

No. HQ-OPBD(RTPQ)/1/2024 (30060)

Date :18.11.2024

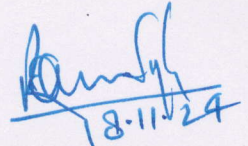
Sub : Providing information w.r.t. RTI Application received under the RTI Act 2005

Ref : JGM/Admin(CPIO) e-mail (RTI-1082 ), Dated – 06.11.2024

In reference to above, item wise reply is given below:

S. No.	RTI	Reply
1.	Kindly provide the duty list of Junior Manager Operations and Business Development	Jr. Manager/OP&BD can be deployed as Outdoor Station Master/ Dy. Station Master (Outdoor), Station In-charge/ Station Master (Supervisory)/ Station Manager, Section Controller/ Board Controller, Dy. Chief Controller, Section In-charge/ Traffic In-charge/ Traffic Inspector (TI) or at any position as per administrative requirement. The information in regard to duty list of above mentioned positions is annexed.

This has the approval of GM/OP&BD.



AGM/OP&BD

AGM/Admin

HQ-OP/MISC(WMIS)-4/2020

Date: 07-05-2024

AGM (OP&BD), OCC, PRYJ,  
AGM (OP&BD), OCC, ADI

**Subject: Duty list of OP&BD Officials.**

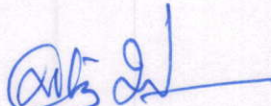
The duty and responsibilities to be performed by various OP&BD (Operations and Business Development) officials, has been approved by the competent authority to maintain smooth operations and efficient management within our organisation.

The list of officials for which duty list has been approved is as below:

1. Outdoor Station Master/ Dy. Station Master (Outdoor)
2. Station In-charge/ Station Master (supervisory)/ Station Manager
3. Section Controller/ Board Controller
4. Dy. Chief Controller
5. Chief Controller incharge
6. Section Incharges/ Traffic Incharges/ Traffic Inspectors (TIs)

Please implement the duty list of above OP&BD officials immediately.

**DA: As above**



(Rajendra Kumar Sharma)  
AGM (OP&BD)

**Copy to**

1. **Director (OP&BD)** for kind information,
2. **Director (Infra)** for kind information,
3. **All CGMs/ GM Coord.** of Field units,
4. **All Concerned.**

### **Duties of Outdoor Station Master/ Deputy Station Master (Outdoor)**

- a) He/ She will turn up on duty as per roster in shift duty and will not leave duty until all train passing entries are correctly entered neat & clean in his/ her duty hours till his/ her duty roster.
- b) He/ She shall not absent himself from duty without prior permission of his superiors. He/ She shall not leave his duty unless properly relieved by his/ her relief and shall not exchange his duty without prior permission from his superiors.
- c) He/ She will appear on duty in uniform (if prescribed) with Name badges.
- d) He/ She will sign and maintain the muster roll/ attendance register of staff working under him/ her shift wise.
- e) He/ She will set the Wall Clock in his/ her shift hours once with Section Control and check that the panel is also synchronised.
- f) He/ She will pass trains efficiently, safely in his/ her duty hours without any delay.
- g) At the end of his/ her duty, he/ she will write the physical position of the lines and Sign 'OFF' duty or 'ON' duty with his/ her full Signature, date and time in Station Diary.
- h) He/ She will exchange Alright Signals with the Train Manager and Loco Pilots of passing trains.
- i) He/ She will obey all lawful orders of the Section Controller in respect of train passing.
- j) He/ She will keep their essential equipment in good working condition and hand over the same to their reliever.
- k) He/ She will not allow the entry of an unauthorised person in the Panel Room.
- l) He/ She will not allow handling of control cum indication Panel, Gears etc. by an Unauthorised person.
- m) He/ She will be extra-vigilant for train passing during foggy weather, failure of signal, block instruments, disconnection of points, axle counter and when relay room key has been given to S&T staff.
- n) He/ She will keep their Telephones, Furniture neat and clean and will keep utmost devotion to duty.
- o) He/ She will attend all accidents/unusual occurrences at their station promptly and report to Station in charge, Sectional Traffic incharge and concerned officers.
- p) He/ She shall be aware of TSWR, TSWRD & will issue cautions to be observed in the electrified section.
- q) He/ She shall ensure that all Shunting operations are carried out as per extant rules.
- r) He/ She will ensure timely arrangement of crew and energizing of powers of stable loads in his/ her station and also clearance of stable loads.
- s) In case of abnormal working, he/ she shall be responsible for manual operation (Hand Cranking) of Points, physical verification of track (LVR) and piloting of trains.
- t) All instructions received from superiors shall be recorded in an Order Book. All such instructions shall be implemented, provided these do not violate safety rules & procedures.
- u) He/ She shall ensure right time placement and removal of Good Sheds/ sidings/ terminating/ originating trains and keep records in this regard and also keep a watch on Shunting operations.
- v) He/ She shall perform the commercial duties viz, marketing, booking, coordinate generation of RR, delivery of goods traffic in addition to his operational duties
- w) He/ She will perform all the duties of Station In-charge/ Station Manager/ Station Supervisor in his absence.
- x) He/ She shall obey the lawful orders of his/ her superiors which do not contravene any of the extant rules in force and DFCR rule books.

