

# Duties of Officers & Employees

## I Freight Operations:-

- ✚ Day to day Freight operations.
- ✚ Short term and Long term Policy formulation and implementation.
- ✚ Proper Utilization of Assets (viz .locomotives, coaches & wagons).
- ✚ Freight Loading management.
- ✚ Dealing Inward & Outward traffic.

## II Passenger Operations:-

- ✚ Panning and Operation of Mail, Exp, Passenger trains and ensuring their punctuality.
- ✚ Running of M/Exp. and Passengers trains with full composition.
- ✚ Running of Mela Specials, Summer/Winter Holiday Specials to clear extra rush.
- ✚ Processing of Passenger trains proposals received from MPs, MLAs, Public representative and General public.
- ✚ Revamping of Time Table.

## III Planning:-

- ✚ Planning Traffic facility works.
- ✚ Planning of Infrastructure & Throughput enhancement works for meeting additional traffic requirement.
- ✚ Planning of Passenger and Freight Terminals.

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