

Dated: 13.07.2023

NOTE

Reg. No. - DFCCIL/R/E/23/00457 RTI NO - 576 dated-06.07.2023

SL. No.	Admin No./Question No.	Information Sought	Information Provided
1.	1.	MTS civil department me MTS ka kya kaam hota hain?	MTS is a common cadre. <b>Duty list is attached</b> for your reference please.

DGM/HR

*[Handwritten Signature]*  
14/7/23

JGM/Admin (PIO)

*[Handwritten Signature]*  
13/7/2023  
**Sr.Executive/HR**



डेडीकेटेड फ्रेट कॉरीडोर

डेडीकेटेड फ्रेट कॉरीडोर 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.

*J. M. S.*  
*21/7/2020*

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 & recouplement of ballast, manual packing of track & turnouts, related earth works, recouplement of missing fittings, recoupling 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.

*Prasad*  
*21/2/2022*