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## **Responsibility of Station In-charge/ Station Master (supervisory)/ Station Manager**

- a) Station In-charge is responsible for efficient discharge of duties by various members of staff at his/ her station. He/ She shall sign muster/ attendance register and ensure the same for staff working at station (shift wise).
- b) He/ She will appear on duty in uniform (if prescribed) with Name badges. He/ She shall not absent himself from duty without prior permission of Section Traffic Incharges (TIs).
- c) Operating the signal control system (EI/ Block Instrument) as and when required.
- d) Supervisory Station Managers shall participate in daily morning & evening conferences and shall be prepared to answer any query raised in the conference.
- e) He/She shall ensure that the general working of the station is being carried out in strict accordance with the current rules, procedures and instructions and shall provide prompt and courteous service with utmost safety and security of employees.
- f) He/ She shall ensure availability, helpfulness and good conduct of Stations Staff and will be responsible for general up-keep of the station.
- g) He/ She Will be responsible for keeping the safety and operating literature including circulars, pamphlets, gazette etc. up to date and these must be explained to the staff working under him and get noted by them.
- h) He/ She Will be responsible for maintaining Accident register and Accident charts and keeping these up to date. Maintain data in respect of the stock and get them relayed to the control in time.
- i) He/ She shall promptly attend all accidents, assume charge of the site and assist in relief measures. He/ She shall take note of all the information available, protect and preserve clues/evidence, which may be helpful in the enquiry. He/ she shall intimate the control office at regular intervals for current information and ask for the required assistance i.e., Relief Train, Medical van etc. He/ She shall investigate yard accidents when directed, obtain statements of the staff responsible and submit his report with conclusions and joint note to the regional Office.
- j) He/ She shall ensure that firefighting equipment at the station such as fire extinguisher, fire buckets etc. are in fine fettle and ready for use.
- k) He/ She shall regularly test and record in the charge book, the working of Points, "Signals and Axle Counter/Track Circuit to ensure that:
  - i) The Signals are back to 'ON' position when the relevant button is put back or intended train movement has been completed.
  - ii) It is not possible to take 'OFF' conflicting signals at the same time.
  - iii) Signals are not taken 'OFF' until all points are correctly set and facing points locked.
  - iv) Any other manner of testing prescribed by the Authorised Officer.
  - v) Panel testing: Normal/Abnormal.
  - vi) At stations provided with continuous track circuits/Axle Counter or at stations having EI interlocking the method of testing shall be prescribed jointly by Signalling and Operating Branch which shall be described in the Station Working Rules to be followed by station masters.
- l) He/ She must ensure that the essential Safety equipments at his station is complete and if there is any deficiency it should be made good without delay.
- m) He/ She shall conduct night and surprise inspections to check the alertness of staff and working of signals, and points and visibility of the signals.

