



डेडीकेटेड फ्रेट कोरीडोर

No. 2025/HQ/Admin/RTI-248

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Ltd.

A Government of India (Ministry of Railways) Enterprise

New Delhi: 02.05.2025

Sh. Saurabh Kurele
MP

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

Reference: RTI application dated 05.04.2025 (Registration No. DFCCIL/R/E/25/00203) and received through DOPT portal.

Information pertaining to DFCCIL as obtained from the concerned record holding office, is as under;

S. No	Point No.	Information sought	Information provided
1	1 to 6	Refer to the original RTI application dt. 05.04.2025	You have sought for clarification on the existing policies/procedures which is not covered under section 2(f) of RTI Act, 2005. However, duty list are 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;

Sh. D. L. Yadav
GM/Administration DFCCIL,
5th, Floor, Supreme Court Metro Station
Building, Pragati Maidan,
New Delhi- 110001

(S.K. Panda)
AGM/Admn.(PIO)
Mob.-9717636811
E-mail: skpanda@dfcc.co.in

Chapter-II

DFCCIL Employee Responsibilities

2.1 Overview

DFC stations are divided into two categories i.e. junction station and crossing station. Stations having interface with Indian railway are Junctions stations and stations built for splitting section into block sections are termed as crossing stations.

All stations have a signal control system which, when required, will be operated by the SM or ASM to admit a train onto or off the DFC Network.

The SM or ASM shall operate the signal control system and shall only allow trains to enter the DFC network at a junction station when authorised by the DFCCIL train controller.

2.2 Duties of Station Master (Sr. Executive)

- a. Station Master is responsible for efficient discharge of duties by different members of staff at his station.
- b. Operating the signal control system as and when required.
- c. Ensuring that the general working of the Station is being carried out in strict accordance with the current rules, procedures and instructions.
- d. Providing prompt and courteous service with utmost safety and security of employees.
- e. Ensure availability, helpfulness and good conduct of Stations Staff.
- f. He shall be responsible for general up-keep of the station.
- g. He shall 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 got noted by them.
- h. He shall be responsible for maintaining Accident register and Accident charts and keeping these up to date.
- i. He shall maintain figures in respect of the stock and get them relayed to the control in time.
- j. He shall promptly attend all accidents, assume charge of the site to and assist in relief measures. He shall take note of all the information available and protect and clues/evidence, which may be helpful in the enquiry. He shall intimate the control office at regular interval for current information and ask for the required assistance i.e., Relief Train, Medical van etc. He 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.
- k. He shall ensure that firefighting equipment at the station such as fire extinguisher, fire buckets etc. are in fine fettle and ready for use.
- l. The Station Master should 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 Authorized 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 Signaling and Operating Branch which shall be described in the Station Working Rules to be followed by station masters.

- m. He must ensure that the essential Safety equipment at his station are complete and if there is any deficiency it should be made good without delay.
- n. He shall conduct night and surprise inspections to check the alertness of staff and working of signals, points and visibility of the signals.
- o. The Station Master shall inspect his station daily with a view to ensure efficient working of-
 - All equipment being in efficient working order. Deficiencies must be promptly rectified or recorded in Petty Repairs Book
 - Safe and efficient working of trains.
 - Station Manager's office, yards, and level crossing gates under his charge.
- p. He shall see that train signal register, station Diary, Inspection Note Book, reference books and other station record is properly maintained and preserved for a minimum period as prescribed.
- q. He shall fix up responsibility in case of detention to trains outside or at the station and submit full report to regional office.
- r. He shall be responsible to ensure that all the operating staff working under him is relieved in time for their periodical medical examination, refresher etc.
- s. He shall maintain close contact and co-ordination with Panel ASM, wherever provided, for smooth running of trains and for better planning of operational work and will assist in case of any abnormal working.
- t. In case of abnormal working, he shall be responsible for manual operation (Hand Cranking) points and piloting of trains.
- u. At crossing Stations, he shall also perform train passing duty.
- v. All instructions received from superiors shall be recorded in an Order Book. Senior officers should confirm these through a control order to avoid ambiguity. All such instructions shall be implemented, provided these do not violate safety rules & procedures.
- w. He shall be aware of TSWR, TSWRD & cautions to be observed in the electrified section.
- x. He shall ensure that all staff under him has signed the assurance register regarding precautions to be taken in electrified section.

