



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2020/HQ/Admin/RTI-707

New Delhi: 30.09.2020

Sh. Satyam Sharma
UP

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


Reference: Your RTI Application dated 19.09.2020 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 the original application dt. 19.09.2020	There is no specific duty list issued for Jr. Executive (Civil) by this office.
2.	2	-do-	The duty list of MTS has been issued vide letter no. HQ/HR/Duty-List/MTS dated 21.02.2020 (copy enclosed).
3.	3 & 4	-do-	Policy circular indicating pay scales for CDA employees is enclosed.
4.	5	-do-	There is no guidelines available on the subject.
5.	6	-do-	Relevant policy circular on pay scales is attached.

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
GM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001.


20.09.2020

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

DA: 08 sheets



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.
Dedicated Freight Corridor Corporation of India Limited
(भारत सरकार का उपक्रम)
(A Govt. of India Enterprises)

HQ-HR0COPO(HRP)/24/2020-HR-COORD AND POLICY /3174

Dated: 17.09.2020

CIRCULAR NO 570/2020

Sub: Modification in Deputation Policy

BoD in its 73rd meeting (Item 73.3.7) held on 26.08.2020 has approved the modification in deputation policy as indicated below-

A Grade/ Level	B Name of post	C Scale of Pay		D Modified Eligibility criteria for deputation
		CDA	IDA	
N6	Junior Executive	Level 4	Rs 28000-80000	Central/State government employees working in analogous grade (Level 4) or PSU employees working in analogous grade in Rs 28000-80000 (IDA)
N7	Junior Executive	Level 5	Rs 29000-91000	Central/State government employees working in analogous grade (Level 5) or PSU employees working in analogous grade in Rs 29000-91000 (IDA)
E0	Executive	Level 6	Rs 30000-120000	Central/State Government employees working in analogous grade (Level 6) in relevant discipline or holding substantive posts in Level 5/Level 4 or PSU employees working in analogous grade or in Rs 29000-91000 (IDA) with four years of service in the grade.
E1	Sr. Executive	Level 7	Rs 40000-140000	Central/State Government employees working in

[Handwritten Signature]

[Handwritten Note]

				analogous grade (Level 7) in relevant discipline or holding substantive posts in Level 6 or PSU employees working in analogous grade in relevant discipline or in Rs 30000-120000 (IDA) (E0) with four years' service in that grade.
E2	Junior Manager	Level 8	Rs 50000-160000	Central/State Government employees working in analogous grade (Level 8) in relevant discipline or holding substantive posts in Level 7 (Level 8 in Accounts) or PSU employees working in analogous grade in relevant discipline or in Rs 40000-140000 (IDA) (E1) with four years' service in that grade.
E3	Assistant Manager	Level 10	Rs 60000 -180000	Group B officers of Central/State Govt. in the relevant discipline or PSU employees working in analogous grade in relevant discipline or in Rs 50000 - Rs 160000 (IDA) (E2) with four years' service in that grade.
E4	Manager	Level 11	Rs 70000-200000	Group B officers of Central/State Govt. with at least 4 years of service in Group B (Gazetted) in relevant discipline or PSU employees working in analogous grade in relevant discipline or in Rs 60000 -Rs 180000 (IDA) (E3) with four years' service in that grade.
E5	Deputy General Manager	Level 12	Rs 80000-220000	Central/State Govt. officers holding Sr. Scale (Level 11) posts or Central/State Govt officers with 10 year's service in Group B and holding cadre posts in Level

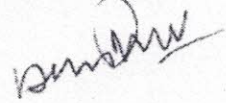
[Handwritten signature]

