

# Information as per rti act 2005

## Powers and duties of officers and supervisors

### Designation

### Duties

#### Sr.DCM

Overall in-charge of Commercial department at divisional level. Overall management and co-ordination of all activities pertaining to commercial department. Provide sufficient staff. Providing facilities for goods and parcel traffic reaching, booking, forwarding, delivery etc. Providing facilities for passengers ticket booking, reservation and accommodation in trains. Providing passenger amenities of various level at station and trains. DAR cases, exercising of financial power for procurement of vital items, engaging contractors for various works, regular inspection & action on other officials inspections, coordination with HQ and other department in the division & others. Meeting with DRUCC, SIG, MPs. etc. Meeting with trade unions/associations as PNM & informal etc.

#### DCM

Management of man power planning with HOER roster of work at all units, Exercising financial power for procurement of items for day to day activities, Action takes as D&AR rules, MCDO/ PCDO staffs working, manning and special drives. Catering facilities provided at stations and trains, Inspections at stations and trains catering, commercial & safety etc, Allotment of E.Q. , Catering/Vending and Book Stall, Commercial Publicity, Compliance and reply of inspection notes, Waival of Wharfage & Demurrage, as per SOP., Inspections as per target laid down, All type of meeting-SIG,DRUCC etc., Tenders/Contracts as per SOP (Earning)/Works contract, Parcel, Booking, Handling and Leasing of SLRs , etc. Any other work assigned by Sr. DCM

#### ACM-I

Matter related to Cleanliness at stations, Goods Booking including freight and goods earning management, Weighbridge, Commercial Plots, Siding & Siding Agreement, Waival of Wharfage & Demurrage,

as per SOP, Reply to parliamentary question, Training of staff, Manuals, Rule Books and Circulars of Commercial Department , Refund, Claims and Guarantee Bonds, Establishment of Gr.'D' Commercial Staff, MP/ MLAs reference and reply, RTI reply, Inspection as per targets laid down, All types of meetings, Any other work assigned by Sr. DCM and DCM, etc.

## ACM-II

Matter related with Ticket Checking , Passenger Booking and Reservation Including fare., Passenger Amenities, STD PCO, ATMs, Tenders/Contracts as per SOP (Earning/Works contracts),Washing contracts, Audit objections/ Accounts inspection including TIA reports., Retiring Room/Rest House etc., Licence Porters, City Booking Agency, RTSAs, JTBS, Public complaints, Consumer Forum Court cases.,Traffic Work shop., Concessions, Coupons and Cash imprest of stations, Mela duties, as assigned, Inspections, as per targets laid down, Installation of UTS/PRS/TMS/PMS/FOIS etc.

## Procedure followed in decision making process including channel of supervision

The activities at the field unit level are supervised by the respective supervisors of front line offices. DCTI is overall incharge of ticket checking activities. CRS is responsible for PRS locations. CBS is responsible for booking offices. CPS & CGS are monitoring parcel & goods traffic activities. The extraordinary cases where decisions at these levels are not possible, the issue is referred to the higher authorities i.e. Assistant Commercial Manager.

Major decisions like policy decisions, staff welfare, creation of posts, additional assets, creation of facilities etc. are taken by the branch officer i.e. Sr. Divl. Commercial Manager, Ajmer. The decision which are beyond the competency of the Sr. Divl. Commercial Manager is referred to Addl. Divl. Railway Manager or Divl. Railway Manager or the case is sent to zonal HQ for further disposal at higher level.

### **Targets and functions:**

Targets for various segments are being set by the zonal office for each division to follow during a particular financial year. The divisional unit and the field units are acting as per the target set by the zonal HQ. At Rly. Board level, certain parameters are set which are being followed by the different divisional unit and field units under the supervision and guidance of zonal HQ.

# Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function

## Rules and Regulations:

- i) Railway Service Conduct Rule.
- ii) Disciplinary and Appeal Rule.
- iii) Hours of Employment Regulation.
- iv) Pass Rule.
- v) Leave Rule.
- vi) Pension Rule.