2.3 DUTIES of Assistant Station Master (Executive) & Points Man (MTS)

The duties of each staff working at a station will be prescribed in the Station Working Rules for individual movement. Apart from the same, each of the staff shall note down the following additional duties indicated against each and observe them strictly.

2.3.1 Assistant Station Master (Executive):

- a) They will turn up their duty right time as per their roster and will not leave their duty until all train passing entries are correctly entered neat and clean in their duty hours till their duty roster.
- b) They will appear on their duty well dressed with Name badges so as to look Smart.
- c) They will pass trains efficiently, safely in their duty hours without any delay.
- d) They will always set the point against the Block line and will never adopt Short-Cut-Method for train passing.
- e) They will maintain Train Signal Register, Block Clearance Register, and Private Number Sheet neat and clean without over-writing.
- f) At the end of their duty, they will write physical position of the lines and Sign 'OFF' duty or 'ON' duty with their full Signature, date and time in Station Diary.
- g) They will exchange All right Signal with Guard and Drivers of through passing trains with Green Hand Signal Flags/Hand Signal Lamp.
- h) If they happen to see any danger with the running train they will show Red Danger Signal to the Driver/Guard and take all possible steps to stop it in order to avoid derailment.

- i) They will not take off signals unless the line is clear and free from all obstruction for the safe passage of the train.
- j) They will never change the points in face of approaching train unless it warrants avoiding accident.
- k) They will obey all legal orders of Section Controller in respect of train passing.
- l) They will keep their essential equipment in good working condition and hand over the same to their relief.
- m) They will set Wall Clock in their shift hours once with Section Control.
- n) They will not allow entry of Un-authorized person in the Panel office.
- o) They will not allow handling of control cum indication Panel, Gears etc. by Un-authorized person.
- p) They will be extra-vigilant for train passing during foggy weather, disconnection of points and when relay room key has been given to S&T staff.
- q) They will keep their Telephones, Furniture neat and clean and will keep utmost devotion to duty.
- r) They must not go off duty until the train for which line clear has been given or obtained has reached the other end of the block section safely except when there is unusual delay due to accident or other abnormal circumstances.
- s) They will be responsible for safe passing of trains during failure of Home Signal & Starter Signal.
- t) They will attend all accidents/unusual occurrences at their station promptly and report to Station in charge, Sectional Traffic incharge and concerned officers.
- u) He will maintain the muster roll of staff working under him shift wise.
- v) He shall be aware of TSWR, TSWRD & cautions to be observed in the electrified section.

2.3.2 Pointsman (MTS):

- a) They will turn up on duty right time according to their roster, and will not leave their duty unless relieved by a competent person.
- b) They will wear uniform Name badges during their duty hours.
- c) They will obey all official orders given by SM/ASM
- d) They will clean SM/ASM office, Furniture, Telephones, Posters, and Photos etc. to the best satisfaction of SM on duty.
- e) They will clean essential equipment and keep them ready to use for Emergency use.
- f) They will not allow any Un-authorized person in the SM's office or to interfere with the safety equipment.
- g) They will hand-over **FORM 11 or FORM 12** stamped with DFCC logo & signed by SM/ASM to the locomotive pilot after checking facing points and will wave Green Hand Signal Flag from the foot of the signal to the locomotive pilot.
- h) They will assist SM/ASM on duty and hand over all necessary messages, Safety Forms as ordered by SM to the locomotive pilot and the Guard etc.
- i) They will supply drinking water to the SM on and when ordered by SM/ASM.
- j) They will maintain utmost devotion to duty and render all possible helps to the Railway staff.
- k) He should be aware of cautions to be observed in electrified sections.

2.4 Responsibility of DFCCIL Locomotive Pilot

DFCCIL Locomotive Pilots are responsible for proper operation of trains on the DFCCIL Network.

