

No. HQ-OPBD(RTPQ)/1/2021 (27954)

Date: 01.07.2025

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

Ref: AGM/Admin (CPIO) e-mail (RTI-437), Dated – 25.06.2025

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

S. No.	RTI	Reply
1.	<p><b>Panel Duty and Station In-Charge Responsibilities:</b></p> <p>Are the employees (Junior Manager/OP&amp;BD) who were previously performing Panel Duty and have now been appointed as Station In-Charge as per the above cited office order still required to continue performing Panel Duty (duties typically performed by Station Master/Executive/Senior Executive) along with their responsibilities as Station In-Charge ?</p>	Duty list of OP&BD Officials attached. (Annex-1)
2.	<p><b>Dual Responsibilities:</b></p> <p>Is it mandated that Junior Manager/OP&amp;BD (Station In-Charge) fulfill dual responsibilities i.e. performing duties as both Station In-Charge and Panel Duty. When required?</p>	Duty list of OP&BD Officials attached. (Annex-1)
3.	<p><b>Policies or Guidelines:</b></p> <p>If such dual responsibilities are required. Kindly provide a copy of the relevant</p>	Duty list of OP&BD Officials attached. (Annex-1)



	policies, guidelines or instructions issued by DFCCIL regarding this matter.	
4.	<b>Exemption from Panel Duty:</b> If Station In-Charge employees are not required to perform Panel Duty (typically Handled by Station Masters/Executives/Senior Executives). Please confirm whether Junior Managers/OP&BD appointed as Station In-Charge are formally exempted from performing Panel Duty upon assuming their new responsibilities.	Questions are not answered under the RTI Act.
5.	<b>Panel Duty Requirement for Recruited J.M./OP&amp;BD:</b> Are Junior Managers/OP&BD recruited through open market recruitment required to perform Panel Duty when posted as Station In-Charge.	Questions are not answered under the RTI Act.

This has the approval of GM/OP&BD

AGM/Admin.

  
AGM/OP&BD



**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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