## Instructions and Manuals:

- i) Indian Railway Establishment manual.
- ii) Indian Railway Financial manual.
- iii) General Conditions of Contract and standard specification.
- iv) Commercial manual
- v) General and subsidiary rule
- vi) Accident Manual.
- vii) Indian Railway Store code.
- viii) Operating manual.
- ix) Various instructions issued by Railway Board & HQ from time to time.
- x) General Rule and Service Rules.
- xi) All circulars and instructions issued by Railway Board and Zonal Hqr.

## Statement of the categories of documents that are held by it or under its control:

Codes, Manuals, Specification, site plans, court cases, public complaints, improvement of traffic, recovery of license fees, maintenance related documents, records, files pertaining to inspections at various levels and remedial action. The policy guidelines and instructions from board, corrections slips to various Codes & manuals. Internal correspondence to carry out official jobs, which are not relevant to public at large.

Particulars of any arrangement that exist for consultation with or representative by the members of the public in relation to the formulation of its policy or implementation thereof:

For internal matters, there are arrangements for holding informal meetings, PNM etc. with the recognized trade unions at suitable intervals in which the various issues regarding establishment, operational aspects, staff welfares etc. are discussed and resolved accordingly. For public related matters, the branch officer of the division are holding meeting with the DRUCC, business, social, technical and educational institutions, state government officials, industrialist, recruitment authorities, daily passenger associations members and others public representatives. Divisional Railway Manager periodically holds meeting with the Divisional Railway Users Consultative Committee (DRUCC) and may hold press conference for dealing public issues. Besides, there is public relation organization in every divisional office through which representation is being accepted. For improvement of service and passenger amenities in passenger trains & stations, Railway administration accepts the various complaints and suggestions from the bonafied railway passengers and act accordingly for disposal thereof.

Statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, committees and other bodies are open to the public, or the minutes of such meeting are accessible to public:

In Commercial department there is no such board, council, committee or other body exists.

The monthly remuneration received by each of its officers and Employees, including the system of compensation as provided in its

### A- OFFICERS

S.N	Name	DESGN.	Pay Band
1	Sh. maheSh chand jewalia	Sr.DCM	15600-39100/-
2	ShRI haRphool Singh choudhry	dcm	15600-39100/-
3	shRI kamal shaRma	ACM-I	15600-39100/-
4	shri veerendra joshi	ACM-II	15600-39100/-

### B- CommerCial inspeCtors

S.N	Name	DESGN.	g.PAY	Pay Band
1	Sh. ANNAND P. ShRIVASTAV	CCI-ic	4800/-	9300- 34800/-
2	Sh. AKhIL TANEJA	CCI-DRm off.	4600/-	9300- 34800/-
3	Sh. Sanj ay KaKaRa	CCI-aii stn.	4600/-	9300- 34800/-
4	Sh. Dhanraj	CCI-Compl aint	4600/-	9300- 34800/-
5	Sh. DEEPAK ShARMA	CCI- Court	4600/-	9300- 34800/-
6	Sh. R.S.SONI	CCI- MJ	4600/-	9300- 34800/-
7	Sh. AShOK ShARMA	CCI-abr	4600/-	9300- 34800/-
8	Sh. VIKAS MEENA	CCI- udz	4600/-	9300- 34800/-
9	Kishan LaL BunKar	CCI- mvj	4600/-	9300- 34800/-
10	SH GOVERDHAN RAM	CCI-BHL	4600/-	9300- 34800/-
11	Tara chand	CCI-ct	4200/-	9300-34800/-
12	Saroj kumar	CMI-CT	4200/-	9300-34800/-
13	R.K.Khatana	cmi-ct	4200/-	9300-34800/-

## A directory of officers and employees:

### A- OFFICERS

S.N	Name	DESGN.	Mobile	RI y	BSNL	Fax
1	Sh. mahesh chand jewalia	Sr.DCM	9001196950	44200	0145--2420508	0145-2420508
2	Sh. HARPHOOL SINGH CHOUDHRY	Dcm	9001196951	44202	-	-
3	SH. KAMAL SHARMA	ACM-I	9001196952	44204	-	-
4	shri veerendra joshi	ACM-II	9001196953	44206	-	-

