

DUTIES OF COMMERCIAL HQ OFFICERS

Freight Marketing & Catering

Chief Commercial Manager/Freight Marketing

1. Freight Marketing and Rates Section :-

- Monitoring of all activities of Freight loading and to plan for improvement of loading & earnings.
- Monitoring of Freight Marketing activities by conducting sectoral and redressing all problems of concerned sector.
- Policy matters on Rates, Sidings, PFTs and GCTs.
- Monitoring of BDU initiatives by division. Prepare a monthly report to gauge the realistic progress.
- Monitoring of daily divisional performance on freight loading & related activities.
- Monitoring of daily divisional performance on parcel earning & related activities
- Works related to PH-53 related to Goods Shed development. Monitoring progress thereof.
- Works related to World Class Goods Shed, monitoring progress thereof.
- Monitoring of parcel activities and policy related issues of Parcel.
- Monetization of parcel assets.
- Timely disposal of Parliament Questions.
- Monitoring of station outstanding.
- Monitoring of Rail Madad cases.

2. Catering Section :-

- Monitoring of Railmadad cases related to catering.
- Monitoring of catering contracts awarded by divisions and IRCTC.
- Monitoring timely payment of bills to IRCTC.
- Monitoring of Base Kitchens.
- Shortlisting of PAD items for sale through static stalls over Eastern Railway.

3. Miscellaneous :-

- Monitoring of Audit cases.
- Monitoring of Court Cases.
- Monitoring of NFR contract awarded by FM section.

Any other works delegated by Railway Administration not in this list.

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**1. Rates of Goods Traffic :-**

- Generation and development of Freight Business.
- Policy matters and related issues of Freight Rates.
- Policy related to Demurrage and Wharfage charges.
- Items related with FOIS, TMS, RBS, shortcomings & emerging requirement.
- Installation and commissioning of EIMWB and its integration with FOIS & CCTV.
- Audit cases, RTI cases and Parliamentary questions related to Goods, Siding and Parcel — early completion.

**2. Siding/PFT/GCT :-**

- Siding, PFT and GCT — Policy, Implementation and Suggestions.

**3. Freight Marketing :-**

- Implementation of Freight Incentive Scheme including problem area & suggestions.
- Generation of freight revenue of Parcel Traffic, Policy Matters related with Parcel Traffic, Leasing of parcel space, Feasibility and non-viability.
- Issues related with commercial plot, Godown and Warehouses — Attempts for proper leasing.
- All matters related with Wagon Investment Scheme — Attempts for popularisations with the interested parties.

**4. E payment of Freight :-**

- Issues related with on-line and electronic payment mode of Freight— Popularising and upgrading.
- Signing of tripartite agreement for e-payment of Goods Freight— Resolving all past cases and develop a system of monitoring and regular renewal.

**5. Outstanding :-**

- Monitoring of station Outstanding— Attempts to reduce it for existing outstanding and to develop a system where no outstanding is generated.

**6. Refund Goods :-**

- Monitoring of Refund Goods cases and sanction of refund of Freight— Resolving all the past cases and achieving the target of freight refund within a week.

**7. Development of Freight Terminals :-**

- Preparing a Dynamic list of existing facilities in the Goods Shed Identifying existing deficiencies in Goods Shed in terms of volume and nature of traffic, getting it proposed for upgradation through the Division and ensure proper implementations.

## 8. Court Case :-

- Analyse all Court cases pertaining to freight traffic and getting it resolved properly. Cross-checking all reasons which are leading to Court cases and attempt to improve the system in such a way that such situation are not arising. Sensitizing Divisions and staff in this regard.

Any other works delegated by Railway Administration not in this list.

