

DUTY LIST OF OFFICERS
(COMMERCIAL DEPARTMENT/HQ/WCR/IBP)

❖ **Chief Commercial Manager** :- **Shri Manoj Seth**

Mobile no. 9752415950 Office: 0761- 2677082

- Head of Commercial department and dealing with all the matters pertain to commercial department.

❖ **Chief Commercial Manager (Passenger Services)** :- **Shri M.P. Mehta**

Mobile no. 9752415951 Office: 0761- 2677060

- Coordinating and dealing with all the matters pertaining to passenger services related items like coaching, booking, catering, ticket checking, PRS, Publicity, passenger amenities, sundry, coaching refund etc.
- General administration, staff matters, HRD, Office Management, Stores, PQ, Budget & Works programme, Union matters, Rajbhasha
- IT projects-UTS, .ATM, ATVM etc.
- MR/MP/MLA/VIPs/ DPG/GM/CA-III references, ZRUCC, Public grievances and relation, MCDO, Statistics, Meetings/Conference items etc.
- Any other works assigned by CCM.

❖ **Chief Commercial Manager (Freight Marketing)** :- **Smt. Anju Mohanpuria (Surendra)**

Mobile no. 9752415952 Office: 0761- 2622716

- Coordinating and dealing with all the matters pertaining to freight services, goods, claim, court cases, Audit, Safety, Survey, Parcel/Luggage, Outstanding, IT projects-FOIS, TMS, E-payment etc.
- Any other works assigned by CCM.

❖ **Dy. Chief Commercial Manager (Passenger Service)** :- **Smt. Priyanka Dixit**

Mobile no. 9752415953 Office: 0761- 2677737

- Coordinating and dealing with all the matters pertaining to passenger services related items like coaching, booking, ticket checking, PRS, passenger amenities, retiring rooms, sundry, etc.
- General administration, staff matters, DAR, HRD, Stores, Imprest, office automation, hiring of vehicle, coaching audit para etc.
- Overall Supervision of all Commercial matters, cadre controlling of staff.

- Parliamentary questions.
- Budget & Works programme, Time Table.
- Running/cancellation of new trains, augmentation of coaches, halt of trains, punctuality etc.
- IT projects-UTS, ATM, ATVM etc.
- MCDO, Statistics, Meetings/conferences items
- Union matters, Rajbhasha & RTI.
- Other works assigned by CCM & CCM(PS)

❖ **Dy. Chief Commercial Manager / HQ :- Smt. Gunjan Gupta**

Mobile no. 9752415955 Office: 0761- 2627506

- Coordinating and dealing with all the matter pertaining to Claim/Court/Tribunal / Arbitration cases.
- NR cell, other railway liabilities, coaching refund.
- MCDO & Statistics pertaining to Catering, Claim & court cases, accident claims.
- Catering Services, Publicity and earning contracts.
- ZRUCC, MR/MP/MLA/VIPs/CA-III references, inspections notes and public grievances,
- Other works assigned by CCM, CCM (FMS) & CCM(PS).

❖ **Dy. Chief Commercial Manager / FM :- Shri Vinod Tamori**

Mobile No.9752415954 Office : 0761- 2623090

- Dealing with all Freight and Goods related matters and references.
- Freight Marketing, Wharfage & Demurrage cases, Weighbridges
- STS Schemes, Goods refund cases, Goods Outstanding
- Review of Goods earnings, Remedial action and action plan for increasing Goods earning
- Rates and Freight, ARNs, Pay orders, Audit paras,
- MIS, TMS, FOIS, E-payments etc.
- Any work assigned by CCM, CCM(FMS) & Dy CCM(FM)

❖ **Assistant Commercial Manager (Coaching) :- Shri Devesh Soni**

Mobile No.9752415959 Office: 0761- 2627506

- All Coaching related matters, Passenger Services and Catering.
- Issue of Coaching ARNs, Circulars, Ticket indents, Concessions, Coaching Audit Para, Correspondence related to issue of special tickets, Running/Cancellation of new trains, Halt of trains etc.

- pening /Closing of stations, ARTS, CURTS, UTS, PRS, P.Q. pertaining to coaching /catering, DPG/MP/MLA/Public ref. etc. RMS postal vans, Special trains, Punctuality. Loss of Passes/ Warrants/EFT/Tickets, Opening of Bank account, RTSA/CBA,STD/PCO, Car/Scooter/Cycle parking, Passenger Amenities Including cleanliness, PTVM, Coin exchange machine, Mobile ticket van, PPM, augmentation of coaches. Coaching Refunds
- Any work assigned by CCM, CCM (PS), Dy CCMs

❖ **Assisstant Commercial Manager (TC):- Shri Nitesh Kumar Sone**
Mobile No.9752415957 Office: 0761- 2627506

- All matters related to Ticket Checking and Catering Services
- Issue of Circulars, Correspondence related to issue of special tickets, P.Q. pertaining to ticket checking /catering,
- Loss of Passes/ Warrants/EFT/Tickets.
- Coaching Refunds.
- Any work assigned by CCM, CCM (PS), Dy CCMs

❖ **P. S. to CCM (working as Secy to CCM) :- Shri Amit Kumar**
Mobile No. 9752415962 Office: 0761- 2677082

- Secretarial assistance to CCM.
- Confidential matters like ACRs, Awards, Vigilance cases, DAR (Revision & Appeal to CCM) etc.
- Gaz. matters like training, office order etc,
- Monitoring of disposal of important references marked by CCM.
- General establishment matters and office management.
- Other works assigned by CCM.