



Note

HQ-HRORECT(MISC)/6/2022-HR - RECT/18091

Dated: 13/02/2025

Sub: Application of Mr. Saurabh, R/o Chaubeyana, Lalitpur, Uttar Pradesh under RTI Act-2005.

Reply to RTI No. 80

Item No.	Information Sought For :	Proposed reply
1.	1- Difference between work profile of JR EXECUTIVE - (OP&BD) and JR EXECUTIVE - (TRAIN OPERATIONS). 2-Are JR EXECUTIVE - TRAIN OPERATIONS is primary responsible for physical work?(Except emergency) 3-How an MTS (OP&BD) and JR difference? (In terms EXECUTIVE (OP&BD) is of work profile and physical work)	Duty list of Junior Executive OP&BD is enclosed.

  
Sr. Executive/HR

  
DGM/HR

  
GM/HR

GM/Admin (CPIO)

HQ/GM(T&S)/HOER/2021 (E file-15076)

Dated: 07-07-2022

CGM/ Jaipur, CGM/ Ajmer,  
CGM/ADI, CGM/ Tundla,  
CGM/DDU, CGM/ PRYJ (West)  
JGM/OCC/ADI, DGM/OCC/ADI,  
DGM/OCC/PRYJ, DGM/DDU,  
DGM/Traffic/CNB, DGM/Traffic/Tundla,  
DGM/Traffic/Jaipur, DPM/Traffic/ Palanpur.

**Subject: - Duty list of Junior Executive/OP&BD.**

The duty list of Junior Executive OP&BD approved by competent authority is attached as Annexure-1.

Please implement the duty list of OP&BD immediately.

  
07.07.22  
AGM (Traffic & Safety)

**Copy to**

1. Director (OP&BD) for kind information
2. Director (Infra) for kind information
3. GGM,OP&BD-II
4. GM/T&S



## Duties of Junior Executive (OP&BD)

### A. Reporting on duty:

1. Report to duty in time as per roster, in neat and clean uniform along with the name badge and will not leave their duty unless relieved by a competent person.
2. Take sufficient rest before reporting to duty and will not perform duty under the influence of liquor, drugs or intoxicants.
3. Neither he/she will absent him/herself from duty nor will he/her exchange his/her duty without proper permission of his/her superiors.

### B. While on duty (His/her duties involved):

1. Shunting operations including Loco & Wagons attachment/detachment, Resumption of brake power including related activity like connecting feed/ brake pipes, (Fixing brake pipes /rubber washers, closing wagon doors), formation of long-haul trains & other rolling stock related activities.
2. Ensuring that Fouling Marks are kept clear after completion of shunting and exhibit a danger signal to the official supervising the shunting if the crossing/Fouling Mark is obstructed.
3. Exchange of all-right signals with the loco pilot/ train manager (Guard) of the train from off side of the station when the train is passing through and will exhibit a stop hand signal if any unusual condition like hot axle, hanging part, fire on train, load shifting, Door open etc. is noticed in the train and also informs on duty Sr. Executive/Executive/ OP&BD about that unusual condition.
4. Securing vehicles stabled in the station yard & hanging parts in train/wagon, if any
5. In case of track failure he/she will assist the Executive/ Sr. Executive to ascertain the clearance of line. & Pilot the trains in case of failure/abnormal working and when ordered by Executive/ Sr. Executive on duty or official in-charge of the station.
6. Keeping Points, Trap points & Cross over points free from obstructions.
7. Upkeep of the essential equipment and keep them ready to use at any time in case of emergency.
8. Carrying tools & plants from one place to another for attending maintenance work.
9. Handing over the required authority/papers duly signed by Executive/ Sr. Executive to the loco pilot/Guard after ensuring correct setting/ locking of route and performing cranking, clamping & padlocking of points/ crossovers in case of failure, and will exhibit the green hand signals from the foot of the signal to the loco pilot.

10. Refrain unauthorized persons in the station premises /office or to interfere with the equipment available & shall have a general lookout of the section from a safety point of view and inform in case of any intrusion or outside interference or unusual to the reporting officer which are likely to affect smooth train operations.
11. Assist Executives/Sr Executives and guide MTS for smooth operation of train

**C. Must have knowledge and aware about:**

1. Precautions to be observed in electrified sections. Operation of electrical equipment in case of necessity including DG sets & its related activities at stations.
2. OHE Working and Isolator Operation, when required,
3. General coordination & communication with DFC stations and OCCs.
4. Assisting Executives/ Sr. Executive in train operations & necessary entries in DFIS and computer.
5. General upkeep of the stations, and Installations
6. Any other duties/assistance in case of any accident/derailment case.
7. Other misc. duties & routine office work assigned him/her from time to time.
8. Obey all lawful orders given by the on-duty Executive/ Sr. Executive, or official in-charge of the station /section with regard to uninterrupted train operation work and safety related works and every DFCCIL employee shall at all times:
  - (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of a DFCCIL employee.

**Note:**

This is an inclusive list, not an exhaustive, above mentioned Duty list can be amended by competent authority anytime without any prior notices etc.

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