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DY.CCM/PM (Catering)

- Looking after the all catering related matters over Eastern Railway.
- Monitoring of all on-board catering services in All Vande Bharat Exp. trains, Rajdhani Exp. trains, Shatabdi Exp. trains, Durgam Exp. trains and all other Mail/Exp. trains (Pantry Car & Train Side vending).
- Monitoring of all static Catering Units and their complaints at all Railway stations over ER viz. Food Plaza, Jan Aahar, Fast Food Unit, Executive Lounge Unit, Multi Purpose Stall, GMUs and SMUs.
- Ensure proper working of all cluster kitchens and base kitchen as per Railway Board guidelines.
- Maintain, co-ordination with all the divisions and IRCTC officers regarding catering matters.
- Monitoring of all Rail Madad complaints and other complaints on daily basis on catering & vending issues and taking necessary efforts to minimize them through real time monitoring and immediate redressal of passenger grievances. Put up the Rail Madad complaints data on weekly basis alongwith ATR obtained from IRCTC and all the divisions to the Competent Authority.
- Regular inspection of TTE Rest Rooms over ER and ensure its proper functioning having amenities as per Railway Board guidelines. Associate with at least one ticket checking drive per month in every division.
- Taking efforts for clearing all the Audit cases of HQ and Divisions within one month of its case in co-ordination with concerned officer at HQ and with divisional officers.
- Involvement in modernization activities related to ticketing such as integration of UTS ticket sale and CCTV camera generated information for increasing ticket sale and earning, etc.
- To deal the matters related with Kolkata Port terminal (C) and CONCOR Terminal at Kolkata.

Any other works delegated by Railway Administration not in this list.

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**1. Rates of Goods Traffic :-**

- Monitoring of day to day Freight Business.
- Policy related to Demurrage and Wharfage charges.
- Items related with FOIS and TMS, its shortcomings and emerging requirements.
- Monitoring of functioning of EIMWB and its integration with FOIS & CCTV.
- Statistics of Freight Revenue.

**2. Siding/PFT/GCT :-**

- Siding, PFT and GCT — Policy, Implementation and Suggestions.

**3. Freight Marketing :-**

- Different Freight Incentive Scheme including problem area, its implementation and suggestion. GPWIS and its day to day execution.
- Reimbursement of Freight rebate of GPWIS rakes.
- All activities with Parcel Traffic including policy matter. Monitoring of revenue generated through parcel Traffic.
- Monitoring of Leasing of Parcel space — feasibility and non-viability.
- Rationalisation of Parcel scale.
- Issues related with commercial plot, Godown and Warehouses — Attempts for proper leasing.
- Commissioning and functioning of PMS and related issues.
- Uneconomic Branch line.
- Quotation of Parcel Rates.
- Rail Madad issues related with parcel/Luggage.
- Audit cases related to Parcel.

**4. Refund Goods :-**

- Monitoring of Refund Goods cases and sanction of refund of Freight— Resolving all the past cases and achieving the target of freight refund within a week.

**5. Development of Freight Terminals :-**

- Preparing a Dynamic list of existing facilities in the Goods Shed Identifying existing deficiencies in Goods Shed in terms of volume and nature of traffic, getting it proposed for upgradation through the Division and ensure proper implementations.

**6. Miscellaneous :-**

- Contract management of contracts awarded by Freight Marketing cell.
- Parliamentary Questions related to sections under control of Dy.CCM/FS.
- Establishment matter of staff under control of Dy.CCM/FS.
- RTI reply related to sections under control of Dy.CCM/FS.

Any other works delegated by Railway Administration not in this list.

