

Note

Dated : 30.10.2024

No. HQ/HR/Policy/RTI

RTI-1015

Name of the Applicant- Himanshu Singh		
S.No.	Information Sought	Reply
1.	Provide the certified copy of the minutes of meeting of Board of Directors for sanctioning and creating the posts of Jr. Manager Operations and Business Development.	Circular no. 32/2019 regarding creation of posts in various departments is attached for reference please.
2.	Provide the certified copy of the minutes of meeting of Board of Directors for sanctioning the posts of Junior Manager related to the advertisement no. 04/2021	

Ref: No. 2022/HQ/Admin/RTI-1015

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30/10/24  
DGM/HR

~~AGM/HR~~

~~GGM/HR/R&P~~

AGM/Admin(CPIO)

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**OFFICE ORDER No 32/2019**

**Sub: Review of Manpower in Operations Phase**

BoD has approved the review of manpower in Operations Phase based on CPCS report as per details mentioned below-

Department/Function	BoD meeting
Corporate Support Functions (Finance, IT, HR, Administration, Law)	Item No 65.3.10 - 65 <sup>th</sup> meeting of BoD held on 13.08.2018
Mechanical	Item No 67.3.3 - 67 <sup>th</sup> meeting of BoD held on 21.12.2018
Technical Functions - Civil, Systems (Electrical, S&T), Operations & Safety, BD, Commercial, PPP, Training School, Corporate Staff	Item No 70.3.6 -70 <sup>th</sup> meeting of BoD held on 05.09.2019

Competent Authority (i.e, MD/DFCCIL) has sanctioned following posts for operation and maintenance phase in various departments for Grade E6 and below-

**1. Finance**

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6	6	3	3	12
DGM	E5	0	1	1	2
Manager	E4	9	6	6	21
Assistant Manager	E3	7	4	4	15
Junior Manager	E2	0	0	0	0
Sr. Executive	E1	5	3	3	11
Executive	E0	4	1	1	6
Jr. Executive	N7/N6/N5	0	0	0	0
MIS	N4/N3/N2/N1	0	0	0	0

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2. IT

Designation	Level	Posts
JGM	E6	2
DGM	E5	4
Manager	E4	6
Assistant Manager	E3	7
Junior Manager	E2	0
Sr. Executive	E1	1
Executive	E0	2

3. Law

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6	1	0	0	1
DGM	E5	0	1	1	2
Manager	E4	2	0	0	2

4. HR

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6	1	1	1	3
DGM	E5	2	1	1	4
Manager	E4	5	0	0	5
Assistant Manager	E3	3	4	4	11
Junior Manager	E2	2	1	1	4
Sr. Executive	E1	2	2	2	6
Executive	E0	3	3	3	9

5. Administration

Designation	Level	CO
JGM	E6	1
Manager	E4	2
Assistant Manager	E3	1

6. Mechanical

S.N	Staff	RCRV	WSE/ Long Haul Formation & Restoration Support	Total (includes LR/RG)
1	Senior Supervisor (E3/E4)	9	3	12
2	Junior Supervisor (E0/E1)	-	6	6

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3	Crane/RCRV Drivers (N5-N7)	16	-	16
4	Technician (N5-N7)	32	3	35
5	Assistants (N1-N4)	24	-	24

7. Civil

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6				
DGM	E5		10	10	20
Manager	E4		26	26	52
Assistant Manager	E3		40	40	80
Junior Manager	E2		50	50	100
Sr. Executive	E1	2	58	52	112
Executive	E0	2	170	166	338
Jr. Executive	N7/N6/N5		32	32	64
MIS	N4/N3/N2/N1		547	470	1017

8. Systems (Combined S&T and Electrical)

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6				
DGM	E5	8	8	8	24
Manager	E4				
Assistant Manager	E3	5	59	53	117
Junior Manager	E2				
Sr. Executive	E1		108	91	199
Executive	E0	2	351	299	652
Jr. Executive	N7/N6/N5		502	426	928
MIS	N4/N3/N2/N1		220	183	403

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Bifurcation of these posts is as mentioned below-

### 8.1 Corporate and Regional Headquarters

Position	Level	Corporate HQ	EDFC HQ	WDFC HQ
Assistant and Support Staff	E0/E1	2		

### 8.2 S&T

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6				
DGM	E5	5	4	4	13
Manager	E4				
Assistant Manager	E3	2	19	17	38
Junior Manager	E2				
Sr. Executive	E1		108	91	199
Executive	E0		213	180	393
Jr. Executive	N7/N6/N5		234	196	430
MTS	N4/N3/N2/N1		88	74	162

### 8.3 Electrical

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6				
DGM	E5	3	4	4	11
Manager	E4				
Assistant Manager	E3	3	40	36	79
Junior Manager	E2				
Sr. Executive	E1				
Executive	E0		138	119	257
Jr. Executive	N7/N6/N5		268	230	498
MTS	N4/N3/N2/N1		132	109	241

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9. Operations & Safety

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6				0
DGM	E5	7	14	10	31
Manager	E4	14			14
Assistant Manager	E3	14	103	103	220
Junior Manager	E2				0
Sr. Executive	E1	6	375	225	606
Executive	E0	4	344	197	545
Jr. Executive	N7/N6/N5		7	6	13
MTS	N4/N3/N2/ N1	2	8	8	18

10. BD, Commercial, PPP

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6	1	0	0	1
DGM	E5	0	1	1	2
Manager	E4	2	0	0	2
Assistant Manager	E3	4	2	2	8
Junior Manager	E2	0	0	0	0
Sr. Executive	E1	0	0	0	0
Executive	E0	5	0	0	5
Jr. Executive	N7/N6/N5	0	0	0	0
MTS	N4/N3/N2/ /N1	0	0	0	0

11. Training School

Designation	GGM (E8)	AGM (E7)	E7-E5	E4-E2	E1/E0	Skilled (N7- N5)	Unskilled (N4-N1)	Total
Senior Instructors/ Instructors*								
Transportation			1	2	6	1	1	11
Civil			1	2	6	1	1	11
Electrical			1	2	6	1	1	11
S&T			1	2	6	1	1	11

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12. Corporate Staff

Designation	Level	CO	EDFC	WDFC	Total
JGM	E6				
DGM	E5				
Manager	E4	3	1	1	5
Assistant Manager	E3	5	1	1	7
Junior Manager	E2				
Sr. Executive	E1		3	3	6
Executive	E0	2			2
Jr. Executive	N7/N6/N5				
MTS	N4/N3/N2/N1				

The posts at E7 and above level will be created subject to Ministry of Railways approval, in view of DPE O.M No. 16(11)/2008/GM dated 04.11.2008.

The above posts will be inserted in the sanctioned strength during the Operations Phase HRD Plan.

  
(Rajeev Kumar Goyal)  
Group General Manager/HR-II

Copy to -

1. Secretary to MD, for kind information of MD
2. Director/OP&BD, Director/Finance, Director/PP
3. ED/EDFC, ED/WDFC
4. CS
5. All GGMs/GMs/CGMs/GM(Co-ordination)