

COMMERCIAL DEPARTMENT

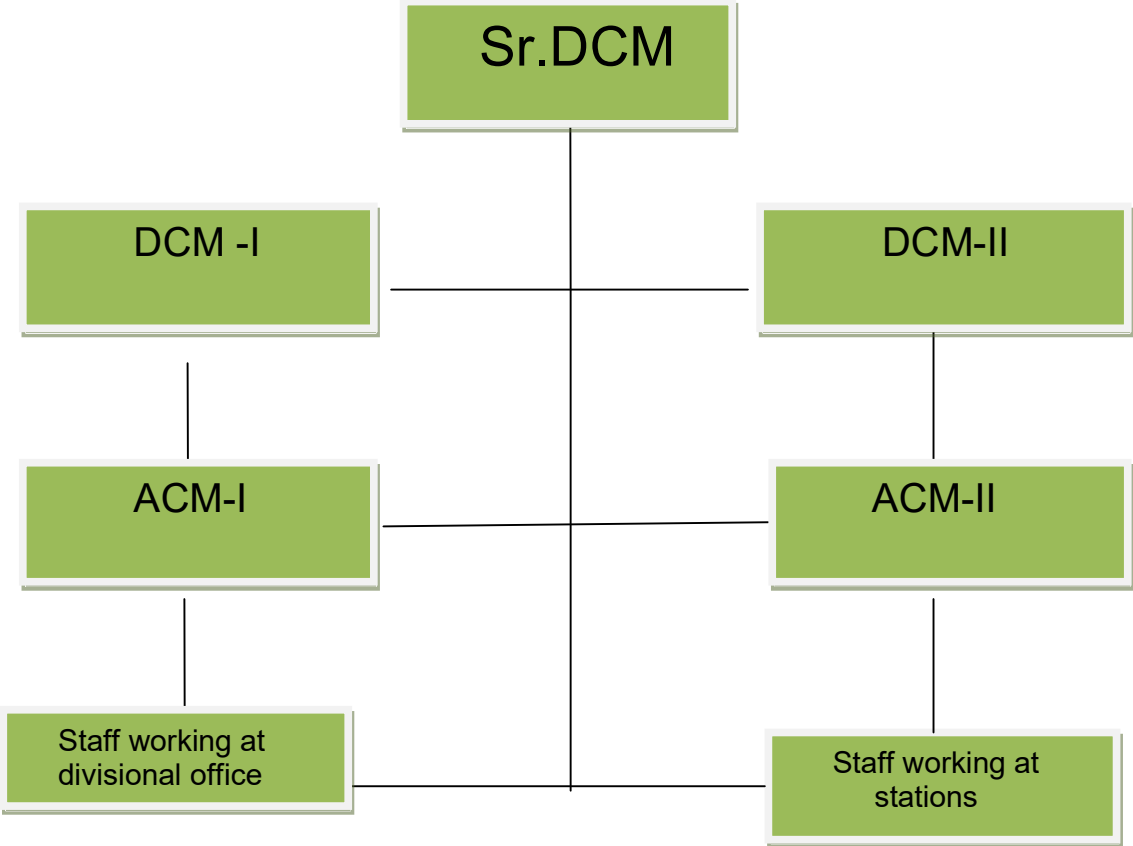
INFORMATION IN REFERENCE TO SECTION 4 (b) of RTI ACT 2005

