

Rajasthan State Office

Inter Office Memo

FROM : DGM (RS), RSO
 FOR : Sh. S.C. Nayak, Sr.Manager (RS), RSO
 Sh. A.C. Upreti, Sr.Manager (RS), RSO
 Sh. Mukesh Gupta, Sr.Manager (NFR), RSO
 Sh. Bhagwan Sharma, Sr.Manager (FM), RSO
 Sh. P.K. Sharma, Sr.Manager (RS), RSO
 Sh. N. Sharma, Manager (RS), RSO

REF. : RSO/RS/GEN/2010-11

DATE : 11/06/2010

Sub: Job allocation of officers in Retail Sales Dept., RSO

This is in partial modification to our earlier IOM dtd.03/05/2010 on the subject. With immediate effect the modified job allocation for officers in Retail Sales Dept., RSO is as under:

Sh. S.C. Nayak, Sr.Manager (RS), RSO	
Sr.No.	Subject matters
1.	Coordinate for issues/proposals pertaining to Jaipur DO
2.	Reconstitution / dealership agreements
3.	Gold circle Meet Coordination
4.	Retail Development (KSK) including selection process/model KSK
5.	NHAI matters
6.	XTRACARE / SWAGAT / PRIORITY ROs
7.	Vendor creation
8.	Coordination for MDT inspections
9.	Demand planner
10.	Policy related issues
11.	Publicity / Sales Promotion

Sh. A.C. Upreti, Sr.Manager (RS), RSO	
Sr.No.	Subject matters
1.	Parliamentary questions
2.	Coordinate for issues / proposals pertaining to Ajmer DO
3.	SLC functions / Coordination with State Govt. / Industry meetings
4.	DU requirement, receipts, distribution, bills & ST-18-A forms, stock reconciliation
5.	Monthly MIS, RD and other misc., reports / returns to HO
6.	Product allocation (SKO)
7.	SKO quota allocation and other issues related to SKO
8.	Premium fuels – Sales promotion / monitoring

Contd.2...

9.	Safety at ROs
10.	Provision of highway facilities at ROs
11.	Conversion of MRAs to ERAs
12.	SMC coordination

Sh. Mukesh Gupta, Sr.Manager (NFR), RSO	
Sr.No.	Subject matters
1.	All MIS related to NFR
2.	Non-Fuel Alliances / monitoring / promotion
3.	Development of new avenues for maximizing returns under NF activities / ATMs
4.	Planning / organizing events / campaigns at ROs to promote NFR activities
5.	Retail Automation – NANF
6.	Coordination & compliance of electrical audit at ROs
7.	ALDS
8.	Sale of Solar lanterns
9.	Enrolment of XTRAPOWER Easy Fuel Cards
10.	VTs monitoring

Sh. Bhagwan Sharma, Sr.Manager (Fleet Mktg.), RSO	
Sr.No.	Subject matters
1.	XTRAPOWER Fleet Card business
2.	MOU parameters on Fleet Card
3.	Organizing customer contact / road shows / eye camps for truckers in consultation with DOs
4.	Control on settlements within 24 hours
5.	Transaction verification reports and MIS
6.	Follow-up with merchants with low spent
7.	Audit paras – coordination
8.	Coordination for upkeep of PCF facilities
9.	Conducting CSI surveys
10.	RTD verification

Sh. P.K. Sharma, Sr.Manager (RS), RSO	
Sr.No.	Subject matters
1.	Coordinate for issues/proposals pertaining to Udaipur DO
2.	RTI matters
3.	All issues pertaining to COCOs
4.	RSRTC site monitoring
5.	Modernization / subsidies

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6.	Coordination with Mgr (Law) on legal cases
7.	Lease Rentals Software / Implementation
8.	Customer service issues / reports
9.	Training of dealers / FOs / DRMs
10.	Market intelligence
11.	RVI + Branding
12.	Arbitration matters
13.	Liquidation of 'Nil' selling ROs
14.	Vigilance references

Sh. N. Sharma, Manager (RS), RSO	
Sr.No.	Subject matters
1.	Coordinate for issues / proposals pertaining to Jodhpur DO
2.	VIP references, PG References
3.	Capital Budget / Revenue Budget
4.	Retail Development (SRMP) including selection process & complaints redressal
5.	3 rd party certification
6.	MOU target monitoring / Manjunath Award details
7.	Quality control / MDG issues
8.	State level customer centric campaigns
9.	All HR related proposals
10.	5 day revolving credit facility status
11.	e-CFS / Toll free complaints liquidation
12.	SAP updation

In addition to the above jobs, any other job as assigned by the undersigned from time to time for all of the above. Each officer to submit a monitoring and tracking plan extensively drawn out for each of the jobs assigned latest by 14/06/2010 to the undersigned.


(Sanjeev K Jain)
DGM (RS), RSO

CC : GM, RSO
CC : CDRSM-Ajmer, CDRSM-Udaipur, SDRSM-Jaipur & SDRSM-Jodhpur

cc: All HODs, RSO