

## Duty list of Commercial Officers Jodhpur Division

Designation	CUG Number	Duty List
<b>Sr. DCM</b>	9001198950	<ol style="list-style-type: none"> <li>1. Overall incharge of Commercial department at divisional level.</li> <li>2. Overall management and coordination of all activities pertaining to Commercial department.</li> <li>3. Provide sufficient staff and all types 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 passenger 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 and action on other official's inspections, coordination with HQ and other departments in the division and others.</li> <li>7. Meeting with DRUCC, SIG, and MPs etc. Meeting with trade union/associations as PNM and informal etc.</li> </ol>
<b>DCM</b>	9001198951	<ol style="list-style-type: none"> <li>1. Ticket Checking. TA Bill of ticket checking staff. Card passes of ticket checking staff and related work of ticket checking.</li> <li>2. Catering / vending. Books stall and related work.</li> <li>3. Marketing Cell.</li> <li>4. Leasing of SLRs and related matters.</li> <li>5. DRUCC/ZRUCC/NRUCC &amp; related work, Union PNM's, PREM Meeting and related works.</li> <li>6. Contract of Housekeeping of TTE rest house.</li> <li>7. Parcel Handling Contracts, Parcel related work.</li> <li>8. Hon'ble MP/MLA &amp; public demands.</li> <li>9. Gati shakti Cargo Terminal (GCT) and related work.</li> <li>10. Overall management of commercial department in absence of Sr. DCM</li> <li>11. Any other work assigned by Sr. DCM in addition to the above.</li> </ol>
<b>ACM – FS</b>	9001198953	<ol style="list-style-type: none"> <li>1. Monitoring of commercial control, cash in transit, NR cell and deposition of Govt. cash in Bank.</li> <li>2. Retention of Railway Quarters &amp; unauthorized occupation of Railway Quarters and cases of unauthorized absence of commercial staff.</li> <li>3. Refund / Claim Cases, TDR cases.</li> <li>4. Station Outstanding and related works.</li> <li>5. All type of Goods related work, all Sidings, FOIS, TMS and GST matters.</li> <li>6. Audit and Accounts Report, TIAs inspection report, TIA's special reports, stock sheets.</li> <li>7. Parking Contract and related work.</li> <li>8. Siding / Commercial Plots.</li> <li>9. Earnings, Ensuring timely submission of returns and invoices and CA-216 and correct Accountal and Compilation of earning.</li> <li>10. Consumer Forum court cases and all type of other court cases, legal notice, Arbitration cases.</li> </ol>

		<ol style="list-style-type: none"> <li>11. All Officers Inspection Notes and all subordinated inspection notes.</li> <li>12. Rates circulars and Rate advices, Time Tables, Platform permits. Identity cards Medical cards of commercial staff.</li> <li>13. Various types of concessions and related works, RMS and related works.</li> <li>14. Demurrage / Wharfage, policy and remission cases, I/ Notes/Bond Delivery Spl. Permission, Diversion, Rebooking, assessment delivery, wagon registration fee weighment and punitive charges cases.</li> <li>15. All fairs like- Ramdevra, Maru Mahotsav at JSM (winter)</li> <li>16. Contract regarding hiring of vehicle for Sr. DCM/DCM.</li> <li>17. Emergency Quota (1<sup>st</sup> Fortnight)</li> <li>18. Any other works assigned by Sr DCM.</li> </ol>
<b>ACM - PS</b>	9001198952	<ol style="list-style-type: none"> <li>1. Public Complaints and related work.</li> <li>2. Halts - Opening of halts, Appointment of Halt Contractors etc. and related work.</li> <li>3. License Porter (Coolie - Assistant) and related work, Parcel Porters and related work.</li> <li>4. Indenting of various items, printing card tickets, stationery, money value books etc.</li> <li>5. Cleanliness Mechanised / Manual and related works.</li> <li>6. Retiring Rooms and related works.</li> <li>7. ATVM facilitator, STBA, Retiring Room, clock room.</li> <li>8. Passenger facilities- Reservation (PRS), UTS, NTES, IVRS etc.</li> <li>9. Contracts- RTSAs, CBAs, YTSK &amp; related work.</li> <li>10. Station imprest, office imprest and related work.</li> <li>11. NFR, Commercial Publicity Contracts &amp; related work.</li> <li>12. Catering/vending. Books stall and related work.</li> <li>13. Passenger Amenities / Works Programme.</li> <li>14. MCD's - PCDO of CMI's, CRS's, CPS's, CBS's, CGS's, etc.</li> <li>15. Passenger Profile Management, PMS.</li> <li>16. Monitoring of Marketing Cell.</li> <li>17. Misc. Work, Leave applications, TA Bills, Overtime Bills of staff (Other than ticket checking staff).</li> <li>18. Emergency Quota (2<sup>nd</sup> Fortnight)</li> <li>19. Any other works assigned by Sr DCM.</li> </ol>