



Sub.: Duty list of Commercial Staffs of DRM office.

SN	COMMERCIAL ACTIVITIES	Name Of Staff (Sh./Smt./Km.)	Designation
1	In-charge of Commercial Branch, All establishment related work of staff, Monitoring of PQ related works.	Manoj Kr Srivastava	COS/Admin
2	All types of DAK receipt & dispatch of official letters, leave arrangement, absentee & noting of staffs, Biometric attendance.	Abhay Kumar	OS/DAK
3		Mast Ram Tiwari	SR. Clerk
4		Tanu Sharma	HRS
5	Coordination work with other departments related to Commercial Branch.	Pankaj Goswami	OS
6	All works related to all types of Inspections (Officers/CMIs/ Supervisors/TIA/PAC/PSC/Safety), Night Inspection, SIG Inspection.	R.K. Singh	OS/Inspection
7	Monitoring Collection & submission of Commercial returns & Balance Sheet, Time Table, Train at a glance, Fare Table, All work related to commercial circulars, Cash-in-Transit, CUG & P&T Commercial Clearance of retired staff.	Y N Mishra	CMI>Returns
8	Railway Quarters, Examination arrangements including pilgrim tax, safety cases (except Dala Opening cases), Hot Axle, Crane TPT, Derailment/ Accidents, Crane consignment, Special report, Ex-gratia payment, Disaster Management, Epidemic, Gazette Notification, Sport Matter, All work related to coolie, All work related to PIA, Rajbhasa, Child Help Desk, Reception Booth & Banner, Scout & Guide, Retiring Room & Unauthorized occupation of Retiring Room, Waiting Rooms & Waiting Room bearer, Union matters.	Anuj Kumar Shukla	COS/Misc.
9		Arpita Mahendru	CCTC
10	In-charge/Coordinator of all establishment related work of CMIs/Station staff of Commercial branch, All work related to Man Power Planning.	Gyaneswar Patel	CMI/MPP
11		Aditi Mishra	CCTC/MPP
12	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 work related to Awards (MR/GM/PCCM/DRM etc.), Office General Imprest, Hospitality Imprest & Vehicle Imprest.	Ambrish Kumar Rai	CMI/Confidential
13		Dona Dev Priya	Sr.CCTC/ Confidential
14	All work related to Store- stock & non-stock items, Uniforms, Procurement /maintenance of PC, Printer, UPS & Furniture, All stationary & forms for all commercial station /offices, Cases of Tools & Plants, Block stock register and its maintenance, Budget. AMC of Computer/Printer of Commercial Branch (DRM office), Condemnation of IT equipment and furniture etc.	Rahul Dubey	CMI/Store
15		Vaishnavi Magan	RS/Store
16	All Work related to ACRs, Steno of Sr. DCM/Goods, other miscellaneous work time to time allotted by commercial officers.	R.K. Gupta	PS-II
17	All divisional Goods working and will co-ordinate in disposal of Goods related work.	Manish Kumar Maurya	CMI/Goods
18	All work related to FM and Goods, NGT, work & policy of Demurrage & Wharfage and assist to CMI/Goods.	Ashutosh Singh	Sr.CCTC/Goods
19		Zishan Khan	Sr.CCTC/ Goods

20	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. Freight Customer meeting, Classification of Goods shed.	Manju Yadav	COS/Goods
21	Stacking permission, Re-booking & Diversion, Monitoring of submission of On Line Goods balance sheet, All divisional TMS related work, Policy, Imprest, Indents, Procurement, Condemnation, AMC etc. GST works related to Goods.	Shriram Pathak	CMI/TMS
22	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.	Amrit Sagar Swaraj Bharti	CMI/Parcel
23		Amit Kumar Ranjan	Sr.CCTC/Parcel
24	ATVM, UTS and related work, All work related to Cash collection, Rail Shakti Yojna (Remittance of station cash), Facilitators.	Marry Milan Singh	CMI/UTS
25		Haribaksh	OS/UTS
26	NTES, PRS and related work, Creation of IDs, Testing of various data & work related to CRIS, unusual incident, diversion, derailment, termination related issue, all work related to Mela.	Farhan Hussain	CMI/PRS (HRS)
27	UTS, Reservation & Enquiry, NTES, ATVM, Procurement & Condemnation of all equipment's, AMC, Booking, Reservation & CMI's irregularities, Demand of coaches for party, Party Booking.	Rajneesh Tripathi	OS/Coaching
28		Ajeet Kumar	Jr.Clerk/Coaching
29	Halt, Flag station, CBA, All type of Imprest of stations, MST/QST, coin operated vending machines, All Sanitation related works, POS.	D.P. Yadav	OS
30	Ticket notification, 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 and monitor all work related to meeting, conferences with DRUCC, ZRUCC, MP, PREM meeting etc., PAC/PSC Committee.	Hari Narain Ram	CMI/Ticket, Signage & Meeting
31		Sanjai Kumar	
32	All type of meetings/conferences/arrangements viz. DRUCC, ZRUCC, MP, PREM meeting etc., All work related to PAC/PSC committee, SCC related matter, All VIPs/MPs/MLAS references etc.	Sanjay Kumar	OS/Meeting
33		Samiksha Gupta	Sr.CCTC/Meeting
34	Court and legal matters related to catering, IRCTC cases, Contractual catering & vending units including their irregularities, Tender work of catering, Miscellaneous catering work, MPS, 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 arrangement related to VIP movements/Inauguration, Modernization of catering activities.	Amit Agrawal	OS/Catering
35		Pankaj Pandey	OS/Catering
36		Subhash Chandra	Jr. Clerk/Catering
37	MCDO, Book Stall, Sales Assessment, Deposit of License Fees & Fines, 36 Tender work of catering, Departmental catering related matter including their irregularities, GST related work to catering, WVM.	Prateek Srivastava	Sr.Clerk/Catering