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PASSENGER SERVICES

Chief Commercial Manager/Passenger Services

- Ensure proper utilization of all Commercial Assets as per laid down policy.
- Suggest better utilization of existing assets, identify all loopholes and plug it for better utilization for railway activity.
- Identify area of deficiencies and shortfall where assets do not match the requirement and plan for upgradation.
- Monitoring of Works related to PH-53 including Passenger Amenity Works, Works related to "Amrit Bharat Station" and "World Class Goods Shed".
- Monitoring of all staff matter including staff selection, MACP, Training, Man Power Planning, D&AR cases, etc.
- All matters related to Refund & Coaching Section ensuring refund within stipulated time.
- Monitoring of proper E-auction of all assets over Eastern railway, devising strategy on increasing Non-Fare Revenue, Sundry Earnings.
- Monitoring of all passenger service-related matters.
- Monitoring of daily divisional performance on ticket checking & related activities, Counseling of defaulter divisions for achieving the target, guiding ticket examiners of head quarter for detecting fraudulent activities.
- Supervision and providing guidance of all works pertaining to BI Section such as – Condemnation, Procurement, AMC of office equipment, furniture and computer peripherals.
- Monitoring on analysis of demands received from MP, MLA, Passenger Association, ZRUCC & DRUCC and different parliamentary committees and ensure their proper reply as well as implementation of justified demands.
- Monitoring of all matters related to Complaint Cell including Rail Madad cases, CPGRAM, etc.
- Monitoring of Audit cases and ensure submission of reply within stipulated time maximum within 01 month.
- Ensuring proper reply of Parliamentary questions, RTI cases.
- Ensuring proper preparation of PPT presentation for Meeting with GM/Railway Board authority.
- Advising Dy.CCM/G regarding various passenger service related work.
- Coordinating with Railway Board on policy matter issues pertaining to passenger services.

Any other works delegated by Railway Administration not in this list.

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**1. All works under Commercial/G Section :-**

- Passenger Service-related matters.
- Monitoring of daily divisional performance on ticket checking & related activities. Identify Low Performers and attempt to improve them, ensuring all kinds of Ticket Checking are done in all divisions and no division is missing any type of Ticket Checking.
- Monitoring of OSOP, Pradhan Mantri Bhartiya Janaushadhi stalls. Multi-functional complex related issues.
- Works related to PH-53 — Preparing a comprehensive list of all passenger amenities items of all stations of ER, match it with footfall and identify shortfall. Plan for improvement of all such stations. Ensure proper sanction of work and timely implementation of all works, sending a reminder for projects running behind schedule, getting works close once executed.
- Audit Cases — Responding within one month or early. Timely disposal of Parliament Questions.
- Analysis of demand received from MP, MLA, Passenger Association, ZRUCC & DRUCC and different parliamentary committees— Identifying doable proposals and get it done.
- Opening/Closing of stations & Halts.
- Stoppage of train and other passenger amenity items.
- All works related to running of special trains, Demand from Election Special indented through IRCTC and Bharat Gaurav trains, etc.
- Commercial Revenue Budget— Identifying present deficiencies and plan for its inclusion. Ensure proper utilization of funds.
- Matters related to Rail Sewak/License Porters, Retiring Rooms/Dormitory— Monitoring existing facilities, upgrading and increasing the facilities with increasing need.
- Cleanliness matter in stations— Identifying the deficiency are and plan for its improvement.
- Issues related to different Concession provided by Railway Board, Money Value Books and Tickets, Time table.
- Lodgment of Station earnings to Banks— Identifying weak area and its strengthening.
- Compliance report on inspection notes of Railway Board officials, GM, PHODs/HODs, GM's Annual Report.
- Disposal of obsolete tickets / records— Identifying poorly managed Booking Office, Parcel Office and Goods Office.

**2. All matters under Statistical Cell :-**

- Preparation of MCDO— Ensuring monthly action taken and reply for Assistance Required, Flagging sub-optimal performance of division and advising proper action to reverse the trend.
- Statistical Hand-out & Booklets for various meetings.

