



डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि.  
भारत सरकार (रेल मंत्रालय) का उपक्रम  
Dedicated Freight Corridor Corporation of India Limited  
A Govt. of India (Ministry of Railways) Enterprise

No. 2022/HQ/Admin/RTI-1223

New Delhi: 12.10.2022

Sh. Vikas Kumar  
UP

**Subject: Providing information w.r.t. Original RTI Application received under the RTI Act 2005.**

Reference: 1. Your RTI application dated 15.09.2022 received through DOPT portal.  
2. CPIO's online response dated 06.10.2022.

Since you have deposited the amount of Rs. 16/- the information as received from concerned record holding office is attached.

First Appeal if any may be made to the First Appellate Authority within 30 days of receipt of reply. The name, designation & address of the First Appellate Authority is as under;

**Mr. Gaurav Sharma**  
GM/Administration DFCCIL,  
5th Floor, Supreme Court Metro Station Building,  
Pragati Maidan, New Delhi-110001

DA: 09 sheets

(S.K. Panda)  
JGM/Admn.(CPIO)  
Mob.-9717636811  
E-mail: [skpanda@dfcc.co.in](mailto:skpanda@dfcc.co.in)

No.: PRYJ(W) EN/RTI/49-(Vol-IV)/2938

Date: 01.10.2022

S. K. Panda  
JGM/Admin/CPIO  
DFCCIL  
New Delhi

**Sub: Providing information w.r.t. Original RTI application received under the RTI Act. 2005.**


**Ref:** Corporate office letter 2022/HQ/ADMIN/RTI-1223 dated 23.09.2022.

Vide reference above, information sought by Shri Vikas Kumar under RTI Act 2005 reply of desired information about duty list of Executive, Jr. Executive & non Executive. Information details pointwise are as under:

- 1. Point no. 1:** Duty list of Executive, Jr. Executive (Civil) is not defined in the operation phase of Prayagraj (West) unit of EDFC. The duty of Executive and Jr. Executive is to assist of APM & Dy. PM/Engg. as per office record. (Enclosed)
- 2. Point no. 2:** There is no particular section allotted to Executive, Jr. Executive (Civil) as per available record.
- 3. Point no. 3:** Duty list of non Executive post is enclosed.
- 4. Point no. 4:** As per extent practice all the officials working in particular section such that MTS/Jr. Executive/Executive and section incharges are responsible.

This is for information please.

DA: As above.

  
(Ajeet Kumar Singh)  
Dy. PM/Engg./APIO  
DFCCIL/PRYJ(W)



महदवम यव दकjhMkj dki'ku vkQ bf.M;k fy.  
Mj'r ljdj l'y e=ly;† dl miOe  
Dedicated Freight Corridor Corporation of India Ltd.  
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### Duty list of Civil Engineering Officials

Duties of officials under GM (Co)/PRYJ (W), superseding earlier assigned duties.

#### ENGINEERING:-

Shri Tarak Nath Gupta, DPM/Engg has been posted at Prayagraj under Dy. CPM/Engg/PRYJ (W).

Revised duty list of Sh. Jatin Krashna Goyal, APM/Eng/PRYJ (W), Shri Tarak Nath Gupta, DPM/Engg/PRYJ (W), Sh. Ajeet Singh, Dy.PM/Engg/PRYJ (W) & Sh. D.K. Singh, Dy.PM/Engg/PRYJ(W) shall be as under in supersession of duty list circulated vide letter no. PRYJ (W)/EN/HR/01(Vol-XIV) dated 11.09.2020:

1	APM/Engg.-I/PRYJ/W (Shri Jatin Krashna Goyal)  Assisted by:-  1. Sh. Ehtesham Shekh (Executive/Engg)  2. Sh. Ashwani Kumar (Jr. Executive/Engg)	<ul style="list-style-type: none"><li>• He will be incharge of DFCC Ch. 278.155 to 290.000=11.845 Km.</li><li>• All engineering works such as DFC alignment, execution of CST contract and other associated works of his Jurisdiction.</li><li>• Execution of Important Yamuna Bridge.</li><li>• Planning &amp; execution of ROB in lieu of LC no. 32.</li><li>• He will co-ordinate and will be responsible for DAB/Arbitration cases for CP-202.</li><li>• He will be nodal officer for reporting monthly position of DAB Arbitration Cases and Court cases related to Contracts.</li><li>• Test check in their jurisdiction as per quality audit plan of verifying/testing/examining/auditing of contractor's work.</li><li>• He will be responsible of safety of IR lines and other safety items within his jurisdiction.</li><li>• He will be responsible for linking of track within his jurisdiction.</li><li>• He will be responsible for civil works of CP-203 &amp; CP-204 within his Jurisdiction.</li><li>• Any other work assigned by CGM/GM-CO/Dy. CPM/PRYJ (West).</li></ul>
2	DPM/Engg.-I/PRYJ/W (Shri Tarak Nath Gupta)  Assisted by:-  1. Sh. Indrajeet Patel (Sr. Executive/Engg)	<ul style="list-style-type: none"><li>• He will be incharge of DFCC Ch. 290.000 to 297.000=7.000 Km.</li><li>• All engineering works such as DFC alignment, execution of CST contract and other associated works of his Jurisdiction.</li><li>• He will be responsible for processing of IPCs pertaining to CP-202.</li></ul>