Sub section	Information Sought	Remarks
4(b) (i)	The particulars of its organization, functions and duties	<p>Commercial Department is responsible for marketing & sale of the transportation provided by railways, for creating and developing traffic, for securing and maintaining friendly relations with the travelling and trading public and for cultivating good public relations generally. The fixing of rates, fares and other charges and the correct collection, accountal and remittance of traffic receipts are also among its functions.</p> <p align="center">Click here for Commercial Organisation Chart</p>
4(b) (ii)	The powers and duties of officers and employees	<p><u>Powers of Commercial officers and staff:</u> The powers of commercial officers were incorporated under schedule of powers (Part-E Commercial matters) issued by Ministry of Railways from time to time.</p> <p align="center">Click here for Schedule of Powers (Part E-Commercial Matters).</p> <p>The powers of sub-ordinate staff depends upon nature of duty the employee is entrusted. The powers depending upon the instructions of ministry of Railways from time to time.</p> <p><u>Duties of Commercial Officers :</u> Commercial officers are responsible for smooth functioning of activities entrusted to commercial department viz., sale of various type of tickets to intending passengers, concessional journey certificates for various sectors, booking of luggage, parcels and goods, award of Commercial Contracts etc, grant of ID cards for Divyang, concessional journey certificates for students, cultural bodies, sports persons etc.</p> <p><u>Duties of Sub-ordinate Staff:</u> At divisional office, staff assist commercial officers for efficient functioning of commercial department of Divisional Office.</p> <p>At stations, staff involves in commercial activities such as ticketing, ticket checking, luggage/parcel booking and handling goods traffic.</p> <p>Further Officers and Staff must make themselves thoroughly conversant with the relevant rules and regulations laid down in the Railways Act 1989 besides various Tariffs, Codes, Indian Railway Commercial Manuals and other manuals, books and circulars issued from time to time by the railway administration for the performance of the respective duties.</p>
4(b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability	Decision making is being made in electronic file or physical file duly observing procedure stipulated for such initiative. The procedures are incorporated in Railways Act/ Commercial code/Commercial manuals- Vol-I & II/Different Tariffs/Other guidelines issued from time to time. There is a specific procedure to move files at divisional office. The procedure/norms set for discharge of function are as per the provisions contained in various codes/manuals. The general procedural instructions are also reiterated/ issued from time to time.
4(b) (iv)	The norms set by it for the discharge of its function	<p align="center">Click Railway Board's site for codes & Manuals</p>
4(b) (v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	<p>A number of rules, regulations, instructions, codes, manuals, Acts, etc have already been published and in use by the railway employees for discharging their functions.</p> <p align="center">Click Railway Board Site.</p>

4(b) (vi)	A statement of the categories of the documents that are held by it or under its control	The Railway Board Policy Circulars, Important letters from the Board and other departments, JPOs, Agreements, etc. Click for Railway Board Directorates. Click Traffic Commercial. Click Computerisation & Information
4(b)(vii)	The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	The public can express their suggestions through 'Complaint cum Suggestion book' available at stations and with the staff on trains, web portal etc. if they have any complaints, same can be brought to the notice of Railways through Helpline No.139 There is a committee called DRUCC/ZRUCC to make suggestions to administration on various issues.
(b)(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	Click here for DRUCC
4(b)(ix)	A directory of its officers and employees	As on 17-06-2021, there are 05 commercial officers and 1381 staff working in commercial department of Vijayawada division. Display of their names is in the domain of Personnel/Accounts Dept.
4(b) (x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	It is decided by Ministry of Finance and Ministry of Railway to specify grade of officers & staff. This item is in domain of Accounts & Personnel department.
4(b) (xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	As on date, Parcel handling, washing of Lenin, Procurement of non-stock stationary etc., Such expenditure and its disbursement will be made with Finance Department Concurrence.
4(b) (xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Will be in compliance of HQrs guidelines from time to time
4(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Commercial department is granting ID cards for Divyang, concessional journey certificates for students, cultural bodies, sports persons etc., which are voluminous.
4(b)(xiv)	The details in respect of the information, available to or held by it, reduced in an electronic form	Information relating to organization, its evolution, budget speech, budget highlights, tourist facilities, passenger information, train information, availability of accommodation, status of tickets, Internet booking of tickets, a number of codes/manuals, etc. have already been made available on Railway website: www.scr.indianrailways.gov.in Code and manuals are available on Indian Railways: Click Railway Board Site.
4(b) (xv)	The particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use.	Information useful for travelling public are being provided in time table from time to time. Further the information relating to all functions of commercial department are available in Railway websites. Besides, there is RTI act to part information available with administration.