- a) Responsibilities include but are not limited to check:
 - i. Prior to accepting a train from IR locomotive pilot to drive it on the DFCCIL network, the locomotive is provided with correct equipment in accordance with this Operations Manual and the DFCCIL Rules and Regulations;



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भारत सरकार (रेल मंत्रालय) का उपक्रम

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

HQ/GM(T&S)/HOER/2021 (E file-15076)

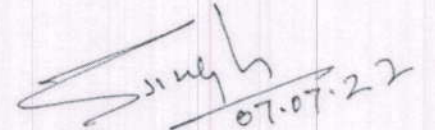
Dated: 07-07-2022

CGM/ Jaipur, CGM/ Ajmer,
CGM/ADI, CGM/ Tundla,
CGM/DDU, CGM/ PRYJ (West)
JGM/OCC/ADI, DGM/OCC/ADI,
DGM/OCC/PRYJ, DGM/DDU,
DGM/Traffic/CNB, DGM/Traffic/Tundla,
DGM/Traffic/Jaipur, DPM/Traffic/ Palanpur.

Subject: - Duty list of Junior Executive/OP&BD.

The duty list of Junior Executive OP&BD approved by competent authority is attached as Annexure-1.

Please implement the duty list of OP&BD immediately.


AGM (Traffic & Safety)

Copy to

1. Director (OP&BD) for kind information
2. Director (Infra) for kind information
3. GGM,OP&BD-II
4. GM/T&S

Duties of Junior Executive (OP&BD)

A. Reporting on duty:

1. Report to duty in time as per roster, in neat and clean uniform along with the name badge and will not leave their duty unless relieved by a competent person.
2. Take sufficient rest before reporting to duty and will not perform duty under the influence of liquor, drugs or intoxicants.
3. Neither he/she will absent him/herself from duty nor will he/her exchange his/her duty without proper permission of his/her superiors.

B. While on duty (His/her duties involved):

1. Shunting operations including Loco & Wagons attachment/detachment, Resumption of brake power including related activity like connecting feed/ brake pipes, (Fixing brake pipes /rubber washers, closing wagon doors), formation of long-haul trains & other rolling stock related activities.
2. Ensuring that Fouling Marks are kept clear after completion of shunting and exhibit a danger signal to the official supervising the shunting if the crossing/Fouling Mark is obstructed.
3. Exchange of all-right signals with the loco pilot/ train manager (Guard) of the train from off side of the station when the train is passing through and will exhibit a stop hand signal if any unusual condition like hot axle, hanging part, fire on train, load shifting, Door open etc. is noticed in the train and also informs on duty Sr. Executive/Executive/ OP&BD about that unusual condition.
4. Securing vehicles stabled in the station yard & hanging parts in train/wagon, if any
5. In case of track failure he/she will assist the Executive/ Sr. Executive to ascertain the clearance of line. & Pilot the trains in case of failure/abnormal working and when ordered by Executive/ Sr. Executive on duty or official in-charge of the station.
6. Keeping Points, Trap points & Cross over points free from obstructions.
7. Upkeep of the essential equipment and keep them ready to use at any time in case of emergency.
8. Carrying tools & plants from one place to another for attending maintenance work.
9. Handing over the required authority/papers duly signed by Executive/ Sr. Executive to the loco pilot/Guard after ensuring correct setting/ locking of route and performing cranking, clamping & padlocking of points/ crossovers in case of failure, and will exhibit the green hand signals from the foot of the signal to the loco pilot.

10. Refrain unauthorized persons in the station premises /office or to interfere with the equipment available & shall have a general lookout of the section from a safety point of view and inform in case of any intrusion or outside interference or unusual to the reporting officer which are likely to affect smooth train operations.
11. Assist Executives/Sr Executives and guide MTS for smooth operation of train

C. Must have knowledge and aware about:

1. Precautions to be observed in electrified sections. Operation of electrical equipment in case of necessity including DG sets & its related activities at stations.
2. OHE Working and Isolator Operation, when required,
3. General coordination & communication with DFC stations and OCCs.
4. Assisting Executives/ Sr. Executive in train operations & necessary entries in DFIS and computer.
5. General upkeep of the stations, and Installations
6. Any other duties/assistance in case of any accident/derailment case.
7. Other misc. duties & routine office work assigned him/her from time to time.
8. Obey all lawful orders given by the on-duty Executive/ Sr. Executive, or official in-charge of the station /section with regard to uninterrupted train operation work and safety related works and every DFCCIL employee shall at all times:
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a DFCCIL employee.

Note:

This is an inclusive list, not an exhaustive, above mentioned Duty list can be amended by competent authority anytime without any prior notices etc.