Order - 3/-

				10 in their parent cadre or PSU employees working in analogous grade in the relevant discipline or in Rs 70000-200000 (IDA) (E-4) with four years' service in the grade.
E6	Joint General Manager	Level 13	Rs 90000-240000	Central/State Govt. officers working in analogous substantive grade (Level - 13) in the relevant discipline or in Junior Administrative grade (JAG) (Level 12) with 8 - 12 years' service in Group A in relevant discipline or PSU employees working in analogous grade in relevant discipline or in Rs 80000-220000 (IDA) (E5) with four years' service in that grade.
E7	Additional General Manager	Level 13 A	Rs 100000-260000	Central/State Govt. officers working in analogous grade (Level -13 A) in the relevant discipline or in Selection Grade (Level-13) with minimum 12 years in Group A in the relevant discipline or in Rs 90000-240000 (IDA) (E6) with four years' service in the grade.
E8	General Manager	Level 14	Rs 120000-280000	Central/State Govt. officers working in analogous grade (Level 14) in the relevant discipline or in SG (Level 13) with 17 years' service in Group A in the relevant discipline or PSU employees working in analogous grade in the relevant discipline or in Rs 100000-Rs 260000 (IDA) (E7) with four years' service in that grade.

[Handwritten signature]

- 2.1 Existing employees on deputation who have fulfilled the criteria of 17 years of service at E7 grade will be considered for E8 grade as per the above eligibility criteria.
- 2.2 The eligibility criteria indicated in Column D, i.e standards prescribed for selection on deputation will be applicable for consideration of candidates on deputation only and same will not confer any right for selection on permanent absorption basis.



(S.K Panda)

Joint General Manager/HR

Copy to -

1. Secy. to MD, for kind information of MD
2. Director/OP&BD, Director/Finance, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination- for information of employees working under them
5. Manager/IT - For placing the order on intranet



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया
भारत सरकार (रेल मंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India
A Govt. of India (Ministry of Railways) Enterprise

HQ/HR/ 3rd PRC/1

Date: 30/11/2018

Circular No. 58/2018

Sub: Revision of Pay scales in respect of Non-executive employees (below E0 level) w.e.f 01.01.2017.

Ref: This office Circular No. 41/2018 dated 14.08.2018.

In continuation of this office Circular No. 41/2018 dated 14.08.2018; BoD has approved revision of pay scales as per 3rd PRC for Non-executive employees (below E0 level) w.e.f 01.01.2017 as under:

S.N	Designations	Grade	Existing Scale	Proposed Revised Scale
1	Jr. Executive-Grade I	N-7	12000-30000	29000 - 91000
2	Jr. Executive-Grade II	N-6	11000-27500	28000 - 80000
3	Jr. Executive-Grade III	N-5	10000-25000	25000 - 68000
4	Multi-Tasking Staff (MTS) Grade I	N-4	9000-22500	22000 - 63000
5	Multi-Tasking Staff (MTS) Grade II	N-3	8000-20000	21000 - 60000
6	Multi-Tasking Staff (MTS) Grade III	N-2	7000-14000	18000 - 52000
7	Multi-Tasking Staff (MTS) Grade IV	N-1	6000-12000	16000 - 45000

All other Terms and Conditions will remain same as notified in above referred Circular No 41/2018.

(R.S Rawat)

Jt. General Manager/HR

Copy to:

1. Secy. to MD – for kind information of MD.
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
3. EDs/GGMs/GMs/AGMs
4. All CGMs – for information of all employees working under them.
5. DGM/Fin/PR
6. Company Secretary.
7. Notice Board.
8. AM/IT- for placing on intranet.



डेडिकेटेड फ्रेट कॉरीडोर कॉर्पोरेशन ऑफ इंडिया लिमिटेड
भारत सरकार (रेलमंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India Ltd.
India (Ministry of Railways) Enterprise

69
311

No.HQ/HR/Duty-List/MTS.

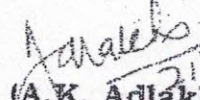
Dated: 21.02.2020.

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: 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi-110001
Tel: 011-11-23454700, Fax: 011-23454701, Web: 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. K. Jaiswal
21/12/2020

- 3/3
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 & recoupmnt of ballast, manual packing of track & turnouts, related earth works, recoupmnt 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.

Amal
2/2/2022