38	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., Disha Meeting.	Anjney Ranjan Singh	CMI/PA
39		Dhirendra Kumar Singh	Sr.CCTC/PA
40	Supervise all work related to outstanding, Submission of all types of statements, Re-conciliation of outstanding, TIA's and CMI's coordination meeting.	Priyranjan	CMI/Outstanding
41	All audit report & audit cases, all work related to Cost of Damage Wagon and will assist to all work of OSI, POS and Digital Refund/Payment.	Som Nath Pal	CMI/Audit
42	All work related to Non Fare Revenue (Commercial Publicity, ATM & other NFR activities), OSOP, Nodal in charge of GST (Compilations of GST & other taxes etc.), Photostate, Signages, All work related to Re-engagement & Out sourcing, Bed Roll, E- Auction, Unsolicited works, Amrit Bharat related creation of new amenities, New Goods Shed, & new modernization work etc. and All type of Tender Activities, Hiring/Servicing/Repairing/Condemnation of Commercial vehicles, Coolie Badge Transfer and other works related to Coolies.	Arun Chandra Pandey	CMI/NFR-I
43		Pankaj Rajak	CMI/NFR-II
44		Hari Shyam Maurya	Sr CCTC/Tender
45	Cycle/Scooter-cum-Car Parking stand & its related court cases, Pay & Use toilet, Deluxe Pay & Use toilet, ROT & BOT and All work related to JTBS, STBS 6 & YTSK etc.	Praveen Kumar	CMI/Parking
46		Rakesh Verma	OS/Parking & JTBS
47		Sudhanshu Sekhar Mishra	
48	All court cases and related work.	Subhang Malviya	Sr. CCRC/Law
49	Parcel & consumer Forum court cases, other works related to Law.	Prince Maurya	Sr. CCTC/Law
50	All work related to RTI/PIO.	Anju Pandey	HRS
51	Handouts, Booklets and Presentations, PPT & Other brochures of meeting of higher officers. All work related to E-Drishti Portal. Maintenance of all types of Passenger, Parcel, Goods & Other earning figures related work, Website updating, All type of meeting & conferences.	Vivek Singh	CMI/Statistics
52		Ashish Kr Prajapati	Sr.CCTC/Statistics
53	All types of concession work.	Raj Mohan	COS/Concession
54		Dinesh Pandey	OS/Concession
55	All work related to RCT cases.	Sunil Kumar	COS/RCT
56		Anil Kumar	OS/RCT
57	All work related to Public, Complaint, Twitter monitoring, Rail Madad & 139. Disposal of FIR Complaints, RPF Reports, Theft cases.	Shambhu Kumar	CMI/Public Complaint
58		Shiv Ji Mishra	COS/Public Complaint
59		Vikrant Singh	Sr.CCTC/Public Complaint
60	All work related to Public Relations.	Anuj Rajpoot	Sr.PRI
61		I.P. Kushwaha	CIC
62	All work related to 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, Touts & Frauds activities, GST related TA related to all cadres (more than 15 days) & related work, work of ticket checking, HHT related works, Punctuality, ORS/Duty Pass/Card Pass, CUG & P&T Phone.	Diwakar Shukla	DCIT
63		Ram Mahesh Yadav	Sr. Clerk/Ticket Checking
64		Ajay Kumar Tripathi	CCS