrawal from Station Earning, Luggage, Retiring/Waiting room etc.
15.	Summer rush, Festival rush & Melas etc.
16.	Cadre control of all Commercial Staff of Division keeping in view the requirements of Sr. DCM/Freight.
17.	Any other work related to Coaching Services not mentioned specifically and assigned by higher officials.



### **Senior Divisional Commercial Manager/Freight**

1.	All Matters pertaining to Goods & Parcels
2.	Working of Goods Sheds, Sidings, ICDs, CFS, CTOs and TMS etc.
3.	Demurrage & Wharfage (Goods and Parcel) etc.
4.	Rates Circulars for Goods, Containers, Weighbridges and Weighing Machines etc.
5.	GST, E-Way bill related to Goods & Parcel etc.
6.	Returns and Couriers, Cash Remittance regarding Goods etc.
7.	Station Outstanding, Claim cases and related matters etc.
8.	Planning of GCT, PFT, ICD, CFS, Parcel Terminal etc.
9.	Working of Parcel Services and its Marketing, Parcel/Seal Porters etc.
10.	Working of PMS, TMS, POS/ Digital Payment etc.
11.	Container Service related issues etc., Business Development Unit (BDU)
12.	Procurement of forms, stationary and equipments related with Goods and Parcel.
13.	Draft/ Audit/ Provisional Para's, All matters related with Rajbhasha.
14.	All types of Court Cases, RTI cases etc.
15.	Contracts of Cleanliness at Stations and its monitoring, Pay & Use toilets etc.
16.	Internal transfer/ Posting matters within freight branch, D&AR of staff working in Freight branch. Man Power Planning.
17.	Any other work related to Freight Services not mentioned specifically and assigned by higher officials.

**OFFICE ORDER**

Following will be distribution of duties among Commercial officers of Prayagraj Division  
Headquarter: -

ACM/Coaching (Sh. Dinesh Kumar)	ACM/Freight (Sh. Sanjay Kumar Gautam)	ACM/General (Sh. Anil Kumar Gupta)
All matters pertaining to Coaching, Passengers, Catering & Ticket Checking.	All Matters pertaining to Goods & Parcels.	All matters related to D&AR and License porters.
Ticket Checking activities, Passenger Amenities & Facilities in trains, Works Programme, Deposit of Station Earnings and related work.	Working of Goods Sheds, Sidings, ICDs, CFS, CTOs and TMS etc.	All types of Court Case & RTI cases etc.
PCO, ATM, Halt Contracts, CBA, RTSA, JTBS, STBA, YTSK, Bookstalls, Working of Enquiry offices and related work.	Demurrage & Wharf age (Goods and Parcel etc.)	Station Outstanding, Claim case and related matters etc.
Public complaints, Rail Madad, CPGRAM etc.	Rates Circulars for Goods, Containers, Weighbridges and Weighing Machines etc.	Inspection report, References (RB/HQ/Division) etc.
Returns and Couriers, Cash Remittance, Coaching & Cash pick up etc.	GST, E-Way bill related to Goods & Parcel etc.	All work related to Concession & Ids.
PCDO / MCDO, All Establishment related matters, Commercial Control.	Returns and Couriers, Cash Remittance regarding Goods and Parcel etc.	Withdrawal from Station Earning, Luggage, Retiring/Waiting room etc.
All Catering/ Vending items including Food Plazas, Catering Stalls, TSV, MPS, Multi Functional Complexes, Miscellaneous / Medical staff (at station and on board), OSOP, PMBJK, WVM etc.	Contracts of Cleanliness at Stations and its monitoring, Pay & Use toilets etc.	Draft/ Audit/Provisional Para's etc., Rajbhasha.
Outsourcing/Tender of Twitter, Photo copier machine, Data Entry Operator, Bed Roll Washing.	Planning of GCT, PFT, ICD, CFS, Parcel Terminal etc.	Untoward incident cases, Accidents, Derailments, Ex-gratia etc.
Signage, Commercial Publicity, NINFRIS, NFR etc.	Working of Parcel Services and its Marketing, Parcel/Seal Porters etc.	All matters related to staff welfare including TA, Uniform allowance, Ex-gratia etc, Quarter allotment to staff.
Procurement / Indenting of Stock & Non- stock items, Money Value Book, Tickets and coordination with Store Depot etc.	Working of PMS, TMS, PO/ Digital Payment etc.	All meetings including Punctuality, PNM, DRUCC, ZRUCC, PREM, PSC, PAC, SCC, MP, MLA & VIP references etc.
Cycle/ Scooter / Car Parking, Commercial plots/Sidings, Procurement of forms, Stationary and Equipment related with Enquiry & Reservation and other materials, AMC OF Equipments etc.	Container Service related issues etc., Business Development Unit (BDU) etc.	
Summer rush, Festival rush & Melas etc.	Procurement of forms, Stationary and Equipments related with Goods and Parcel.	
Any other work related to Coaching Services not mentioned specifically and assigned by higher officials.	Man Power Planning.	
	Any other work related to Freight Services not mentioned specifically and assigned by higher officials.	Any other work assigned by higher officials.

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

No: CM-I/MPP/Office Order/2024

Dt: 07.03.24

7/3/24  
Sr. DCM/PRYJ

Copy to: Dy. CTM/CNB & TDL, ACMs, CCNL/PRYJ, COS/Comml.