

Duties and responsibilities of HMRDC staff

1. Mr. S. Gagarin, CEO & Director:

- Reporting to Chairman and Board of Directors. Submission of Monthly Diary to Chairman.
- Inspection of all works taken up by South Western Railway in HMRDC line from time to time.
- Interface with various stakeholders in HMRDC (MOR, GoK, Banks, Financial Institutions, Private Investors, Consultants, etc.)
- Oversee design, development, financing, construction, operations & maintenance of the line in accordance with contractual arrangements among various stakeholders on an ongoing basis.
- Interface with neighboring zonal railways, ports and major users, organize market surveys and take steps to generate traffic on the line and enhance use of line capacity.
- Oversee general administration and other corporate matters and compliances as a corporate entity.
- Evaluate and propose further investments from time to time as appropriate, including feeder lines, additional facilities / equipment etc., for network expansion and capacity creation leading to increase in the market share of available traffic.
- Any other duties assigned by the Board and by the Chairman from time to time.

2. Mr. S.N. Srinivasa, Company Secretary:

- Attending to all Company Secretarial matters, convening Board Meeting / Annual General Meeting / sub-committee meeting – Briefing Chairman on Board Meeting subjects and its approval for HMRDC & K-RIDE
- Handling all accounts and finance functions of HMRDC & K-RIDE
- Interaction with Internal, Statutory and C&AG auditors
- Monitoring of Insurance Claims.
- Incharge of HR, administration & Finance & Accounts
- Monitoring of Bank Accounts & passing of cheques upto ₹ 2 lakhs
- Finalization of Accounts
- Scrutiny of bills / proposals from Railways.
- Compliance with various statutory authorities viz. Companies Act, Income Tax Act, etc.,
- Any other works / matters entrusted by CEO / Chairman / Directors of the Company.

3. Mr.S.Chandra Sekhar, Chief Financial Officer

- Sharing of Revenue, O&M Cost, Project Cost,
- Issues pertaining to O&M Agreement and liaisoning with various department of Railways,
- Analysis of proposals received for various works. Physical Inspection of ongoing works at site,
- joint signature for cheques upto ₹ 2 lakhs.
- Streamlining of working of Railway related matters,
- PPT presentations and updating of dynamic website.
- Classification of Work bills of South Western Railway (Capital / Revenue), scrutiny of works bills and its monitoring and obtaining monthly physical and financial progress of HMRDC works taken up by South Western Railway etc.,
- Attend all K-RIDE works and attend meeting relating to K-RIDE convened by Government of Karnataka.

4. Mr. C. Pradeep, Asst. Manager (Accounts & Sec)

- Maintenance of Accounts in Tally on day to day basis
- Scrutiny of Bills and Vouchers
- Handling Cash, Bank accounts and Fixed Deposit accounts
- Preparation of final accounts of the Company
- Co-ordinating with CAG, Statutory & Internal auditors during their audit
- Liaisoning and day to day correspondence with Banks
- E - Payment of monthly TDS, Service Tax and Professional Tax and Payment of Advance Tax.
- Filing of various statutory returns such as e-tds, Professional tax, Service Tax and Income Tax returns.
- Issue of Form 16 & Form 16A from TRACES
- Preparation of Annual & Monthly budget and MIS
- Assisting Company Secretary in Secretarial, Accounts & Finance matters
- Filing of XBRL and Annual Return with ROC and co-ordinating for filing other ROC Forms
- Co-ordinating with various administrative matters.
- Handling of all the Accounts works related to K-RIDE
- Any other work as and when assigned.

5. Mrs. Poorva Vaibhav Joag, Sr. Executive Commercial

- Maintaining the data of daily train operations and commercial details and submitting the same to SWR for verification and computation of Tonnage, Freight, Apportionment and Revenue month wise.

OPERATIONS :

- Maintaining the movement details with timings of entry/exit points, load, train no., wagons. In the system.
- To take monthly report of the above and submit it for verification to SWR.

