

**Duty list of commercial officers of Jaipur Division**

<b>Designation</b>	<b>CUG Number</b>	<b>Duty List</b>
Sr. DCM	9001199950	<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. Provides sufficient staff and all types of works with knowing of prescribed rules and regulations.</li> <li>4. Providing facility for goods and parcel traffic reaching, booking forwarding, delivering etc.</li> <li>5. Providing facilities for passenger's ticket booking, reservation and accommodations in trains.</li> <li>6. Providing passenger amenities of various level at station and trains. D &amp; AR cases, exercising of financial powers for procurement of vital items engaging contracts for various works regular inspection and action on other official inspections, coordination with HQ and other departments in the division and others.</li> <li>7. Meeting with DRUCC, SIG, MPs etc. Meeting with trade unions/associations as PNM and informal etc.</li> </ol>
DCM-I	9001199951	<ol style="list-style-type: none"> <li>1. Catering, Vending &amp; TSV</li> <li>2. MPS, Water Vending</li> <li>3. OSOP</li> <li>4. Ticket checking</li> <li>5. Management of TTE rest house.</li> <li>6. Station Redevelopment, Amrit Bharat stations related works.</li> <li>7. Monitoring of public complaints including Rail Madad.</li> <li>8. Safety Matters</li> <li>9. Monitoring of RTI cases.</li> <li>10. D&amp;AR as per SOP</li> </ol>
DCM-II	9001199952	<ol style="list-style-type: none"> <li>1. Goods Traffic- Freight related works audits related policies including sidings.</li> <li>2. Waiver of Demurrage/Wharfage of goods and parcel traffic as per SOP.</li> <li>3. Parcel Traffic including leasing, Parcel Handling Contract, Cloak Room Etc.</li> <li>4. PH-17 and PH-53 related works.</li> <li>5. Station outstanding.</li> <li>6. Court cases including consumer cases MCDO, PCDO etc.</li> <li>7. Compliance of all inspection reports including CMI reports.</li> <li>8. Monitoring of passenger amenities.</li> <li>9. Passenger concession including Divyang cards.</li> <li>10. Audit/Accounts/TIA inspection reports.</li> <li>11. IT and Google sheet updation related works.</li> </ol>
ACM-PS	9001199961	<ol style="list-style-type: none"> <li>1. Withdrawal and clearance of all types of MAX, special imprests.</li> <li>2. Waiver of Demurrage/Wharfage as per SOP for goods and parcel traffic.</li> <li>3. E-Auction and all types of contract and management of NFR including-</li> <li>4. Parking, Pay &amp; Use.</li> <li>5. Advertisement, Commercial Publicity, ATM, Film Shooting.</li> <li>6. Licensed Porters.</li> <li>7. NINFRIS.</li> <li>8. Appointment of halt agents/JTBS/STBA/YTSK/RTSA/RTA/ATVM facilitator.</li> <li>9. Management of indents, store(TWS), earning deposition in banks, TC safe, Cash Office.</li> <li>10. Station Cleaning including station imprest.</li> <li>11. MP/MLA references, Public demand.</li> <li>12. Arrangement of all types of meetings.</li> <li>13. DRUCC/ZRUCC/SIG&amp; SCC and PNM items of different unions &amp; associations.</li> <li>14. Management of PRS/UTS/ATVM/DBI and Related works.</li> <li>15. D &amp; AR as per SOP.</li> </ol>