- n) The Station Incharge shall inspect his station daily with a view to ensure efficient working of-
  - i) All equipment being in efficient working order. Deficiencies must be promptly rectified or recorded in Petty Repairs Book
  - ii) Safe and efficient working of trains.
  - iii) Station Manager's office, yards, and level crossing gates under his charge.
- o) He/ She shall see that the train signal register, station Diary, Inspection Note Book, reference books and other station records are properly maintained and preserved for a minimum period as prescribed.
- p) He/ She shall fix up responsibility in case of detention to trains outside or at the station and submit a full report to the sectional incharge/ OCC.
- q) He/ She shall be responsible to ensure that all the operating staff working under him/ her are relieved in time for their periodical medical examination, refresher, safety course etc.
- r) He/ She shall maintain close contact and co-ordination with ASM/ Outdoor Station Master, wherever provided, for smooth running of trains and for better planning of operational work and will assist in case of any abnormal working.
- s) He/ she shall be responsible for manual operation (Hand Cranking) of Points, physical verification of track (LVR) and piloting of trains in case of abnormal working.
- t) He/ She shall perform train passing duty as per roster at crossing Stations.
- u) He/ She shall record all instructions received from superiors in an Order Book. All such instructions shall be implemented, provided these do not violate safety rules & procedures.
- v) He/ She shall be aware of TSWR, TSWRD & cautions to be observed in the electrified section.
- w) He/ She shall ensure that all staff under him have signed the assurance register.
- x) He/ She will ensure timely arrangement of crew and energising of powers of stable loads in his/ her station and also clearance of stable loads.
- y) He/ She shall perform the commercial duties viz, marketing, booking, coordinate generation of RR, delivery of goods traffic in addition to his operational duties
- z) He/ She shall obey the lawful orders of his/ her superiors which do not contravene any of the extant rules in force and DFCR rule books.

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### **Responsibility of Section Controller/ Board Controller.**

- a) He/ She shall report for duty at the prescribed time and ascertain the position of the section from his reliever.
- b) He/ She will sign the muster roll/ attendance register before commencing duty.
- c) He/ She will appear on duty in uniform (if prescribed) with Name badges.
- d) He/ She shall ensure accurate time is maintained in the section clock and is used for all procedures and communications;
- e) He/ She shall control and record each train authority issued. Line occupancy of all stations and record station wise piecemeal stock at 00:00 hrs;
- f) He/ She shall provide permission to SM or ASM at stations to allow trains to enter the DFCR network after confirming that the train will effectively reach its destination and exit the DFCR network (Taken over and Made Over of Loads);
- g) Accurately record:
  - i) The progress of trains on the 'Control' graph including crossing, connections, shunting and reasons for detention etc.
  - ii) Communications, signalling and other infrastructure conditions as necessary for the safe and efficient operation of the network. As advice given to stations in advance of the work to be done on trains on move.
- h) He/ She Will ensure timely advice of Traffic Advice (TA) for crew booking, Train Particulars (RD), Fueling and crew changing with Dy. CTNL of IR. He will also maintain a record of the same for future reference.
- i) When vehicles are detached (damaged/ sick vehicles/ hot axle) short of their destination at an unattended location, record and maintain the status of the vehicle for subsequent movement as required for the train operator concerned;
- j) Ensure changes are recorded to train length, tonnage, locomotives and other operational information, and provide the information to the train controller in the adjoining jurisdiction as required;
- k) He shall inform major stations, lobbies and concerned Section controller about the current running of trains on the section and their anticipated arrivals well in time to avoid the calling of Crew earlier than necessary or to put back train wherever advisable and minimise PDD.
- l) He/ She liaison with concerned department regarding blocks of material trains and working of material Trains so as to give the maximum possible time with least detention to other traffic.
- m) He/ She shall manage abnormal incidents to include adjusting movement of the trains in view of the likely impact of the incident, informing all concern.
- n) He/ She shall ensure proper running of trains in the section with maximum permissible speed and record reasons for time losses if any and will:
  - i) He/ She shall Keep a watch over damaged vehicles detached at road side stations and arrange repair or transshipment of their contents and proper attention on the part of the train examining staff.
  - ii) Arrange ART & Material Van in case of accident.
  - iii) Eliminate all possible detention to train and stock.
  - iv) Watch the working of Yards & major terminals.
  - v) Make timely arrangements for the relief of Train Managers/Loco pilots whose duty Hours are likely to exceed enroute.
- o) He/ She will ensure timely and proper feeding of data in DFIS, TMS and FOIS.
- p) He/ She will ensure timely arrangement of crew and energizing of powers of stable loads in his/ her section and also clearance of stable loads.
- q) Shall monitor Trucks on Train (ToT), NMG and other special train operations. Will ensure Super Crack running, Long Haul Trains and extended crew run to minimise crew requirement.
- r) He/ She will ensure clearance of dead locomotives.
- s) He/ She shall obey the lawful orders of his/ her superiors which do not contravene any of the extant rules in force and DFCR rule books.

