

Directory of Operating Officers

S.N	Designation	Name Shri	BSNL T.no.	Railway no.	Email
1	PCOM	Sh. Madan Ram Deora	0141-2725900	25600	com@nwr.railnet.gov.in
2	CPTM	Maitreyee Charan	0141-2725939	25601	cptm@nwr.railnet.gov.in
3	CFTM	Sh. Pawan Kumar Singh	0141-2725812	25602	cftm@nwr.railnet.gov.in
4	CTPM	-	0141-2725913	25603	ctpm@nwr.railnet.gov.in
5	Dy.COM/Goods	Sh. Abhinav Jeph		25613	dycomg@nwr.railnet.gov.in
6	Dy.COM/Coaching	Sh. R.K.Vashitha		25612	dycomchg@nwr.railnet.gov.in
7	Dy.COM/Plg.	Sh. K.K Meena		25614	dycomplg@nwr.railnet.gov.in
8	Dy.COM/S&R	Sh. Subhash Chandra	0141-2725986	25611	dycoms&r@nwr.railnet.gov.in

Sub: Revised Duty list of Traffic (Operating) officers/NWR/HQ.

CTPM

1. *Planning & finalization of all plans including RE requiring approval of PCOM, Works Program, Review of progress of works, Deposit works and Monitoring of work charged establishments.*
2. *Traffic Safety including Rule books and manuals –*
3. *ZRTI/UDZ related works.*
4. *Union meetings (PNM, PREM etc.)*
5. *CAT/Court cases and RTI*
6. *Assistance to PCOM in gazetted establishment and training.*
7. *Manpower planning (Non Gazetted) including Man Power Planning pertaining to divisions. Non gazette establishment and training and staff related matters.*
8. *Hqrs office Stores, Tools and Plants, Office equipments-Maintenance/AMC. Stationery and imprest, policy store and office management and Coordination for inspection notes of GM, MT & CRB*
9. *Work related to procurement/replacement/maintenance/repair of computers/printers/Fax and all other IT equipments including AMC thereof, FOIS and Planning Matters.*
10. *Any other items assigned by PCOM/GM from time to time*

Reporting officers: Dy. COM (PLG) Dy.COM (S&R), ATM (Planning) & Principal ZRTI, Udaipur.

CPTM

1. *Coaching operations and Coaching Stock utilization.*
2. *Punctuality and related issues.*
3. *Time tabling and related issues.*
4. *Movement of RAs and VPs.*
5. *Audit cases pertaining to Coaching.*
6. *Military movement.*
7. *Crew/Guard links of coaching trains to co-ordinate with other departments.*
8. *Management of Emergency Control.*
9. *Mail Express/Passengers/Crew Links and allotments of trains.*
10. *Parcel working.*
11. *Action on COIS mails /messages.*
12. *Any other items assigned by PCOM/GM from time to time.*

Reporting officers: Dy.COM (Coaching), STM (coaching) & ATM/TT.

CFTM

1. *Freight operations – All aspects of goods operations, goods stocks. Audit cases pertaining to goods.*
2. *Co-ordination meeting with customers.*
3. *Working of Central Control.*
4. *GM/PCOM conferences co-ordination.*
5. *Crew management /Six monthly crew review. Running Rooms and crew lobby.*
6. *MCDOs from PCOM to MT and GM to CRB (operating side).*
7. *Running room and crew lobby.*
8. *PAM, ICMS, COIS, SATSANG, FOIS, CMS & TMS and other project by CRIS. Coordination with Railway Board, CRIS, Divisions and adjoining Railways in IT matters. Computerized Control charting.*
9. *Audit cases pertaining to goods.*
10. *Any other work assigned by PCOM/GM from time to time.*

Reporting officers Dy.COM (Goods), STM (Goods)

Dy. COM (Goods):

1. *Freight operations.*
2. *Goods stock utilization.*
3. *Audit paras and parliamentary questions pertain to goods.*
4. *ODC movement.*
5. *GM/PCOM/CFTM conference co-ordination.*
6. *Freight crew management and six monthly review.*
7. *Power plan.*
8. *MCDOs and Sr. DOMs' conference.*
9. *Working of Central Control.*
10. *Running Rooms and crew lobby.*
11. *Any other work assigned by PCOM/CFTM.*
12. *He will report to CFTM.*

Dy.COM/Plg.