COMMERCIAL :

- To maintain the RR details, train and station wise in the system and submitting the same to SWR for verification and computation of Tonnage, Freight, Apportionment and Revenue.
- To prepare provisional claim for internal verification
- Reconciliation work and its related O&M costs are carried out with SWR reports for current period as well as for earlier years i.e (2007 onwards).
- Follow up report upon reconciliation to SWR (AFA/T/SBC Office) i.e missing trains and its details, current period as well as for earlier years.
- Follow up for applying actual O&M costs and old issues of O&M cost (DFM/MYS Office)
- Comparison reports i.e train wise, commodity wise, party wise etc from 2009 onwards
- Furnishing monthly provisional claims, within a month and reconciled figures of revenue and O&M costs within 15 days upon the receipt to the Accounts dept, for accounting

STATISTICAL INFORMATION:

- Working out GTKM, NTKM, Wagon days & Fuel consumption of the section for the company's records.
- Commodity wise, company wise, station wise details of traffic are worked out month wise
- All these details & their percentage wise contribution to the total traffic and revenue are worked out.
- Preparing monthly Appreciation and giving it for uploading to the Company's Website
- Preparing power point presentation for the Board meeting
- Preparing power point slides for Company's Website

GENERAL:

- Collection, maintaining, updating and analyzing all data relating to Commercial, Operations etc under the guidance of Manager, Operation and Commercial.
- Any other work assigned by the Company/Superior Officials from time to time.

6. Mrs. K.N. Shilpa, Sr. Accounts Assistant

- Preparation of Vouchers
- Day to day Tally data entry
- Writing of Cheques
- Preparation of Bank Reconciliation Statements
- Reconciliation of Interest and TDS with Bank and 26AS
- Preparation of e-tds, Service Tax and Professional Tax returns
- Assisting while Statutory & Internal auditors during their audit
- Preparation of Bank Letters and Other letters related to accounts
- Maintaining Accounts Files & monitoring the filing
- Maintaining of Fixed Assets – office and Project Railway registers
- Assisting in all other accounts matters
- Assisting in all the Accounts works related to K-RIDE
- Any other work as and when assigned

7. Mr. Raju. R, Sr. Assistant

- Attending to IDD in connection with releases of Government Order & to do the paper work, to NIC for uploading data, then to Finance Department to get clearance and finally to Treasury to submit the bills.
- Monitoring collection of cheques from Treasury & ensure transfer of the same to Railways & others through K-RIDE.
- Liaison with IDD.
- Preparation of Correspondence letters of both HMRDC & K-RIDE.
- Preparation of Meeting Notices, Agenda Papers, Minutes etc. of HMRDC & K-RIDE.
- Preparation of Secretarial forms & uploading the same as and when required.
- Handing over of files & its collection after approval from IDD.
- Uploading/changing/modifying the data continuously in our HMRDC website.
- Liaisoning with all Govt. Departments for obtaining information.
- Attending to translation from Kannada to English of Government Letters/orders etc. as and when required.
- Preparation of Tally Vouchers as and when required.
- To visit construction office of SWR and to collect the letters, information, details etc. as and when required.
- Going to Banks, Audit Office etc. as and when required.
- Any other works entrusted by Superior Officers from time to time.

8. Mrs. Chaitra.C, Sr. Administrative Assistant.

- Managing EPABX: Attending to inward and outward calls, FAX, maintaining registers for STD, FAX, outward calls.
- Inward and outward mail, courier, maintaining appropriate registers.
- General office administration including monitoring Housekeeping work and coordinating the work of housekeeping staff.
- Taking dictation and typing of letters.
- Filing of inward letters/correspondence
- Fixing appointments and making travel arrangements.
- Preparing indent and purchase of office stationery / maintenance items.
- Maintaining petty cash for the above and to furnish bills to accounts dept.
- Checking of bills received for payment like telephone bills, Internet bills, courier bills etc.
- Arranging for upkeep of all Office equipment including AMC
- Arranging Board Meetings, staff meetings and other meetings as and when required.
- Any other work as and when assigned

9. Mr. M. Muniswamy & Mr. K.R.Bettaswamy, Office Attendent

- Cleaning the Office tables, chairs etc., and arranging files etc.,
- Preparation of Coffee / tea etc., for staff and serving the same
- Attending to Xerox and filing work.
- Arrange for the snacks and lunch room maintenance
- Attending to courier and other outside works and carrying letter etc. to Bank, IDD, Railway Office etc.,
- Attending to any other work entrusted by superior officers.

