

**Office Order no. 01/2025 (C.Admin/Orders & Misc./24)**

**Job Distribution of Commercial Officers of Sealdah Division on & from 25.02.2025.**

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

Sl.	Officer	Work Distribution
1.	DCM	RTI, Complaints and Rail Madad, MCDO, Returns Section, Stock Sheet, TIA & Audit Inspection Note, Draft Para, Audit Para, PIL, CA-3 cases with timely disposal, Staff leave, Matters related to Works under PH- 53, Pay & Use toilet, Parking, Position of passenger amenities, Reply to MP/MLA reference and special items as per directives of CRB/MT, Accident, SIG and other inspection programmes & follow up, PQs, Policy matters of Comm. Cadre, PNM, GST, Work Review meeting of CRB, GM, DRM, etc. demurrage & wharfage, development of Goods Shed and Freight Terminals, Outstanding and related matters. Any other matter as assigned by Sr. DCM from time to time. <b>Jurisdiction:</b> Park Circus to BudgeBudge, Dhakuria to Namkhana, Kalyanpur to Diamond Harbour, Bidyadharpur to Canning, Patipukur to Remount Road,
2.	ACM-II	UTS, PRS, JTBS, STBS, 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, AMC and repairing of old furniture, TA & honorarium bill, Children education allowance, Rajbhasha, Inspection & Compliance, Concession Crime Cases, claim Cases, Emergency Quota. Policy matters of ticket checking, ticket checking performance and earning. Enquiry office, TTE rest room, OSOP, NFR & NINFRIS. Any other matter as assigned by Sr. DCM from time to time. <b>Jurisdiction:</b> Dum Dum Cantt. to Bongaon, Ranaghat (excluding) to Bongaon, &Barasat to Hasnabad, Baranagar to Ballyhalt.
3.	ACM-CP	Commercial Publicity, Book Stall, MPS & Misc. Curio Stalls, Cash remittance & bank lodgement, Retiring Room & Dormitories, Issues related with staff quarter, Sahayaks, Special Catering, and Catering & Vending. Freight loading and its growth, marketing for additional freight traffic, freight rate, implementation of Freight Incentive Scheme, daily monitoring of Goods loading/unloading, terminal detention, DC/WC, Battery operated Car, Sanitation, Mela and related issues, contract for road vehicle, Matters related to DRUCC, Demand of passenger association & its disposal, All matters related with parcel including leasing, daily earnings, over-carried consignment monitoring, weighing machines, PMS, Luggage trolley, parcel related WC, Parcel weighbridges & weighment. Sidings, siding charges, shunting charges and other ancillary charges, examination of Detailed Project Reports for freight terminals, issues related to FOIS, TMS, RBS, installation & monitoring of weighbridges, weighment, plots and godowns. Any other matter as assigned by Sr. DCM from time to time. <b>Jurisdiction:</b> Sealdah to Ranaghat, Ranaghat to Gede, Ranaghat to Lalgola, Ranghat to Shantipur.

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

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

**THIS IS ISSUED IN SUPPRESSION OF EARLIER OFFICE ORDER dtd 24.09.2024**

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25/2/25  
Sr.DCM/SDAH