



**Dedicated Freight Corridor Corporation of India Ltd.**

**(A Government of India Enterprises)**

5<sup>th</sup> Floor, Pragati Maidan, Metro Station Building Complex, New Delhi- 110001

Corporate Identity Number U60232DL2006GOI155068

Web: [www.dfccil.com](http://www.dfccil.com)

No. 2020/HQ/Admin/RTI-73

New Delhi: 28.02.2020

Sh. Manoj Kumar  
Bihar

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

**Reference: Your RTI Application dated 31.01.2020 received through DOPT.**

Information as obtained from the concerned record holding office is attached.

Appellate Authority's name and address is as under;

Shri Satish Kothari, GGM/Administration DFCCIL,  
5th Floor, Pragati Maidan Metro Station Building, New Delhi-110001.

**(S.K.PANDA)**

**Dy. G.M/Admn.(PIO)**

**E-mail: [skpanda@dfcc.co.in](mailto:skpanda@dfcc.co.in)**

**9717636811**

DA: 04 sheets

**NOTE**

Sub: Information sought under Right to Information Act-2005

Ref: DGM/Admin (PIO) letter no. 2020/HQ/ADMIN/RTI-73 dated 31.01.2020 of Shri Manoj Kumar (RTI applicant)

With reference to the above note, as per available record the desired information are as under:-

Item No.	Point	Reply
1.	According to DFCCIL HR Manual A person having ITI in following trade (welder, Tester, fitter, mechanics, operators, Technicians, TWD, Artisans, Pointsman) is skilled staff. Then <b>why</b> in DFCCIL is not flowing min basic pay for skilled staff.	Information does not comes under the preview of RTI Act 2005. <i>clarification must be given under the Act.</i>
2.	Minimum working hours in DFCCIL for DFCCIL staff	No specific guidelines are issued by the DFCCIL on the subject.
3.	Maximum working hours in DFCCIL for a staff	No specific guidelines are issued by the DFCCIL on the subject.
4.	How to change dept. from MTS OP&BD to MTS civil	As per DGM/HR letter no. HQ/HR/Duty-List/MTS, it has been decided to adopt a common cadre and seniority for all MTS posted across/recruited for various departments.
5.	What is work of MTS Operating staff	Copy of Duty list attached.

AGM/HR

*Subee*  
21/2/2020

DGM/Admin.(PIO)

*pm*  
21/2

*21/02/2020*  
AM/HR (OP&BD)





डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर 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.

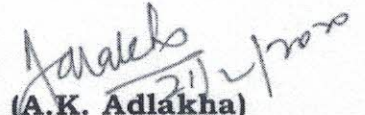
Dated: 21.02.2020.

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.*  
2/1/2020



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 & 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.

*J. Patel*  
21/2/2022