4(b)(xvi)	The names, designations and other particulars of the Public Information Officers	<p style="text-align: center;"><u>Public Information Officer</u> Shri. Bhaskar Reddy Pinreddy (Sr.Divisional Commercial Manager) Contact: (0866)-2574014 srdcmbza@gmail.com</p> <p style="text-align: center;"><u>Appellate Authority</u> Shri.D.Srinivasa Rao (Additional Divisional Railway Manager – Infra) Contact: (0866)- 2573302</p>
4(b)(xvii)	Such other information as may be prescribed; and thereafter update these publications every year	Information related to Tenders, press related, Important News etc are also available on www.scr.indianrailways.gov.in .

ORGANISATION CHART OF COMMERCIAL DEPARTMENT



List of DRUCC Members on BZA Division from 01.01.2020 to 31.12.2021

SI No.	Nominated on behalf of	Representative
1	M/s Andhra Pradesh Chamber of Commerce and Industry Federation, Vijayawada	Sri Velagapudi Sambasiva Rao, Vijayawada 520 007
2	M/s The Chirala Chamber of Commerce, Chirala	Y. Satyanarayana, Chirala – 523 155
3	M/s The Bhimavaram Chamber of Commerce, Bhimavaram	Sri MSN Gupta, Bhimavaram – 534201
4	M/s The Gold Silver & Diamond Merchants Association, Ongole	Smt Nallamalli Sri Shilpa, Ongole-523 001
5	M/s Krishna District Rice & Oil Millers Association, Vijayawada	Awaiting for nomination
6	M/s Rythu Sankshem Seeva Sangh, Eluru	Sri Nagam Chandra Naga Siva Vara Prasad, Eluru – 534002.
7	M/s The East Godavari District and Cocanada Town Passengers Association, Kakinada	Sri A.P. Ravi Raj Kumar, Kakinada-533 002
8	M/s The Kandukuru Division Passengers Association, Singarayakonda	Sri K. Vijayakumar, Singarayakonda – 523 101
9	M/s Bezwada Consumers Council, Vijayawada	Sri T Ravindra Pratap Kumar, Vijayawada – 520 008.
10	M/s Andhra Pradesh Vikalangula Hakkula Porata Samithi, Tenali	Sri D.S.N. Karthik, Tenali – 522 210.
11	nomination on behalf Hon'ble MPs etc	Shri Margani Jagadeeswar Rao, , Rajamahendravaram – 533 107
12	nomination on behalf Hon'ble MPs etc	Shri Dandamudi Venkateswara Rao, pedavellamilli - 534 411.
13	nomination on behalf Hon'ble MPs etc	Shri Jaya Raju Mandithoka, Flat No.401, Sri Sai Deepika Enclave, Sri Venkataramana
14	nomination on behalf Hon'ble MPs etc	Shri Talla Samba Murthy, Godi– 533 217.
15	nomination on behalf Hon'ble MPs etc	Shri Girija Srinivas Kanaparthi, Vijayawada – 520 007.
16	nomination on behalf Hon'ble MPs etc	Shri Sriram, Vijayawada – 520 001
17	nomination on behalf Hon'ble MPs etc	Smt Sivaraju Vasundhara Devi, Nuzvid – 521 201
18	nomination on behalf Hon'ble MPs etc	Smt B. Nagalakshmi, Vijayawada – 520 016.
19	nomination on behalf Hon'ble MPs etc	Aruna Naarumanchi, Vijayawada – 520 010
20	nomination on behalf Hon'ble MPs etc	Shri Venkata Krishna Ramineni, Gudivada – 505 531.
21	nomination on behalf Hon'ble MPs etc	Shri Dasari Ravi Kumar, Vijayawada – 520 010.
22	nomination on behalf Hon'ble MPs etc	Shri Pathivada Narasimha Rao, Vijayawada – 520 015.
23	nomination on behalf Hon'ble MPs etc	Shri Kilaru Srinivasa Rao' Vijayawada – 520 001.
24	nomination on behalf Hon'ble MPs etc	Shri Manne Srinivasa Rao, Mangollu – 521 178,