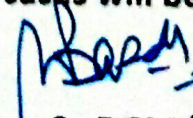


## Job Distribution of Commercial Officers of Sealdah Division

Sl.	Officer	Work Distribution
1.	DCM	<p>All coaching matters, ticket indent, Ticket disposal, returns section, issues related with staff quarter, works under plan head 53, position of passenger amenities all matters related to halt, reply to MP, MLA reference and special items as per directives of CRB/MT, SIG and other inspection programmes &amp; follow up, Matters related DRUCC, demand of passenger association &amp; its disposal, Parliamentary questions, Stock Sheet, TIA &amp; Audit inspection note, Sanitation, license porter, Policy matters of commercial cadre, PNM, Policy matters of Commercial clerks, Court matters as per assignment, Disposal of old furniture, staff leave, Draft para, Audit Para, PIL, Catering &amp; Vending, CA-3 cases &amp; timely disposal, compliance of work review meeting of GM/DRM etc., Any other matter as assigned by Sr. DCM from time to time.</p> <p><b><u>Jurisdiction:</u></b> Park Circus to BudgeBudge, Patipukur to Remount Road, Dhakuria-Baruipur-Sasanroad to Namkhana.</p>
2.	ACM - I	<p>All matters related with Goods, FOIS and TMS, Matters related with Godown, Siding, Outstanding and related matters, RTI, Complaint, MCDO, Publicity, Waival of DC &amp; WC as per MSOP., Any other matter as assigned by Sr. DCM from time to time.</p> <p><b><u>Jurisdiction:</u></b> Sealdah to Ranaghat (including) &amp; Ballyghat</p>
3.	ACM - II	<p>All matters related with parcel including leasing, weighing machines, PMS, Luggage trolley, procurement, allotment of ATM, Book Stall, MPS, Battery operated Car, Any other matter as assigned by Sr. DCM from time to time.</p> <p><b><u>Jurisdiction:</u></b> Kalyanpur to Diamond Harbour, Bidyadharpur to Canning</p>
4.	ACM-CP	<p>UTS, PRS, JTBS, STBS, YTSK and other advance ticketing project, POS, ATVM, CoTVM, Parking, contract for road vehicle, stores, Policy matters of ticket checking, Ticket Checking performance and earning, Retiring Room &amp; Dormitory, TTE rest room, Any other matter as assigned by Sr. DCM from time to time.</p> <p><b><u>Jurisdiction:</u></b> Dum Dum Cantt. To Bangaon, Ranaghat to Bangaon, &amp; Barasat to Hasnabad</p>
5.	ACM-TC	<p>AMC and repairing of old furniture, TA &amp; honorarium bill, Children education allowance, PCO booth, Mela and related issues, Cash remittance &amp; bank lodgement, Security, Accident, enquiry office, Crime cases, claim Cases, Pay &amp; Use toilet, Concession, Any other matter as assigned by Sr. DCM from time to time.</p> <p><b><u>Jurisdiction:</u></b> Ranaghat (Excluding) to Gede, Ranaghat to Lalgola, Ranaghat to Shantipur.</p>

**\*\* Court matters, staff matters, Parliamentary Question, Audit cases will be dealt by the Concerned Officer.**

  
**Sr.DCM/SDAH** 23/05/19