

## Duty list of commercial officers -Jaipur Division

Designation	CUG Number	Duty List
<b>Sr. DCM</b>	<b>9001199950</b>	<ol style="list-style-type: none"> <li>1. Overall in-charge of Commercial department at divisional level.</li> <li>2. Overall management and co- ordination of all activities pertaining to commercial department.</li> <li>3. Provide sufficient staff &amp; all type of works with knowing of prescribed rules and regulations.</li> <li>4. Providing facilities for goods and parcel traffic reaching, booking, forwarding, delivery etc.</li> <li>5. Providing facilities for passengers ticket booking, reservation and accommodation in trains.</li> <li>6. 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 &amp; action on other officials inspections, coordination with HQ and other department in the division &amp; others.</li> <li>7. Meeting with DRUCC, SIG, MPs. etc. Meeting with trade unions/associations as PNM &amp; informal etc.</li> </ol>
<b>DCM</b>	<b>9001199951</b>	<ol style="list-style-type: none"> <li>1. Catering &amp; Vending (MPS, TSV, Water Vending etc.)</li> <li>2. Ticket Checking and Management of TTE Rest Room</li> <li>3. Court Cases including consumer cases</li> <li>4. Station Outstanding</li> <li>5. Audit/Accounts/TIA inspections report</li> <li>6. Monitoring of Public Complaints</li> <li>7. D&amp;AR cases as per SOP</li> <li>8. Any other work assigned by Sr. DCM</li> </ol>
<b>ACM-I</b>	<b>9001199952</b>	<ol style="list-style-type: none"> <li>1. Station Cash Imprest including special imprest</li> <li>2. Management of PRS/UTS/ATVM and related work</li> <li>3. Appointment of Halt Agents/JTBS/STBA/YTSK/RTSA/RTA/ATVM Facilitator</li> <li>4. DRUCC/ZRUCC/SIG &amp; SCC and PNM items of different unions &amp; associations</li> <li>5. Monitoring of RTI Cases</li> <li>6. D&amp;AR cases as per SOP</li> <li>7. Passenger Concession including Divyang Cards</li> <li>8. Allotment of EQ and any other work assigned by Sr. DCM/DCM</li> </ol>
<b>ACM-II</b>	<b>9001199953</b>	<ol style="list-style-type: none"> <li>1. Goods Traffic &amp; its related policies</li> <li>2. Compliance of all Inspection Report</li> <li>3. Licensed Porters</li> <li>4. Waiver of Demurrage &amp; Wharfage of goods and parcel traffic as per SOP</li> <li>5. MP/MLA/Public Demand Reference</li> <li>6. Passenger Amenities</li> <li>7. Pay &amp; Use</li> <li>8. Station Cleaning</li> <li>9. D&amp;AR cases as per SOP</li> <li>10. Allotment of EQ and any other work assigned by Sr. DCM/DCM</li> </ol>
<b>ACM-III</b>	<b>9001199966</b>	<ol style="list-style-type: none"> <li>1. All types of contracts &amp; management of NFR (Parcel, Parking, Advertisement, Commercial Publicity, ATM, STD, PCO, NINFRIS )</li> <li>2. Parcel Traffic including leasing and parcel handling contract.</li> <li>3. Management of Indent and TWS</li> <li>4. D&amp;AR cases as per SOP</li> <li>5. Allotment of EQ and any other work assigned by Sr. DCM/DCM</li> </ol>