**3. All matters under Passenger/Consumer Grievances in Complaint Cell including matters related to RTI cell and acting as PIO.**

**4. All works pertaining to Budgetary & Indent (BI) Section such as :-**

- Procurement, Condemnation, AMC, Repair / maintenance of furniture, Air-conditioning of the office, Office Equipment including Computer peripherals and maintaining proper inventory, Imprest cash, Officers' Vehicle
  - Cleanliness in working premises & its improvement, monitoring of required infrastructural improvement/repairs.
- 5. All works under Staff Section :-**
- Selection / Promotion, MACP, Posting, D&AR, Publication of Examination, All other staff matter of Commercial Department, Staff grievance. Preparing a monthly list of deficiencies in these items.
  - TADK related issues.
  - Safety & Training Programme of Officers & Staff, Customer Care Training Union related matters like PNM, PREM— Suggesting necessary improvement.
  - Man Power Planning.
  - All other staff matter of Commercial Department.
- 6. All works under NFR Section :-**
- Non-Fare Revenue and Sundry Earnings from – Pay & Use Toilet, Parking, ATM, Advertisement, MPS & Book Stall.
  - NINFRIS, E-Auction.
- 7. Ensure timely refund of Security Deposit under Refund Coaching Section.**
- Any other works delegated by Railway Administration not in this list.
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### **ACM/CHG. & PG**

1. All matters related to Refund & Coaching Section, monitoring of each and every refund cases and its timely disposal.
2. All works under Commercial/G Section-
  - Passenger Services
  - -related matters.
  - Monitoring of daily divisional performance on ticket checking & related activities.
  - Timely disposal of Parliamentary Questions.
  - Analysis of demand received from MP, MLA, Passenger Association, ZRUCC & DRUCC and different parliamentary committees.
  - Opening/Closing of stations & Halts.
  - Stoppage of trains and other passenger amenity items.
  - All works related to running of special trains, Demand from Election Special indented through IRCTC and Bharat Gaurav trains.
  - Commercial Revenue Budget.
  - Issues related to Railway Mail Service.
  - Gazette Notification regarding Loss of Passes/Warrants/EFT/Tickets
  - Matters related to Rail Sewak/License Porters.
  - Cleanliness matters in stations.
  - Issues related to different Concession provided by Railway Board.

- Lodgement of Station earnings to Banks.
- Matters related to Time Table, Money Value Books and Tickets.
- Compliance report on inspection notes of Railway Board officials, GM and other Officers.
- PHODs/HODs, GM's Annual Report
- Disposal of obsolete tickets/records
- 3. All matters under Statistical Cell
  - Preparation of MCDO
  - Statistical Hand-out & Booklets for various meetings.
- 4. All matters under Complaint Cell
  - Rail Madad
  - CPGRAM
  - Consumer Forum
  - Court Cases at different Consumer Forum
- 5. Matters related to RTI and Acting as APIO

Any other works delegated by Railway administration not in this list.

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ACM/PS

1. Infrastructure Development related activities
 - Works related to PH-53 including timely sanction of passenger amenities and Divyangjan facilities works. Monitoring the progress of all items.
 - Works related to Amrit Bharat stations and world class goods-sheds. Monitoring the progress of all items.
2. Man power planning related items
 - Selection/Promotion, MACP, Posting, D&AR, TADK, training programmes of officers and staff and publication of examination.
 - Union related matters like PNM, PREM.
 - Customer Care training
 - Staff grievances & all other staff matters of Commercial department.
3. NFR & Related items
 - Parking, ATM, Advertising, Pay & Use Toilets, Executive Lounges, Medical Stores, Retail Stores, MPS, Bookstalls, OSOP & all related items.
 - E-auction related issues and policies.
 - Matters related to retiring rooms/dormitories and cloak rooms.
4. All works pertaining to B.I. Section such as
 - Procurement, Condemnation, AMC, Repair/Maintenance of furniture, Office Equipment including Computer peripherals and maintaining proper inventory.
 - Imprest Cash.
 - Officers Entertainment Allowance.
 - Officers Vehicles.

- Cleanliness in working premises & its improvement, monitoring of required infrastructural improvement/repairs.
 - CUG & Telephone Bills and any other works.
5. Audit cases and their disposal.
6. राजभाषा सम्बंधित कार्यों के लिए सम्बंधित अधिकारी के साथ समन्वय

Any other works delegated by Railway administration not in this list.

