

No. 2021/HQ/Admin/RTI-363

New Delhi: 24.05.2021

Sh. Shubham Kumar  
UP

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

Reference: Your online RTI application dated 20.05.2021 (Registration No. DFCCIL/R/E/21/00263) received through DOPT.

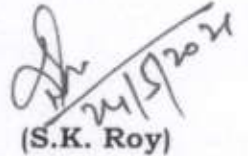
Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought for	Information provided
1.	1	Refer to the original RTI application dt. 20.05.2021	Duty list of MTS is attached.
2.	2-4		It is clarified that duty list of Jr. Executive, Executive AM is being assigned as per the Project Requirement and the concerned Field Units or Corporate Office after issue of posting.
3.	5		Your question under the RTI application is not clear and specific as to what you seek for. However, you may visit the DFCCIL's website and the advertisements regularly floated indicating therein the eligibility criteria/qualification (as applicable) for each posts in advertisement.

Hope the above information is complete and satisfactory. If not, then you can appeal within 30 days of receipt of the letter to the 1st Appellate Authority whose name and address is as under;

**Ms. R. P. Chhibber**  
GGM/Administration DFCCIL,  
5th Floor, Supreme Court Metro Station Building,  
Pragati Maidan, New Delhi-110001.

DA: 03 sheets



(S.K. Roy)

Dy. G.M/Admn.(PIO)  
E-mail: skroy@dfcc.co.in  
011-23454707



डेडिकेटेड फ्रेट कोरीडोर

डेडिकेटेड 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.

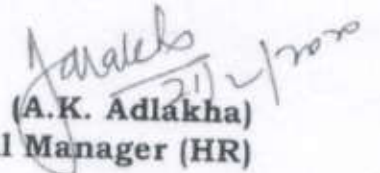
Dated: 21.02.2020.

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:-**

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.

*Jalal*  
21/2/2020

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 & recoument of ballast, manual packing of track & turnouts, related earth works, recoument 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.

*J. Patel*  
*21/7/2022*