1. *Planning & finalization of all plans including RE requiring approval of PCOM, Works Program, Review of progress of works, Deposit works and Monitoring of work charged establishments.*
2. *CAT/Court cases and RTI*
3. *Assistance to CTPM in gazetted establishment and training*
4. *Manpower Planning (Gazetted and non-Gazetted) including Man Power Planning pertaining to divisions. Establishment matters including transfer/posting of Gr.'C' and Gr.'D' staff.*
5. *Work related to ZRTI/UDZ.*
6. *Line capacity utilization.*
7. *Any other work assigned by PCOM/CTPM from time to time*
8. *He will report to CTPM*

Dy. COM (Coaching):

1. Coaching operations and Coaching Stock utilization.
2. Punctuality and related issues.
3. Time tabling and related issues.
4. Movement of RAs and VPs.
5. Audit cases pertain to Coaching.
6. ZRUCC.
7. Military movement.
8. Crew / Guard links of coaching trains to co-ordinate with other departments.
9. Management of Emergency Control.
10. PAM, ICMS, COIS, SATSANG.
11. Action on COIS mails / messages.
12. Any other work given by PCOM / CPTM
13. He will report to CPTM.

Dy. COM (S&R):

1. Preparation, Corrections, Amendments in Rule Books, Manuals and SWRs.
2. Traffic Safety issues including Audit Para, Answer to parliamentary questions, Compliance to inspection notes of GM, PCOM, Railway Board officers and others. Compliance of assistance asked by DRMs, Sr. DOMs, Principal/ZRTI/UD vide their MCDOs.
3. HQ office stores, stationery, tools & plant, maintenance of office equipments, AMC and reference from divisions in these matters and DS8 of all type of office equipments operating department. Office management.
4. All cases of dispensation of General Rules, coordination cases of SOD.
5. Preparation of remarks / comments on PNM, POM, PREM and Union meetings.
6. Rajbhasha and Legal Matters..
7. Dealing with all type of staff complaints
8. Any other duties assigned by PCOM. and CTPM
9. He will report to CTPM

STM (Goods):

1. Operating Statistics.
2. ODC movement.
3. Piecemeal stock monitoring.
4. Diverted train statement, rationalized route.
5. Goods movement. Dead loco movement.
6. Terminal detention monitoring.
7. MCDOs.
8. Coordinate all type of meetings.
9. Stationery and Imprest office management.
10. FOIS, COIS, ICMS and all other IT related projects in all respect.
11. Coordination with Railway Board, CRIS, Divisions and adjoining Railways in IT matters.
12. Any other work given by PCOM, CFTM, Dy. COM(G).
13. He will report to Dy. COM (G).

STM (Coaching):

1. Monitoring of punctuality, unusual, equipment failures on day to day basis.
2. Management of coaching stock, workshop balancing with other railway.
3. Special trains, party coaches.
4. Military specials.
5. Any other work given by PCOM, & CPTM
6. He will report to Dy. COM(C).

ATM/Time Table

1. All works related to time table.
2. Reply of representation regarding halt, new train regularly extension, holiday, Mela special etc.
3. Presentation and printing of WTT, PTT, Train at a Glance.
4. Parliamentary question.
5. Any other works given by PCOM, CTPM & Dy.COM/Chg.
6. He will report to Dy. COM(C).

ATM/Planning:

1. Traffic planning and finalization of plans requiring approval of CPTM and PCOM.
2. Review and progress of works.
3. Deposit works.
4. Line capacity utilization.
5. Work related to procurement/replacement/maintenance/repair of computers /printers/Fax and all other IT equipments including AMC thereof, FOIS and Planning Matters.
6. Any other work given by PCOM/CPTM/Dy.COM(S&R).
7. He will report to Dy.COM(PLG).

Secretary to PCOM:

1. Co-ordination between Operating branches and other departments.
2. Help to PCOM in clearance of cases / files.
3. Any other work given by PCOM.
4. He will report to PCOM.

Principal/ZRTI:

1. Overall management of ZRTI ensuring proper arrangements for training, lodging and boarding of trainees. Continuous improvement in the training quality of all trainees.
2. Manpower planning of ZRTI. Updation and upgrading the knowledge of Instructors.
3. Upkeep and improvement in the Model Rooms, arranging Sports and other recreation activities of the Training Institute.
4. Ensuring proper cleanliness and greenery in the campus.
5. Correspondence with the Division and Headquarter. Any other items as instructed by GM, PCOM and CTPM.
6. Conducting inspections as per schedule.
7. He will report to CTPM.