

### **DUTY LIST OF DEPUTY CHIEF OPERATIONS MANAGER (Dy.COM)**

- Monitoring the Freight & Passenger train operation and working of Track Machines and progress.
- Speedy arrangements for relief rescue and restoration in the event of accident.
- Monitoring of movement of ART and ARMV and managing shunting movements at adjoining stations.
- To maintain unusual register and follow up action taking reports.
- Inputs for HOD meeting in the standard format.
- To ensure maintenance of various statistical data as prescribed by Railway Board e.g. interchange, loading, unloading, engine utilization, WTR, NTKM, earnings, hire charges etc.
- Disposal of MPs & MLAs suggestions/ complaints.
- Correspondence with Railway Board and Zonal Railways.
- To organize wagon census and to attend reconciliation meeting in Railway Board/ Zonal Railways.
- To organise/arrange GM/ COM/ CFTM conferences and other meetings as and when required.
- Man Power Planning- Requirement of staff at new stations/sidings, replacement for death, retirement, de-categorisation etc.
- Initiating and putting up staff transfer and posting proposals, PNM items.
- To keep update database of staff strength, vacancies. Initiating proposals for creating new posts and their follow up.
- Co-ordination with Principal, ZRTI and other traffic Training Institutes.
- To prepare estimate of material/ furniture etc. for Operating department of entire jurisdiction. To plan and initiate proposals for maintenance of machinery at CO like Xerox/ FAX/ FOIS/ COIS/ ICMS terminals and their up keep.

## **DUTY LIST OF DEPUTY CHIEF TRAFFIC MANAGER (DY.CTM)**

- Over all In charge of project works of Konkan Railway.
- Achieving of Originating loading & Earnings Target and action thereon.
- Streamlining of Carriage & Wagon examination. Optimizing usage of Rolling stock.
- Freight Terminal management.
- Co-ordination with Rly. Board, Zonal Railways, CRIS, IRCA etc.
- Reply of Audit para concerned to freight operation.
- Marketing efforts for maximizing freight traffic.
- Policy issues and suggestions for amendment to improve loading and easing train operation.
- Movement of ODC and its monitoring.
- Monitoring of FOIS/COIS and dealing with related issues.

### **DUTY LIST OF SENIOR TRAFFIC MANAGER/ CONTRL (STM/CTRL)**

- He shall be responsible for entire activity of Central Control Office at Belapur as well as Administrative Officer for Central Control Office Belapur.
- Arranging of engineering and other departments blocks with minimum detention to traffic.
- Running of material trains and other track machines etc. arranging engineering blocks, ballast train movement etc. He shall also be responsible for planning, initiating.
- To ensure daily updating of FOIS/COIS data in control office.
- He is the overall in-charge of control office.
- He shall deal with day-to-day staff matters & DAR cases of staff working at Control office Belapur.
- Running of material trains and other track machines etc.
- Ensuring maximum utilization of locomotives.
- To keep a watch over damaged stock at road side stations, yards and sick lines and to ensure that they are promptly attended too.
- To ensure smooth functioning of FOIS and other IT applications.
- To ensure 10 hrs. duty performance and crew management.

**Updated on 29/07/2025**