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# **PASSENGER MARKETING**

## **Chief Commercial Manager/Passenger Marketing**

- Closely monitoring the performance of Reserved and Unreserved trains in terms of its utilization against capacity to either increase or decrease the load and increase or decrease the services.
- Demand New Trains if more number of passengers' demand exist.
- Process the demand for the upgradation of Quality of coaches like making proposal for conversion for ICF rake to LHB rakes
- Process the demand and notify special trains for festive and other such occasions.
- Analysis of waiting list position for running of Special train and temporary augmentation of coaches during rush period, etc.
- Giving commercial justification of the representations received from various quarters for augmentation of coaches in Reserved segment & enhancement of quota.
- Implementation of new policies regarding PRS/UTS and matters related to ATVM, JTBS, YTSK.
- Review and distribution of reservation quotas and necessary guidance of PPM Cell, Policy Cell and Database.
- Review of all matters pertaining to Budget & Project Cell .
- Proposals for procurement of hardware on replacement account and other new activities to the Railway Board well in advance and further follow up action for its inclusion on works programme.
- Review of all sanctioned works under Plan-Head-17.
- Co-ordination with CRIS, DOT, Electrical, S&T and other sister departments for smooth running of PRS locations.
- Matter related to UTS i.e. UTS Console and UTS database, smooth running of UTS locations, maintenance of UTS database, deployment and testing accounts and other MIS reports of UTS.
- All coaching refund cases, refund of system tickets,e-tickets.
- Providing guidance on proliferation of ATVM & ATVM facilitators, UTS On Mobile at stations and halts, Mobile UTS, Online Coaching Balance Sheet (OCBS), E-CR & E-TR
- प्रधान मुख्य वाणिज्य प्रबंधक के कार्यालय में राजभाषा सम्बंधित कार्यो का निष्पादन.

Any other works delegated by Railway Administration not in this list.

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- Monitoring of Running of Time Tabled Train on daily basis, proposing improvement in terms of load, timing, stoppages, etc. on the basis of utilization pattern seen in data base analysis.
- Demanding running of Holiday Special on the pattern of observing utilization of reservation and changing pattern of Demand.
- Implementation of new policies regarding PRS/UTS matters.
- All matters related to ATVM, JTBS, YTSK.
- Dealing of different reports, Complaints, references and demands related to PRS & UTS.
- Transfer and posting of staff in PRS NKG & FP and management of all other staff in consultation with CCM/PM.
- Establishment Matters, DAR/Vigilance cases, Union matters, RTI, Complaints, Consumer forum & Court cases related to CCM/PM.
- Issuance of D&AR clearance and “No Claims/No Objection Certificate” of staff working under CCM/PM.
- Preparation of reply on PQ, MCDO, POM/PNM/ZRUCC/DRUCC & other consultative committee matters to CCM/PM’s office over E.Rly.
- Maintenance of vehicles and other equipments under CCM/PM.
- Proper maintenance and up gradation of Database and Incorporation of periodical changes, computed security and Proper maintenance of terminal IDs and user IDs, firing of train profile through UDM.
- Overseeing the definitions of PRS & UTS terminals through TDM in Console and ‘Conshut’ / ‘Conboot’ through PRS Console.
- Providing support to various PRS & UTS locations through UTS & PRS console.
- Monitoring of proper configuration of Thin Client & ATVM through Console.
- Review and distribution of reservation quotas and necessary guidance of PPM Cell, Policy Cell and Database.
- Compliance of inspection notes of Railway Board officials, GM, PHODs/HODs related to CCM/PM.
- Review of all matters pertaining to Budget & Project Cell .
- Proposals for procurement of hardware on replacement account and other new activities to the Railway Board well in advance and further follow up action for its inclusion on works programme.
- Review of all sanctioned works under Plan-Head-17.
- Approval of certification of fund for reimbursement of laptop for officers over E.Rly. as well as fund for procurement of equipment against the sanctioned work under PH -17.
- Condemnation of equipment & furniture.
- Co-ordination with CRIS, DOT, Electrical, S&T and other sister departments for smooth running of PRS locations.
- Matter related to UTS i.e. UTS Console and UTS database, smooth running of UTS locations, maintenance of UTS database, deployment and testing accounts and other MIS reports of UTS.