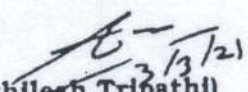
	<p>2. Sh. Satya Prakash Gautam (Jr. Executive/Engg)</p>	<ul style="list-style-type: none"> <li>• He will co-ordinate and will be responsible for extension of time, settlement of various claims, variations for CP-202.</li> <li>• He will be coordinating officer and will be responsible for correspondence in respect to Contract Management of CST contract including Important Bridge Yamuna.</li> <li>• He will be responsible for up keeping files and records related to CST work of GIL-SIL (JV) and custodian files and records pertaining to his duty.</li> <li>• He will responsible for design audit/proof checking of respective structures and custodian of those records.</li> <li>• He will be responsible for processing and finalization of matter related to post Contract Amendments.</li> <li>• He will be responsible for preparation of Weekly Progress, Monthly Progress, PCDO, World Bank QPR and Vigilance QPR details.</li> <li>• Compliance of inspection notes including IR officers Viz CRB, OM and DRM etc. compliance of MOM of Civil engineering department and monitoring progress.</li> <li>• He will be responsible for preparation of CGM Conference, issuing Minutes of Meeting conducted by CGM/PRYJ(W) and other meetings.</li> <li>• Matter related with Vigilance.</li> <li>• He will act as Nodal Officer for GIS Module.</li> <li>• Plotting of GPS coordinate of DFC alignment in CGM/ PRYJ (W) section.</li> <li>• He will be responsible for safe custody of all the drawings and records pertaining to major bridges, RUBs and ROBs covered in GIL-SIL (JV) agreement.</li> <li>• Test check in their jurisdiction as per quality audit plan of verifying/testing/examining/auditing of contractor's work.</li> <li>• He will be responsible of safety of IR lines and other safety items within his jurisdiction.</li> <li>• He will be responsible for linking of track within his jurisdiction.</li> <li>• He will be responsible for civil works of CP-203 &amp; CP-204 within his Jurisdiction.</li> <li>• Any other work assigned by CGM/GM-CO/Dy. CPM/PRYJ (West).</li> </ul>
<p>2</p>	<p>Dy. PM/Engg.-II/PRYJ(W) <b>(Shri Ajeet Kumar Singh)</b></p> <p>Assisted by:- 1. Sh. Manish Pandit (Executive/Engg)</p> <p>2. Sh. Suresh Kumar (Jr. Executive)</p>	<ul style="list-style-type: none"> <li>• He will be incharge of DFCC Ch. 297.000 to 335.000-38.000 Km and construction ROB in lieu of LC-18 and LC-67.</li> <li>• All engineering works such as DFC alignment, land acquisition, execution of CST contract and other associated works of his jurisdiction.</li> <li>• He will be coordinating officer and responsible for correspondence in respect of Land related matters.</li> </ul>

	<p>3. Sh. Ravi Kumar (Jr. Executive/Engg)</p>	<ul style="list-style-type: none"> <li>• All works related with land acquisition including resumption of Govt. land and Coordination with Forest Department in Kaushambi district.</li> <li>• Shifting of civil utilities including IOCL pipe line in Allahabad District.</li> <li>• He will be responsible for Safety inspection of his jurisdiction and compliance of safety reports under CGM/PRYJ/W.</li> <li>• He will be responsible for preparation of R&amp;R details.</li> <li>• He will be nodal officer for Monthly position of Court Cases and Arbitration Cases and uploading the same on LIMBS with the help of Legal Assistant.</li> <li>• Shifting of civil utilities including IOCL pipeline in Kaushambi District.</li> <li>• Disposal of CA-III references and reply of representations under RTI Act.</li> <li>• He will co-ordinate all works related with land acquisition at the office of CGM/PRYJ(W) of all the districts including compliance of representations received from PAPs.</li> <li>• Contract related with Land as Fixing of Boundary pillars &amp; RAP etc.</li> <li>• Maintenance &amp; up keeping of records &amp; files related to land acquisition.</li> <li>• He will be responsible for civil works of CP-203 &amp; CP-204 within his Jurisdiction.</li> <li>• Test check in their jurisdiction as per quality audit plan of verifying/testing/examining/auditing of contractor's work.</li> <li>• He will be responsible for all necessary coordination with respective authority/agencies including correspondence regarding ROB, FOB &amp; level crossing etc. under CP-202.</li> <li>• He will be responsible for timely processing of CRS sanction for works under CP-202 and ROBs.</li> <li>• Any other work assigned by CGM/GM-CO/Dy. CPM/PRYJ (West).</li> </ul>
<p>3</p>	<p>Dy. PM/Engg-III/PRYJ (W) <b>(Shri D. K. Singh)</b></p> <p>Assisted by:-</p> <ol style="list-style-type: none"> <li>1. Sh.Nitish Kr. Batham (Sr. Executive/PRYJ/W)</li> <li>2. Sh. Umakant (Sr Executive/Engg)</li> </ol>	<ul style="list-style-type: none"> <li>• He will be incharge of DFCC Ch. 335.000 to 370.000 &amp; ROB in lieu of LC-6, total =35.000 Km.</li> <li>• All engineering works such as DFC alignment, land acquisition, execution of CST contract and other associated works in his jurisdiction.</li> <li>• All works related with land acquisition including resumption of Govt. land and Coordination with Forest Department in Allahabad district.</li> <li>• Shifting of civil utilities including IOCL pipe line in Allahabad District.</li> <li>• He will be responsible for inspection of material likes Rails and all other correspondence and activities related to Rails required for track linking work.</li> </ul>

