

## Job Distribution of Commercial Officers of Sealdah Division on and from 02-02-2024

Sr. DCM/ER/SDAH being the head of Commercial Department of Division acts as per MSOP and existing Policy guidelines for implementation of the Commercial policy and efficient working of the Commercial Department of Sealdah Division of Eastern Railway

Sl.	Officer	Work Distribution
1.	ACM-I	<p>Returns Section, Stock sheet, TIA &amp; Audit inspection note, Draft para, Audit para, PIL, CA-3 cases with timely disposal. Matters related to work under PH-53, position of passenger amenities, Reply to MP/MLA references and special items as per directives of CRB/MT, PNM, Cash remittance and bank lodgement, Issues related with staff quarter, MCDO, Parking, cleaning contracts, sanitation. Freight loading and its growth, marketing for additional freight traffic, demurrage and wharfage, freight rate and related issues like sidings, siding charges, shunting charges and other ancillary charges, development of Goods Shed and freight terminals, examination of detailed project report for freight terminals, implementation of freight incentive schemes, issues related to FOIS, TMS, RBS, installation of weigh bridges, weighment, plots &amp; godowns, outstanding and related matters, Emergency Quota. Any other matters as assigned by Sr.DCM from time to time.</p> <p><b>Jurisdiction:</b> Naihati to Ranaghat, Kalyani to Kalyani Simanta, Ranaghat to Gede, Ranaghat to Shantipur, Kalinarayanpur to Lalgola.</p>
2.	ACM-II	<p>UTS, PRS, JTBS, STBA, YTSK and other advance ticketing project, POS, ATM, CoTVM, PH-17, all matters related to halt, all coaching matters, ticket indent, ticket disposal, procurement, ATM, disposal of old furniture, concession, AMC and repairing of old furniture, PCO booth, Security, accident, crime cases, claim cases, contract for road vehicle. TA and Honorarium bills, Children education allowance, Rajbhasha, SIG and other inspection programmes and follow up, inspection and compliance, PQs, policy matters of commercial cadre, GST, Pay &amp; Use toilet, matters related to DRUCC/ZRUCC, Demand of passenger's association and its disposal, work review meeting of CRB, GM, DRM, etc, matters related to Sahayaks Any other matters as assigned by Sr.DCM from time to time.</p> <p><b>Jurisdiction:</b> Sealdah to Bangaon, Barasat to Hasnabad, Bangaon to Ranaghat (excluding), Belgharia to Kankinara.</p>
3.	ACM-CP	<p>RTI, Complaints and Rail Madad, Policy matters of Ticket Checking, Ticket Checking performance and earning, inquiry office, TTE rest room, Catering &amp; Vending, Commercial Publicity, All matter related with parcel including leasing, Weighing machines, PMS, Luggage trolley, book stall, MPS and miscellaneous, curio stalls, BOC, Retiring room and Dormitories, Special catering, Mela and related issues. Any other matters as assigned by Sr.DCM from time to time.</p> <p><b>Jurisdiction:</b> Park Circus to Namkhana, NACC to Budge Budge, Majherhat to Patipukur, Sir Gurudas Banerjee Halt, Kalyanpur to Diamond Harbour, Bidyadharpur to Canning.</p>

**\*\* Court matters, staff matters, PQ, Audit cases will be dealt by the Concerned Officers.**

**\*\* All Policy matters to be dealt as per MSOP.**

*Sr. DCM/SDAH*  
**Sr.DCM/SDAH** 2/2/2024