



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. 2021/HQ/Admin/RTI-870

New Delhi: 06.09.2021

Sh. Rahul
Rajasthan

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

Reference: Your online RTI application dated 17.08.2021 (Registration No. DFCCIL/R/E/21/00699) received through DOPT portal.

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 to the original RTI application dt. 17.08.2021	Keyman post does not exist in DFCCIL.
2.	2		Duty list of MTS issued by Corporate Office vide letter no. HQ/HR/Duty-list/MTS dated 21.02.2020 is enclosed.
3.	3		As per Corporate Office letter No. HQ/HR/CMER/Gr-IV/3/2020 dated 17.09.2020, Separate posts of Keyman have not been sanctioned. As per the duty list of MTS issued with the approval of Competent Authority, duties supposed to be carried out by Keyman on Indian Railways have to be assigned to MTS in DFCCIL. (letter enclosed)
4.	4		Information sought is not covered under Section 2(f) of RTI Act 2005.

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

DA: 04 sheets

(S.K. Roy)

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

E-mail: skroy@dfcc.co.in

011-23454707



डेडिकेटेड 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.

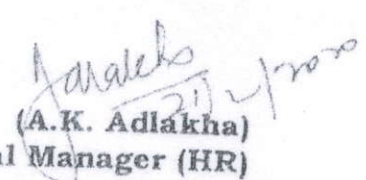
Dated: 21.02.2020.

Sub: Duty list of Multi-Tasking Staff (MTS).

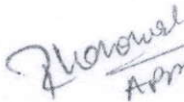
In order to provide MTS with broader knowledge base across all disciplines so as to have versatile skills, it has been decided to adopt a common cadre and seniority for all Multi-Tasking Staff (MTS) posted across/recruited for various departments. Accordingly, the duty list of MTS is enclosed as Annexure-A.

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.


Anil Kumar

Regd. & Corporate Office: 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi-110001
Tel.: +91-11-23454700, Fax: 011-23454701, Web: www.dfccil.gov.in CIN: U60232 DL 2006 GOI 155068

Duties of MTS:-

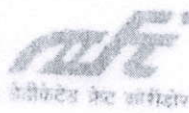
Brief duties of MTS includes but not limited to the followings:-

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.

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 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.
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.

Plonowal
Asst M/Ewp.

Plonowal
21/7/2020



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Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprise)

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

No.HQ/HR/CMER/Gr-IV/3/2020

dated 17.09.2020.

The GM/Coord.,
DFCCIL, Jaipur.


Sub: Grievances of Jr Exec/Civil/DFCCIL/Jaipur regarding their Duties.

Ref: Your Office letter No. JP/EN/Track Maintenance/47 dated 28.8.2020.

In reference to above, it is stated that as per CPCS Report, both Keyman and MTS are placed under the same Pay Group i.e. N1 to N4, the posts of MTS have been sanctioned accordingly. However, separate posts of Keyman have not been sanctioned. As per the duty list of MTS issued with the approval of competent authority, duties supposed to be carried out by Keyman on Indian Railway, have to be assigned to MTS in DFCCIL.

In view of above, it does not seem to be proper to utilise Jr. Executive, who are in higher Pay Group i.e. N5 to N7 as Keyman. It will be appropriate to assign the duties of Keyman to MTS.

This issues with the approval of the Competent Authority.


17/9/2020
(Sunder Singh)
AGM/HR

Copy to- Manager/HR, DFCCIL/CO

Phonover
ADM/EMP.