	<ul style="list-style-type: none"> <li>• He will be responsible for Safety inspection of his jurisdiction.</li> <li>• He will be responsible QSAC meetings &amp; SHE compliance for Civil Department and verification of PMC &amp; QSAC bill and correspondence in this regard.</li> <li>• He will be coordinating officer for Office Administration including manpower planning security, housekeeping, outsourcing, hiring of vehicle and other misc. matters.</li> <li>• He will be responsible for civil works of CP-203 &amp; CP-204 within his Jurisdiction.</li> <li>• Disposal of CA-III references and reply of representations under RTI Act pertaining to Allahabad District.</li> <li>• Test check in their jurisdiction as per quality audit plan of verifying/testing/examining/auditing of contractor's work.</li> <li>• He will be coordinating officer for coordination with Allahabad division and NCR HQ in connection with GAD/ESP/Launching scheme etc. for the works under CGM/PRYJ(W).</li> <li>• Any other work assigned by CGM/GM-CO/Dy. CPM/PRYJ (West).</li> </ul>
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**Note:-** Shri Nitish Kumar Batham is relieved from legal cell and posted under Shri D. K. Singh, DPM/Engg-III/PRYJ (W), Shri Saurabh Sharma, Consultant Legal will be handle the legal cell under PM/Engg./CNB.

**No.:** PRYJ (W)/EN/HR/01/905  
**Dated:** 03/03/2021

  
 (Akhilesh Tripathi)  
 General Manager (Co)  
 DFCCIL/PRYJ (W)



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लिमिटेड

भारत सरकार (रेलमंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Ltd.  
India (Ministry of Railways) Enterprise

No.HQ/HR/Duty-List/MTS.

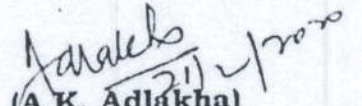
Dated: 21.02.2020.

Sub: Duty list of Multi-Tasking Staff (MTS).

In order to provide MTS with broader knowledge base across all disciplines so as to have versatile skills, it has been decided to adopt a common cadre and seniority for all Multi-Tasking Staff (MTS) posted across/recruited for various departments. Accordingly, the duty list of MTS is enclosed as Annexure-A.

2. This issues with the approval of the Competent Authority.

DA/As above.

  
(A.K. Adlakha)  
Dy.General Manager (HR)

- Copy to: 1. Secy. to MD for kind information of MD.  
2. Director/PP, Director/Fin., Director/OP&BD, Director/Infra & CVO.  
3. ED/EDFC, ED/WDFC.  
4. All GGMs/GMs/CGMs/GM (Co-ord).  
5. DGM/HR, All HR officials (CO & Units)  
6. Manager/IT.  
7. Cadre File.

Regd. & Corporate Office: 5<sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New Delhi-110001  
Tel.: +91-11-23454700, Fax: 011-23454701, Web: [www.dfccil.gov.in](http://www.dfccil.gov.in) CIN: U60232 DL 2006 GOI 155068

