

# INFORMATION AS PER RTI ACT 2005

## POWERS AND DUTIES OF OFFICERS AND SUPERVISORS

### 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 in-charge 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.

## A- OFFICERS

SNO	NAME	DESG.	LEVEL
1	SHRI VIVEK RAWAT	SR.DCM	
2	SHRI JAY PRAKASH	DCM	
3	SHRI SUKHA RAM	ACM-I	
4	SHRI BHUPESH YADAV	ACM-II	

## B- Commercial inspectors.

S.N	NAME	DESGN.	G.PAY
1	SH. SANJAY KAKARA	DCMI-INCHARGE	L-7
2	SH. AKHIL TANEJA	CCI-D	L-7
3	SH. DEEPAK SHARMA	CCI- COURT	L-7
4	SH. R.S.SONI	CCI- AII STN	L-7
5	SH. ASHOK SHARMA	CCI-MJ	L-7
6	SH. VIKAS MEENA	CCI- UDZ	L-7
7	KISHAN LAL BUNKAR	CCI- MVJ	L-7
8	SH GOVERDHAN RAM	CCI-BHL	L-7
9	TARA CHAND	CCI-AII (COMP)	L-7
10	SAROJ KUMAR	CMI-CT	L-7
11	R.S.KHATANA	CCI-ABR	L-7
12	KANWAR SINGH	CMI-FA	L-6

## DIRECTORY OF OFFICERS AND EMPLOYEES:

### A: OFFICERS

S NO	NAME	DESG	MOBILE	RLY	BSNL	FAX
1	SH VIVEK RAWAT	SR DCM	9001196950	44200	0145-2420508	0145-2420508
2	SH JAY PRAKASH	DCM	9001196951	44202		
3	SH SUKHA RAM	ACM-I	9001196952	44204		
4	SH BHUPESH YADAV	ACM-II	9001196953	44206		

### B: COMMERCIAL INSPECTORS

COMMERCIAL INSPECTORS			MOBILE NO	RLY
1.	Sh. Sanjay Kakara	DCMI-INCHARGE	9001196964	44210
2.	Sh. Akhil Taneja	CCI-D	9001196962	44250
3.	Sh. Deepak Sharma	CCI- COURT	9001196986	44210
4.	Sh. R.S.Soni	CCI- All	9001196987	44220
5.	Sh. Ashok Sharma	CCI-MJ	9001196965	49412
6.	Sh. Vikas Meena	CCI- UDZ	9001196970	
7.	Sh. Kishan Lal Bunkar	CMI- MVJ	9001196968	43200
8.	Sh Goverdhan Ram	CCI-BHL	9001196969	42200
9.	Sh. R.S.Khatana	CCI-ABR	9001196984	45200
10.	Sh. Bhai Ashutosh	CS-IT	9001196971	44250
11.	Sh. Suresh Kapoor	CCRS/GOODS-IT	9001196960	44250
12.	Sh. Ashok Chouhan	PRI	9001196972	
13.	Sh. Manoj Mandal	CS/GOODS/UNCK	9001196983	
14.	Sh. N.C.Agarwal	CS/GOODS-BNGS	9001196981	
15.	Sh. Ashok Rajoria	CS/ DEBIT CELL	9414227539	43664
16.	Sh. Alok Sexsena	OS/COMM.	9001196974	44208
17.	Sh. K K Shakarwal	COS /COMM.	9001196973	
18.	Sh. S k chaudhary	CTI/MJ	9001196991	49464
19.	Sh. Nand Ram	DCTI	9001196989	44222
20.	Sh. Vinod Jyotiana	CTI- AMENITIES	9001196990	44224
21.	Sh. Rajesh Parihar	CTI / ABR	9001196989	45202
22.	Sh. Mahendra Singh Shekhawat	CTI/UDZ	9001196993	43662
23.	SH Dilip Singh	CS/ GOODS-SMPB	7727002395	
24.	Kanwar Singh	CMI/FA	9001196985	



## C ministerial staff:

Sno	Name	Desg	Address	Mobile no	Email id	Pay level
1	Sh. K.K. SAKARWAL	Ch.OS/ Incharge	16, shiv colony, gulab bari , ajmer	9001196973		
2	Sh. Kishan lal meena	Ch.OS	Rly. Qt no 1533/c, rly colony, frezar road, ajmer	8003422000		
3	Sh. Alok saxena	OS	a/615, lovkush marg, makarvali road, panchsheel. Ajmer	9001196974		
4	Sh. Piyush mathur	OS	Mahatma gnadhi school, Srinagar road , ajmer	9829952725		
5	Sh. Upendra arora	OS	Sadar bazar, purana shahar, kishangarh	9413709697		
6	Sh. Sudhir bhukhandi	OS	Kotra, ajmer	7597732070		
7	Sh. Munna lal	SR. Clerk	r/q 1966 a near bus stand, ajmer	9252789473		
8	Smt. Damyanti	Sr. clerk	Pooja marg, dhola bhata, ajmer	63774866283		
9	Raveena Jangid	Sr. clerk	Street no 7, Subhash nagar, Ajmer	9586016818		
10	Suresh kumar	Sr. clerk	H. no 32, Civil lines, Ajmer	7404181737		
11	Sh.Bharat Varanwal	Clerk	Plot no 4, near all saint school, dhola bhata road, ajmer	9664655917		
12	Sh. Pankaj parihar	Cat/ins	334/42 Pooja Marg Dhola Bhata Ajmer	9588255560		
13	Sh. Dinesh	Jr. Clerk	112/22, usari gate, nath ki bagichi, ajmer	8233337640		