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## Responsibility of Dy Chief Controller

- a) He/ She shall be responsible for running of goods trains, preparing interchange forecasts & monitoring the same and loco utilisation.
- b) He/ She will appear on duty in uniform (if prescribed) with Name badges.
- c) He/ She shall remain in constant touch with corridor HQ, adjacent corridor and adjacent IR Division through regular conferences to facilitate the smooth flow of traffic.
- d) He/ She shall deal immediately with significant detention or transport bottleneck and other unusual.
- e) He/ She shall Keep constant touch with the working of major terminals & yards and take timely action to deal with congestion.
- f) He/ She shall give advice of serious accident to all concerned,
- g) He/ She shall supervise the running of ODCs.
- h) He/ She liaison with Traction loco controller and Traction power controller.
- i) He/ She shall plan and grant maintenance blocks.
- j) He/ She shall coordinate the work of various section controllers.
- k) He/ She shall maintain discipline among control staff in the absence of the Chief controller.
- l) He/ She shall maintain coordination and liaison with various functionaries involved in train running.
- m) He/ She shall participate in daily morning & evening conferences.
- n) He/ She will ensure timely arrangement of crew and energising of powers of stable loads and also clearance of stable loads.
- o) When vehicles are detached (damaged/ sick vehicles/ hot axle) short of their destination at an unattended location, He/ She shall record and maintain the status of the vehicle for subsequent movement as required for the train operator concerned;
- p) Dy. Chief Controller ensures timely and proper feeding of data in DFIS, TMS and FOIS.
- q) Shall monitor Trucks on Train (ToT), NMG and other special train operations. Will ensure Super Crack running, Long Haul Trains and extended crew run to minimise crew requirement.
- r) He/ She will record/ update and ensure clearance at 00:00 hrs, 08:00 hrs & 16:00 hrs.
  - a) Dead locomotives.
  - b) Hot Axle/ Sick Wagons
  - c) Piecemeal stock
- s) He/ She shall obey the lawful orders of his/ her superiors which do not contravene any of the extant rules in force and DFCR rule books.

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## Responsibilities of Chief Controller incharge