- All coaching refund cases— refund of system tickets, e-tickets. Ensuring all genuine refund cases within three working days.
- All other matters related to reservation office both FP & NKG.
- Analysis of waiting list position for running of Special train and temporary augmentation of coaches during rush period, etc. Earmarking of berths for IRCTC VAT Programme.
- Giving commercial justification of the representations received from various quarters for augmentation of coaches in Reserved segment & enhancement of quota.
- Proposal for conversion for ICF rake to LHB rakes.
- Proliferation of ATVM & ATVM facilitators.
- Proliferation of Point of sale (POS).
- Proliferation hand Held terminals (HHT) & TTE Lobby.
- Proliferation UTS On Mobile at Stations & Halts.
- Proliferation of Mobile UTS (M-UTS).
- Proliferation of Dynamic QR payment at PRS,UTS, PMS Counters.
- Proliferation of Online Coaching Balance Sheet (OCBS),E-CR & E-TR, etc.
- Disposal of E-Ticket Refund cases through WECRS.
- Parliament question related to CCM/PM office.
- PRS & UTS Modernisation Project (GUI based PRS, LAN & WAN IP change).
- PRS & UTS -Planned/scheduled Downtime of PRs & UTS.
- Verification of Tickets (UTS).
- Procurement, indenting and Fund provisions for all Ticket items (i.e. PRS, UTS, ATVM, etc.).
- Matters related to foreign tourist office & Maitree Express.
- प्रधान मुख्य वाणिज्य प्रबंधक के कार्यालय में राजभाषा सम्बंधित कार्यो का निष्पादन.

Any other works delegated by Railway Administration not in this list.

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### **ACM(R)/NKG**

- To look after day to day work of NKG & WBLA reservation offices; opening/manning of counters & maintenance, etc.
- Analysis of Wait List position in different classes and its intimation to Dy.CCM/DB for Special train/s during Summer, Puja and any other special occasions.
- To attend VIP passengers and assist them in reservation matters.
- Processing allotment of accommodation in Upper Class from EQ/HO.
- Conduct Checks & inspection at counters & premises of reservation office to detect malpractice & touting activities.

- Ensure preparation of Chart of different trains originating from HWH, SDAH and Kolkata within time after completion all formalities regarding augmentation of coaches/detachment of coach if any.
- Ensure submission of returns and remittance of cash of NKG reservation office including all other allied locations.
- Looking after the establishment matters of all staff at Reservation office.
- Processing of Vehicles under CCM/PM.

Any other works delegated by Railway Administration not in this list.

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COURT & CLAIMS

Chief Claims Officer

1. Claim Cases :-

- Monitoring of processing and finalization of all claim cases pertaining to Goods, Parcel and Luggage Traffic.

2. Reconciliation of Not Received & Unconnected consignments :-

- Monitoring of reconciliation of NR (Non- Receipt) & UC (Unconnected Consignment) of Coal & General Goods wagon of all Major industries over ER, viz. NTPC, DVC, WBPDC, CESC, SAIL, DPL, etc.

3. Railway Claims Tribunal Cases :-

- Monitoring of Court Cases in RCT and subsequent appeals before Higher Forum.
- Monitoring of presentation of Railway Administration before RCT.
- Monitoring the performance of Railway Advocates and System improvement in relation to RCT cases.

4. RTI, Union Matters, ZRUCC references and Parliamentary Questions related to Claim Cases :-

- Ensure submission of reply of RTI, Union cases, ZRUCC references and Parliamentary Questions related to Claims within scheduled time.

