

Dated: 10.07.2024

NOTE

RTI NO - DFCCIL/R/E/24/00611 RTI NO - 679 dated-29.06.2024

Sl. No.	Admin No./Question No.	Information Sought	Information Provided
1.	1.	DFC me MTS civil staff ko On duty track par chot lagne par (jaise hath par) to kya use Keyman ka kam diya jana sahi hain.	Duty List of MTS dated 21.02.2022 is enclosed.
2.	2.	Kya MTS civil ka kam keyman hain	
3.	3.	DFC me jo staff 2021 meain join kiya hain use promotion policy men	Circular No. 36/2023 dated 09.10.2023 is enclosed.
4.	4.	Sal me rakha jayega kya.	

DGM/HR

GM/HR/CO

AGM/Admin (PIO)

Sr.Executive/HR

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. J. J.
21/2/2020

2. 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, 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
21/2/2022



डेडिकेटेड फ्रेट कॉरीडोर कॉर्पोरेशन ऑफ इंडिया लिमिटेड

भारत सरकार (रेलवे विभाग) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Government of India (Ministry of Railways) Enterprise

HQ-HR/COPO(HRP)/1/2020-HR-COORD AND POLICY/100

Dated: 09.10.2023

Circular No.36/2023

Sub: Modification in Promotion Policy

Ref: (i) Circular No 640/2020 dated 16.10.2020

(ii) Circular No 03/2021 dated 17.02.2021

Board of Directors (BoD) in their 89th meeting held on 20.09.2023 has approved following modifications in DFCCIL's Promotion Policy -

1. Minimum Residency and Formation of Panel

Existing policy	Modification in Policy
<p>Cluster A to lowest Grade in Cluster B</p> <p>Total three years' service in Grade N1/N2/N3/N4 will be required for employees to sit in the Competitive examination for promotion to Junior Executive Grade -III (N5).</p>	<p>Cluster A to lowest Grade in Cluster B (N5)</p> <p><u>Total four years' service</u> in Grade N1/N2/N3/N4 will be required for employees to sit in the Competitive examination for promotion to Junior Executive Grade -III (N5).</p> <p>Panel will be as per seniority from amongst the employees who meet the prescribed selection criteria.</p>
<p>Cluster B to Lowest Grade in Cluster C</p> <p>Total three years' service in Grade N5/N6/N7 will be required for employees to sit in the Competitive examination for promotion to Executive (E0).</p>	<p>Cluster B to Lowest Grade in Cluster C (E0)</p> <p>Total four years' service in Grade N5/N6/N7 will be required for employees to sit in the Competitive examination for promotion to Executive (E0).</p> <p>Panel will be as per seniority from amongst the employees who meet the prescribed selection criteria.</p>
<p>Cluster C to Lowest Grade in Cluster D</p> <p>Total three years' service in Grade E0/E1 will be required for employees to sit in the Competitive examination for promotion to Jr Manager (E2).</p>	<p>Cluster C to Lowest Grade in Cluster D (E2)</p> <p>Total four years' service in Grade E0/E1 will be required for employees to sit in the Competitive examination for promotion to Jr Manager (E2).</p> <p>Panel will be as per seniority from amongst the employees who meet the prescribed selection criteria.</p>