- a) He/ She Shall be overall Incharge of control office and shall be responsible for the total transportation of the Corridor on day to day basis.
- b) He/ She will appear on duty in uniform (if prescribed) with Name badges.
- c) Review the previous day's performance to confirm that all forecasts have been fully met. For shortfalls, convincing reasons have to be pinpointed to prevent recurrence.
- d) Prepare current forecast indicating assistance needed from Corporate Office, adjoining corridor headquarter, adjoining Division and Zonal Railways. Assistance needed will be generally related to interchange, loading and locomotive utilisation.
- e) Check control charts and bring to the notice of the Field officials and OCC incharge to eliminate avoidable detention to trains.
- f) Scrutinise stock papers, Monitoring interchange obligation and Daily Interchange commitment .
- g) He/ She will ensure clearance following:
  - i. Dead locomotives.
  - ii. Hot Axle/ Sick Wagons
  - iii. Piecemeal stock
- h) Watch detention to loads stabled at stations and terminals.
- i) Watch the work of yards/Freight terminals.
- j) Maintain liaison with neighbouring Divisions/ Corridors.
- k) Watch utilisation of locos and their terminal detention.
- l) Shall monitor the duty hours of running staff and crew balancing at various stations.
- m) Ensure Engineering, Power blocks etc. are imposed & cleared within the sanctioned period.
- n) Attend the control office in cases of accident.
- o) Manage establishment work of the control office.
- p) He/ She will ensure timely arrangement of crew and energising of powers of stable loads and also clearance of stable loads.
- q) He will ensure timely and proper feeding of data in DFIS, TMS and FOIS.
- r) He/ She shall monitor following:
  - i. Trucks on Train (ToT),
  - ii. NMG
  - iii. Super Crack running,
  - iv. Long Haul Trains ,
  - v. extended crew run to minimise crew requirement and other special train operations.
- s) He/ She will provide all information regarding train movement to headquarter control.
- t) Shall assist GM/AGM, Operation Control Centre (OCC) in compiling Operational, Commercial & Safety data for Monthly MCDO of the corridor.
- u) He/ She shall obey the lawful orders of his/ her superiors which do not contravene any of the extant rules in force and DFCR rule books.

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## **Responsibilities of Section Incharges/ Traffic Incharges/ Traffic Inspectors (TIs).**

- a) He/ She shall sign the muster roll/ attendance register at his/ her base station/ headquarter.
- b) He/ She shall inform the base station/ headquarter and Section Controller, OCC about his/ her official movements on a daily basis.
- c) He/ She shall not absent himself from duty without prior permission of GM/AGM, Operation Control Centre (OCC).
- d) He/ She will appear on duty in uniform (if prescribed) with Name badges.
- e) He/ She shall check the crossing gates, Goods-shed and Parcel Office, MMLP, GCT siding, and any other private sidings available with stations etc. for compliance with safety regulations and ensuring commercial records to be updated on a daily basis.
- f) He/ She shall conduct Mock drills/ fire drills in coordination with other departments.
- g) He/ She shall ensure the Disaster Management Board is up-to-date at all stations.
- h) He/ She shall manage staff including RG+LR and shall ensure competency, assurance registers and timely forwarding of names for PME/ Refresher Courses and Grievances of staff if any of his/ her Jurisdiction.
- i) He/ She shall check SIP, SWRD, TWRD, and SWR in compliance with yard layout. He will also be responsible to ensure that SWR of his stations are correct and point out irregularities, if any, detected by him/ her and:-
  - i) Check for the validity of SWR and ensure whether it is in a new format as circulated.
  - ii) Check whether the staff are acknowledging whenever amendments are issued to SWR.
  - iii) If he/ she finds that certain rules are impracticable thereby forcing the staff to infringe them, he/ she shall immediately bring this matter to the notice of his/ her superiors.
  - iv) If he/ she detects any error or omissions which, in any way, affect safe running of trains, he/ she shall take immediate steps at the spot as necessary for safe working of trains and report the matter to the officer concerned for necessary amendment/ modification in the SWRs.
- j) Shall perform Inspection:
  - i) Periodic inspection of stations, LCs, and shall check the compliance of previous inspection reports.
  - ii) Surprise night inspection.
  - iii) Footplate Inspection.
  - iv) Testing of emergency crossover.
- k) Being a member of the Signal Sighting Committee, he/ she shall perform Periodic Signal Sighting inspections.
- l) He/ She shall ensure right time placement and removal of Good Sheds/ sidings/ terminating/ originating trains and keep records in this regard and also keep a watch on Shunting operations.
- m) Shall have sufficient equipment in centralised store and ensure minimum safety equipment at stations as per SWR.
- n) He/ She shall conduct & attend Safety Meetings and shall ensure subordinate staff also attend the same.
- o) He/ She shall report abnormality/ unusuals, accidents to concerned officers & OCC.
- p) He/ She shall ensure that the station staff viz. Station In-charge, Station Master, ASM/ Outdoor SM, Pointsman, Gateman and any other staff who are in any way connected with train passing duties, possess correct knowledge of the Rule, Diagram & SWRs and observe them strictly.