10. Mr.K.Vishwanathan, Consultant (O&M):

- Collecting and updating the data of day to day train movements on HMRDC section / line and monitoring the same data in the Register.
- Collecting and updating the commercial data such as RR details, with various charges levied by the Railways and segregating the same under apportionable and non - apportionable heads for claiming apportionment / share by the Company.
- Interacting with the Railway Officers of operating and accounts department for any deficiencies / abnormalities noticed with regard to running of trains, detention in the section, to minimize the journey time in the HMRDC line and apportionment related issues.
- Submission of list of train movement on HMRDC line with full details of train movement & RR details to Sr. DOM, Mysore and Hubli for movements certificate and to Sr. AFA (T) / SBC for apportionment.
- On receipt of share of HMRDC, after a thorough reconciliation is done for its correctness and if any variations are found, the same is intimated to Railways for corrective action and early settlement.
- For Residual trains, submission of requisite data by collecting it from the known sources for settling the apportionment.
- Instructing the consultant to collect any data required from control office, Mysore and various stations such as PNMB / HPCT / MAQ / etc.,
- Collecting Freight rate circular from Railways website for Company's information and actual distance between the stations from RBS (Rates Branch System)
- Preparation of Annual Traffic Plan by considering the trends of the traffic movements and MOR policies.
- Monitoring of statistics in preparing GTKM, (Gross Ton Kilometer), wagon days, goods train engine hour, for their correctness towards O&M costs.
- Monitor, updating & notifying to Railways on operating and commercial matters.
- Assist Survey Committee Meetings regarding O&M Costs.
- Verifying the provisional bills received from SWR. Scrutinize segregate head department wise and put up to CFO / CS / CEO for necessary action. Making entries of works in the concerned registers.
- Interacting with SWR / MYS and CN/BNC on all matters.
- Arranging Motor Trolley Inspection on monthly basis / as and when required and accompany Officers from time to time and also assist in inspection of works and submission of inspection Reports..
- Attending to landslips and other abnormal occurrences in HMRDC line, collecting the details from the control office / Mysore and recording in the register, posting the same to Insurance Company and monitoring claims and liaising with Insurance Surveyors / South Western Railway.
- Any other works as and when assigned.

11. Mr. Shridhar Iyengar, Consultant (Bills)

- Collecting the data of train/couple light engine / BV special movements. Special occurrences etc., in the sections and posting the same data in the respective Registers.
- Verifying the provisional bills received from SWR. Scrutinize segregate head department wise and put up to CFO / CS / CEO for necessary action. Making entries of works in the concerned registers.
- Interacting with SWR / MYS and CN/BNC on all matters.
- Arranging Motor Trolley Inspection on monthly basis / as and when required and accompany Officers from time to time and also assist in inspection of works and submission of inspection Reports..
- Attending to landslips and other abnormal occurrences in HMRDC line, collecting the details from the control office / Mysore and recording in the register, posting the same to Insurance Company and monitoring claims and liaising with Insurance Surveyors / South Western Railway.
- Associating and accompanying the SWR loco staff for conducting SFC tests and reporting thereon.
- Any other works as and when assigned.

12. Mr. Nandakumar, Consultant @ Mysore:

- You will collect the movement details from the control chart HMRDC line in Mysore from 10.00 to 11.00 hours daily except passenger services.
- Maintain the Registers for all the above separately.
- Furnish all the details to the Office of HMRDC on daily basis between 11.00 to 12.00 hours. You have to send the written report through fax / email.
- You should initiate follow up action with SWR, Mysore Division on matters informed to you over phone from time to time and send the required copies of documents by post.

13. Mr. K.M. Mohideen Sab, Consultant @ Arsikere:

- Once in 15 days proceed by Road / Train to Kankanadi, Panambur and Tokkur to collect the up and down goods train RR's / details from the concerned CGSR office and recording in the register and handing over to HMRDC office.
- Proceed to other stations as and when instructed like HAS, RDG, AMSA and control office / Mysore to collect the required RR copies and other train movement related data in connection with Residual / pending trains.
- Any other work as and when assigned