



Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

5th Floor, Pragati Maidan, Metro Station Building Complex, New Delhi- 110001

Corporate Identity Number U60232DL2006GOI155068

Web: dfccil.com

No. 2019/HQ/Admin/RTI-627

New Delhi: 07.10.2019

Sh. Ramesh
Rajasthan

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

Reference: Your RTI Application dated 12.09.19 received through DOPT.

The information received is provided herewith as under;

S.No	Point No.	Information sought for	Information provided
1.	1	Refer the original application dt. 12.09.19	The information sought in item No. 1 is not specific.
2.	2	-do-	Recruitment criteria for MTS is already available in Advt. No. 11/2018. Advt. is available on DFCCIL's website under career.
3.	3	-do-	<i>Rejected bys 2(f) of RTI Act, 2005</i>
4.	4	-do-	A copy of duty list chart of HR officers in Corporate Office is enclosed.

DA: 01 sheet

(S.K.PANDA)

Dy. G.M/Admn.(PIO)

E-mail: skpanda@dfcc.co.in

9717636811

DIRECTOR/INFRA.

GGM/HR-I

GGM/HR-II

AGM/HR

DGM/HR-II (Sh. Mondal)

- i) Service matter of deputationists.
 - Forwarding of applications.
 - NOC for passport
 - Ex-India Leave
 - Transactions under Conduct Rules
- ii) Permanent Absorption.
- iii) Liaison officer for SC/STs
- iv) Periodical review.
- v) Tender of outsource staff in CO

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| <p>Shri Deepak Manager/HR</p> <p>1. Deputation (Gazetted)</p> <ul style="list-style-type: none"> - Joining - Repatriation - Extension - Repatriation leave etc. | <p>Sh. Sanjeev Kumar Jain, AM/HR</p> <p>1. Deputation (Non-Gaz. joining, hiring, extension, repatriation)</p> <p>2. Outsource Staff (all work including payment)</p> <p>3. Consultant/Rec-employment (CO & CPM Unit) Consultant (Physician) and their extension (including payments)</p> |
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DGM/HR-I (Sh. Amit Kumar)

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| <p>Sh. Gurish Nish AM/HR</p> <p>1. Open Market Recrt of Recruitment agency, negotiation of the proposal & coordination with them for various activities</p> <p>3. Preparation of advertisement and its publication</p> <p>4. Appointment of observers, Co-ordination with DGs of various states for examination</p> <p>5. Coordination for document verification and interviews</p> <p>6. Conduct of medical and processing of appeals</p> <p>7. Finalization of Result (main panel and standby panel)</p> <p>8. Other letter to candidates, coordination for joining and processing of extension request</p> <p>9. Payment of bills to rect. agency, hospital, etc.</p> <p>10. RTI grievances related to rect (In-house & OPRGMS portal)</p> | <p>Mr. Somya, AM/HR</p> <p>1. Immediate absorption</p> <p>2. Vacancy assessment & preparation of Advt and its publication</p> <p>3. Coordination for document verification and interview</p> <p>4. Conduct of PE&T and processing of appeals</p> <p>5. Finalization of Result (main and standby panel)</p> <p>6. Other letter to candidates, coordination for joining and processing of extension requests</p> <p>7. Rect on contract basis and consultants (Open market)</p> <p>8. Processing for selection starting from roster, publication of advertisement, finalization of result, PE&T, offer letter to candidates and their joining.</p> <p>9. Police verification/Caste verification of contractual staff</p> <p>10. Extension of tenure</p> <p>11. RTI cases and references related to Rect (In-house and OPRGMS portal)</p> |
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DGM/HR (Sh. A.K. Adlakha)

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| <p>Mr. Pradeep Singhal, AM/HR</p> <p>1. Pay and Allowances of all employees</p> <p>2. Leave Encashment</p> <p>3. Pay Fixation</p> <p>4. Special Pay</p> <p>5. Claims</p> <p>6. Reimbursement through portal</p> <p>7. Lease</p> <p>8. Issue of LPC</p> <p>9. Staff Grievances.</p> | <p>Mr. Mamta Guesain, AM/HR</p> <p>1. Transfer and Postings</p> <p>2. Relational Transfer.</p> <p>3. Issue of Duty Lists</p> <p>4. Group Insurance of the employees</p> <p>5. PF related matters.</p> <p>6. Curtailed Passes</p> <p>7. Advances.</p> <p>8. Settlement Dues</p> <p>9. Uniform Allowance</p> <p>10. Medical Bills</p> <p>11. Pension & PRMS</p> <p>12. NDA/NHA/OTA</p> |
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JGM/HR (Sh. R.S. Rawat)

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| <p>Sh. Shyam Sunder Sharma, AM/HR</p> <p>1. Service matters of all regular employee</p> <p>2. Land Lessors Cases</p> <p>3. LTC</p> <p>4. Welfare and Marriage and Divial Gfr Ex-Graha</p> <p>5. Awards-Mem of the month & Annual Award</p> <p>6. Police/Casac/ Educational Qualification verification</p> <p>7. Resignation & termination</p> <p>8. CTG</p> | <p>1. Probation & confirmation</p> <p>2. Maintenance of F.Policies of all employees</p> <p>3. Nodal Officer- Compliance of Labour Laws</p> |
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Sh. S.K. Roy, DGM/HR-IV

- 1. Promotion s
- 2. Seniority Lists.
- 3. D&AR
- 4. IPR
- 5. Co-ordination for Public Grievances on CPGRAMS.

Ms. Kamna T Manager/HR

- 1. Learning and Development
- World Bank Training
- Seminar/Conference/Workshops.
- Induction training
- Refresher Training
- Foreign Training
- Training data management
- Quarterly progress report
- Corporate Responsibility
- 3. ISMD Consultancy
- 4. HR(CPCS) Heavy Haul resca Institute
- 5. SAP Coordnati coordination with IT/s consultants development/enhanceme /configuration modules/validation/ test/ quality/ production server/imparting training

Note:

- Policy Matters, SAP, RTI, Grievances on CPGRAMS, Court Cases, VIP references, Railway Board, DPE references etc. will be dealt by the respective officer pertaining to their subjects.
- Any other duties as assigned by Director/INFRA, GGM/HR-I and GGM/HR-II.
- In case of absence of staff, respective incharge will decide regarding temporary allocation of the duties for timely completion of the work.