## Duties of MTS:-

## Annexure-I

Brief duties of MTS includes but not limited to the followings:-

1. Opening & closing of rooms. Cleaning of rooms/areas, fixtures & dusting of furniture etc. Cleaning including housekeeping of buildings at the stations, IMDs, IMSDs, staff quarters, service buildings, running rooms, etc.
2. Upkeep of parks, lawns, potted plants, etc., if required.
3. Carrying tools/plants from one place to another for attending maintenance work.
4. Minor digging & earthwork works during maintenance if required in case of exigencies.
5. Responsible for delivering of dak and Carrying of files & others papers from one place to other or delivering to someone in the office/unit or some other place outside the office/unit.
6. Assisting in routine office work like diary, dispatch etc. including working on computer.
7. Doing the Print, Photocopy & sending of FAX etc.
8. Proper upkeep of hard records of installations/sections/stations/office, if any.
9. Others non-clerical work in the Section/Unit.
10. Entertaining official and Visitors.
11. Driving of vehicles, if in possession of valid driving license.
12. Minor painting works if needed.
13. Oiling and greasing of mechanical part of signaling, LC gate, electrical, P-way fittings like switches, SSDs, SEJs etc. & other similar gears.
14. General lookout of the section from safety point of view and informing in case of any intrusion or outside interference or unusual to the reporting officer.
15. Regular patrolling during any season as directed by the superior authority so as to avoid any intrusion or outside interference.
16. Schedule patrolling of beat as per requirements of track, OHE, S&T cables, gears & installations etc.
17. General cleanliness & upkeep of the Track, Bridges, Stations, Colonies, IMDs, IMSDs, S&T and Electrical Installations, gears, equipment rooms, etc.
18. Work to the level of his/her ITI qualifications in areas of his/her duties.
19. Cleaning of equipment pertaining to S&T, Electrical and Civil and duly taking necessary precaution in regards to safety.
20. Cleaning, top up etc for batteries upkeep.
21. Changing of light fittings.

*J. M. S.*  
24/12/2020



22. Attending to works pertaining to operation & maintenance of Civil Engineering Assets, OHE, TSS etc.
23. Operation of electrical equipment including DG sets & its related activities at stations and in between sections as per order of in charges.
24. Working with track & other testing machines.
25. Attending to maintenance sites, removal & recoupmnt of ballast, manual packing of track & turnouts, related earth works, recoupmnt of missing fittings, recouping of missing signage, replacement/maneuvering of sleepers, cess repair, etc.
26. Attending rail/weld fractures and distressing associated with it.
27. Drainage maintenance including improving drainage, cleaning of drains of Track including at RUBs.
28. Jungle cleaning and de-weeding, if needed.
29. Water supply and sanitation works.
30. Cleaning of water ways and attending structures of the bridge.
31. Keeping points & switches clean of obstructions & ballast.
32. Handing over paper authorities to train crew.
33. Cranking of points. Clamping & padlocking of switches.
34. Loco attachment/detachment, resumption of break power including related activities like connecting hose pipes, securing hanging parts, if any and any other rolling stock related activities.
35. Assisting in preparation of vehicle consists, taking numbers & assisting the executives in train operations.
36. Any other work assigned by the superior authority.

*Shalef*  
*21/2/2022*

## नोट


विषय:-सूचना का अधिकार अधिनियम 2005 की धारा 6 के अन्तर्गत माँगी गयी सूचना के संबंध में।

सन्दर्भ:- (1) Dy.PM/email on Dated:-30.09.2022.

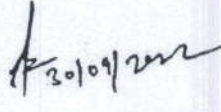
(2) Corporate office Letter no. 2022/HQ/ADMIN/RTI-1223 Dated:-23.09.2022

सूचना का अधिकार अधिनियम 2005 की धारा 6 के अन्तर्गत आर.टी.आई. संख्या-1223 के द्वारा माँगी गयी सूचना निम्नवत है-

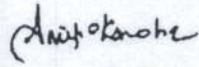
1. ऑपरेशन फेज से संबंधित कोई भी स्पेशिफिक ड्यूटी लिस्ट इस कार्यालय में उपलब्ध नहीं है।
2. फतेहपुर फील्ड कार्यालय में कार्यारत एक मात्र कार्यकारी सिविल का सेक्शन 30 किमी० है जिसको कनिष्ठ कार्यकारी सिविल द्वारा असिस्ट किया जाता है।
3. फतेहपुर कार्यालय में कार्यारत किसी भी कर्मचारी से इमरजेन्सी के अलावा 24 घण्टे लगातार ड्यूटी नहीं ली जाती है।
4. सी.आर.ओ. से संबंधित कार्य हेतु सेक्शन में कार्यारत सभी कर्मचारी उत्तरदायी हैं।

  
30.09.22  
कार्यकारी/सिविल/फतेहपुर

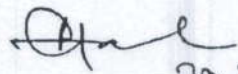
कनिष्ठ परि० प्रबं०/इंजी०/फतेहपुर-II

  
30.09.22

कनिष्ठ परि० प्रबं०/इंजी०/फतेहपुर-I

  
30.09.22

उप मुख्य परि० प्रबं०/इंजी०/कानपुर

  
30.9.22

उप परि० प्रबं०/इंजी०/प्रयागराज(प०)