- q) He/ She shall ensure that the subordinate staff working in his/ her section are fully conversant with rules, instructions and procedures relating to his/ her duties and ascertain that the subordinate staff working in his/ her section are performing their duties according to rules, instructions and the procedure in force.
- r) He/ She shall detect undesirable shortcuts, irregularities or unsafe practices being resorted to by the staff taking remedial action which may be:-
  - i) Educative, in case these are resorted to out of ignorance.
  - ii) Corrective, if there is something wrong in the working conditions, or there are system deficiencies.
  - iii) Punitive, if resorted to wilfully or negligently and persisting even after repeated guidance and counselling.
- s) He/ She shall observe the conditions actually prevailing at the work spots to understand the difficulties experienced by staff including their personal grievances and seeking on the spot redressal.
- t) He/ She shall ascertain that registers, documents and other records are being maintained and preserved according to instructions.
- u) He/ She shall monitor the behaviour of staff towards customers, particularly promptness of response and willingness to help.
- v) He/ She shall investigate minor accidents, theft of goods and trains delayed in block section, joint Inspection of unusual and untoward incidents.
- w) He/ She shall inculcate discipline and build up the morale of the workers.
- x) He/ She Will be responsible for maintaining Accident register and Accident charts and keeping these up to date. Maintain data in respect of the stock and get them relayed to the control in time.
- y) Shall compile Operational, Commercial & Safety data for Monthly MCDO of the section and send to the GM/AGM, Operation Control Centre (OCC) on or before 2nd of every month.
- z) He/ She shall obey the lawful orders of his/ her superiors which do not contravene any of the extant rules in force and DFCR rule books.

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**OFFICE ORDER NO. 437/2024**

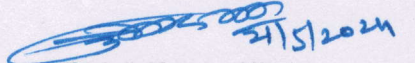
With the approval of the Competent Authority, the transfer orders of below mentioned employee(s) of OP&BD Department are issued with immediate effect:-

SN	Emp Code	Name of the Employee	Designation/ Present Place of Posting	Designation/ Transferred to	Remarks
1	104448	Himanshu Singh	Jr Manager/OP&BD New Dadri Jn/Noida unit	Board Controller/ Dy Chief Controller OCC/ADI, ADI unit	On administrative reasons
2	104438	Kunal Tripathi	Jr Manager/OP&BD New Ateli Jn/Jaipur unit	Board Controller/ Dy Chief Controller OCC/ADI, ADI unit	
3	104428	Aanshik Sharma	Jr Manager/OP&BD New Palanpur Jn/ADI unit	Board Controller/ Dy Chief Controller OCC/ADI, ADI unit	

**Note:**

1. Above orders may be implemented with immediate effect.
2. The employee(s) are eligible for CTG, TA/DA, joining time, etc., which are admissible in case of transfer on administrative grounds.
3. Concerned CGMs/GM-Cord(s) are requested to please advise the date of relieving and joining at respective Unit to the Corporate Office HR at the earliest. HR officers of the concerned unit may ensure necessary entries on SAP immediately.

This issues with the approval of the Competent Authority.

  
(Girish Kumar Nim)  
Dy. General Manager/HR

No.: HQ-HR0CMER(TRNS)/8/2021-HR-CMER-Part(3) (29340)

Dated: 21.05.2024

**Copy to:-**

1. Director/Infra, Director (OP&BD), Director/PP, Director/Finance and CVO – For kind information.
2. All EDs
3. CGM/GM-Cord: - Noida, Jaipur and ADI unit/DFCCIL
4. HR officers in unit- Noida, Jaipur and ADI unit/DFCCIL – for further action.
5. AGM/IT, AGM/OP&BD/PRYJ, AGM/OP&BD-I/CO and AGM/OP&BD-II/CO.
6. DGM/Fin./PR
7. AM/IT – for placing on Intranet, JM/OP&BD/CO
8. Concerned Employee through concerned CGM/GM-Cord.