5. प्रधान मुख्य वाणिज्य प्रबंधक के दावा कार्यालय में राजभाषा सम्बंधित कार्यों का निष्पादन एवं राजभाषा के अत्यधिक उपयोग को प्रोत्साहन देना.

Any other works delegated by Railway Administration not in this list.

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## **DY.CCM/COURT & CLAIMS**

1. **RCT Matter Management :-**  
Oversee and manage all RCT-related matters, including claims, appeals, and court cases related to RCT in High Courts and Supreme Court.
  2. **Claims Processing and NR Cell working :-**  
Ensure timely and accurate processing of claims pertaining to Goods, Luggage & Parcel traffic. Ensure proper functioning of NR Cell.
  3. **Reconciliation of Not Received & Unconnected consignments :-**  
Reconciliation of NR (Non- Receipt) & UC (Unconnected Consignment) of Coal & General Goods wagon of all Major industries over ER, viz – NTPC, DVC, WBPDC, CESC, SAIL, DPL, etc. Chasing the concerned Division or Officer for swift action. Presenting a Weekly Summary Report to PCCM to give feedback on work done.
  4. **Legal Liaison :-**  
Liaise with Senior Officer, Law Officers & Railway Advocates to ensure effective representation of railway interests.
  5. **Policy and Procedure Development :-**  
Assist in developing and updating policies and procedures related to RCT matters.
  6. **Training and Awareness :-**  
Organize training sessions and awareness programs for Railway Staff on RCT matters.
  7. **Data Analysis and Reporting :-**  
Analysed DRM's Report data and submit Written Statement (WS) to RCT(s).
  8. **Stakeholder Management :-**  
Interaction with stakeholders, including Advocates, CLA(s), Railway Staff, to resolve RCT-related issues.
  9. **Compliance and Governance :-**  
Ensure compliance with railway rules, regulations, and court orders related to RCT matters.
- Any other works delegated by Railway Administration not in this list.

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LAW OFFICER/COMMERCIAL/HQ

1. He is in charge of the Legal Monitoring Cell.
2. He deals with all Commercial Cases (excluding RCT) in different district Court, High Court, NCLT, NCLAT and Apex Court.
3. Monitoring of consumer cases in different commission i.e., DCDRC, SCDRC & NCDRC.

4. Co-ordination with Ministry of Law and Justice for engagement of eminent Govt. Council from their Panel for High Court & Supreme Court cases.
5. He will engage the Railway Advocate in different District Courts & Consumer Courts cases from Railway Panel.
6. He will interact with the Advocates for discussion & briefing the Cases on behalf of Railway as legal Advisor.
7. Legal opinion and vetting of documents i.e., Agreement, B.G Bond, Indemnity Bond, etc.
8. He legally vets the RA Bills (excluding RCT cases).

Any other works delegated by Railway Administration not in this list.

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### **LAW OFFICER/COMMERCIAL-I**

1. Floor Management and all activities related to RCT/Kolkata viz engagement of Railway Advocates, timely preparation and filing of WS and ensuring Appearance of Railway Advocates in RCT/Kolkata.
2. Dealing with all cases/matters related to all High Courts and Supreme Court in connection with Appeal matters arising out of Claim Cases related to all RCTs and will perform any other activities assigned by the Higher Officers.
3. Maintaining liaison with RAs of RCT/Kolkata to sort out serious issues arising during working of RCT/Kolkata. Visiting RCI/Kolkata as and when required for this purpose.
4. Looking after the work of earlier post of LO/Comml.(II) i.e. Floor Management and all activities related to RCTs (Excluding Kolkata) viz. engagement of Railway Advocates and libation with them, timely preparation and filing of WS and ensuring Appearance of Railway Advocates in RCTs as assigned and will perform any other activities assigned by the Officers.

Any other works delegated by Railway Administration not in this list.

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