### B- CommerCial inspeCtors

1.	Sh. ANNAND P. SHRIVASTAV	CCI-Incharge	9001196961	44210
2.	Sh. AKHIL TANEJA	CCI-DRM office	9001196962	44250
3.	Sh. Sanjay KAKARA	CCI-AII	9001196964	44220
4.	Sh. Dhan Raj Meena	CCI-Complaint	9001196984	44214
5.	Sh. DEEPAK Sharma	CCI- COURT	9001196986	44210
6.	Sh. R.S.SONI	CCI- MJ	9001196987	49412
7.	Sh. AShOK ShARMA	CCI-ABR	9001196965	45200
8.	Sh. VIKAS MEENA	CCI- MVJ	9001196970	-
9.	Sh. Kishan LaL BunKar	CMI- UDZ	9001196968	43200
10.	SH GOVERDHAN RAM	CCI-BHL	9001196969	42200
11.	Sh. Bhai Ashutosh	CS-IT	9001196971	44250
12.	SH. Suresh Kapoor	CGS-IT	9001196960	44250
13.	Sh. Ashok Chouhan	PRI	9001196972	
14.	Sh. Murlidhar	CS / BGKG	9001196983	
15.	Sh. Ram Swaroop Meena	CS/Debit-Cell	9214894075	44248
16.	Sh. N.C.Agarwal	CS/BNGS	9001196981	
17.	Sh. Ashok Rajoria	CS/RPZ	9414227539	
18.	Sh Alok Sexsena	OS/COMM.	9001196974	
19.	Sh B.S.Chauhan	COS /COMM.	9001196973	
20.	Sh. Manphool Meena	CTI/MJ	9001196991	
21.	Sh Nand Ram	DCTI	9001196989	44222
22.	Sh. Vinod Jyotiana	CTI- AMENITIES	9001196990	44224

23.	Sh.	CTI / ABR	9001196989	
24.	Sh. Mahendra Singh Shekhawat	CTI/UDZ	9001196993	
25.	Sh. Naresh Mudgil	CS/LCTS	9001196982	
26.				

CCI-COMP

## C- Ministerial staff

S. No.	Name S Shri/Smt	Desig.	Address	Mobile No.	E.Mail ID	Pay Level
1.	B.C.Chouhan	Ch.OS	Near Railway Station Ajmer	9001196973	--	7
2.	Shri Gopal Maheshwari	Ch.OS	B-21 Shree kunj, Dayanand colony,Ram Nagar,Ajmer	--	--	7
3.	K.K.Sakarwal	Ch.OS	B.No.51/B, Kundan Nagar, Choraha, Circular Magr, Ajmer	9571724784	--	7
4.	Momd. Asif Khan	Ch.OS	1696 –A, near Rly Hospital Beawer Road Ajmer	9460111801-	-	7
5.	Mukesh Sharma	OS	1272 D-Block Kotda Ajmer	9001196767	--	6
6.	Alok Saxena	OS	A/615,Lovkush Marg, Makarvali Road, Panchsheel, Ajmer	9001196974	alokku in @yahoo.com	6
7.	Vijay Mehrotra	OS	Maharna Pratap Nagar Kotda Ajmer	8619206901	--	6
8.	Padma Bhurani	OS (Typing)	H.No.113/17 Mundri Mohalla, Ajmer (Raj) 305001	9251449293	-	6
9.	Munna Lal	Clerk	R/Q 1966 A Near Bus Stand ,Ajmer	9252789473	-	2
10.	Devesh Nair	Clerk	--	9672443310	-	2
11.	Upendra Arora	Sr. Clerk	Sadar Bazar Puran shahar Kishan Garh	9413709697	--	4
12.	Ram Raj Meena	OS	--			6
13.	Piyush Mathur	OS	Railway Colony Ajmer	9829952725	-	6

15-05-19