

DUTY LIST OF DY. CHIEF TRAFFIC MANAGER (DYCTM)

- Monitoring of Freight train operation.
- 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.
- Daily freight conference with Railway Board.
- 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.
- Over all in charge of project works, planning of traffic facility and other works.
- Issues related to safety in train operation.
- Data for HOD Meeting, Asset failure meeting and compliance of action items.
- Preparation of data for conferences i.e. COM/ CFTM conference etc.
- Correspondence in connection with MP/MLA representations, Public Grievances, Parliamentary Questions, Railway Board references etc.
- Reply of Audit para concerned to freight operation.
- Marketing efforts for maximizing freight traffic.

DUTY LIST OF SENIOR TRAFFIC MANAGER (STM)

- Monitoring of Passenger train operation. Punctuality of M/Exp and Passenger trains. Cause wise analysis of loss of punctuality.
- Operation of Special Trains (Summer, Puja, Diwali, Village on Wheel, Deccan Odyssey & other Special Trains), Temporary stoppage on the occasion of Mela/ other occasion. Planning and movement of Military and Para Military/ leased Vps, FTR trains/ coaches.
- Timely issuing and notifying Monsoon/ Non-Monsoon Time Tables
- Issuing of Notifications, correspondence with Zonal Railways in connection with Coaching matters, liason with Railway Board officials.
- Running of FTR trains, movement of FTR coaches, RA coach movement (Attachment/ Detachment)
- Preparation of agenda for IRTTC meeting. Dealing with KRUCC related correspondence.
- Monitoring of movement of ROH/POH coaches to workshop and back.
- Man Power Planning- Requirement of staff at new stations/sidings, replacement for death, retirement, De-categorisation etc.
- Staff Grievances and & DAR cases of staff working at CO/ Belapur.
- Initiating and putting up staff transfer and posting proposals, PNM items.
- Training : Co-ordination with KRA for initial training courses and other training related issues
- Arranging of engineering and other departments blocks with minimum detention to traffic. Planning of Mega blocks, NI Working, TWO etc.
- Movement of material train and other track machines etc. arranging engineering blocks for ballast train and track machines.

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