

MODERN COACH FACTORY, RAEBARELI

Office of the
General Manager (P)

No. 15-E/RCF/C1-IV/TADK/Rectt./Policy

Dated: 03.04.2023

Sub: Engagement of Attendants in lieu of TADK.

Ref: (i) Railway Board's letter No. E(NG)II/2020/SB/5 dated 01.12.2020.

(ii) MCF Policy letter No. Estt./TADK/Policy/2016/01 dated 15.12.2016 and No. Estt./TADK/Policy/2016/01 dated 11.02.2022.

(iii) Railway Board's letter No. E(NG)II/2020/SB5 dated 14.10.2022.

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Pursuant to the Railway Board's letter cited at (iii) above, the following revised guidelines are issued for engagement of Attendants in lieu of TADK at MCF/RBL:

1. The system of engagement of Attendants in lieu of TADK through the contractual manpower outsourcing agency is adopted at MCF.
2. The engagement of the Attendants will be done through GeM by Stores Department.
3. As Attendants will be engaged in lieu of TADK, their place of work will also include the residence of the officer concerned in view of their nature of duties. Hence, it is imperative that the officer concerned has confidence and trust in persons engaged as Attendant. Therefore, empanelled Service Provider must get suitability of an Attendant examined and certified by the officer concerned under whom the Attendant would be required to work.
4. Many officers are presently having screened/unscreened TADKs attached to them. These officers may require hiring new Attendants in future, subject to Railway Board's instructions and local policy of MCF. Further, owing to retirements and transfers of officers from MCF to other Railways and vice versa, the requirement of TADKs will keep changing from time to time. Hence, it is not practically feasible to estimate the precise number of Attendants required at any point of time. It is, therefore, imperative to finalize a Rate Contract for Manpower outsourcing which will only have the rate and terms & conditions of outsourcing without any commitment regarding the number of Attendants to be hired from the finalized Rate Contract(s). Rate Contracts may be entered into with a view to empanel preferably more than one outsourcing agency for providing Attendants.
5. The following conditions inter alia may be prescribed in the contract for provisioning through the contracted agency:
 - a. In terms of Railway Board's Letter No. E(NG)II/2020/SB5 dated 14.10.2022, the cost ceiling of the hired Attendant should not exceed bottom of Level-I Pay Matrix + Dearness Allowance as on 30.09.2022 i.e. @ 38% of bottom of Level-I Pay Matrix.
 - b. The suitability of the Attendant will be assessed and certified by the Officer for whom the outsourced person is being provided, prior to such engagement.
 - c. The Character and Antecedents of the Attendant will be verified with the Police authority and the certificate to this effect will be furnished by the Service Provider before undertaking the suitability assessment. The Service Provider will ensure the Medical Fitness of the Manpower.

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- d. The minimum age limit for an Attendant is 18 years. She/he should have a minimum educational qualification of 10th pass or equivalent from a recognized Board on the date of assessment of suitability by the Officer.
 - e. There shall be no unilateral change of the Attendant by the Contracted Agency. If at all any such change is proposed, it should be only with the personal approval of Officer concerned duly intimating the same to the contract awarding authority i.e. Stores Department.
 - f. All Attendants should have active mobile phone connections so that they are contactable whenever required.
 - g. The Attendants provided by the firm should be self-disciplined as they are expected to work in residential colony of officers. Their behavior will be judged not only by the engaging officer but also by other officers staying in the colony. Their services are liable to be terminated on leaking confidential information, exhibition of immodesty at public place, consumption of alcoholic drinks, etc.
 - h. The Attendant will have intermittent duty hours and will have 12 hrs. of duty roster.
 - i. As there shall be no relationship created between the hired Attendants and the Railway, such Attendants and their family members shall not be eligible or entitled for any medical or pass or pass facilities to be provided by the Railway.
6. The following procedure will be adapted for engaging an Attendant in lieu of TADK:
- a. The officer will request in writing for an Attendant in lieu of TADK duly enclosing a declaration that there are no available Substitute/TADK or Level-1 staff found suitable for engagement as TADK to her/him and all out efforts have been made by her/him, to this effect. She/he will submit the request to concerned PHOD.
 - b. The concerned PHOD will forward the request with her/his recommendation to Personnel Department.
 - c. The Personnel Department will examine the eligibility of the officer for engaging an Attendant in terms of extant Railway Board's instructions, availability of post and other relevant criteria. Thereafter, it will obtain the approval of GM/MCF and communicate to Stores Department for providing Attendant through GeM.
7. Existing incumbents to the posts of TADK (substitute or otherwise) will continue and all issues related to their service conditions and regularization will be governed by the instructions already issued from time to time referred in this Office letter No. Estt./TADK/Policy/2016/01 dated 15.12.2016 and No. Estt./TADK/Policy/2016/01 dated 11.02.2022.
8. The respective departments will maintain attendance records for Attendants. This will be similar to the practice for TADK's. These records shall be submitted within 2 (Two) working days after the end of calendar month to Personnel Department.
9. Subject to instructions issued from Railway Board from time to time, General Manager reserves the right to issue further instructions to operationalise above arrangement in MCF.

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10. Any relaxation/exemption to these instructions can only be made with the personal approval of the General Manager.
11. The General Manager reserves the right to add/modify/alter/delete any of the conditions laid down in the policy outlined in this letter, without any notice.

This issues with approval of the General Manager.


03.02.23

(R. L. Yadav)
Dy. Chief Personnel Officer
For General Manager (P)

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Copy to:

1. Secy. to GM for kind information of GM/MCF please.
2. PCMM for kind information and necessary action please.
3. All PHODs/CHODs/HODs for kind information.
4. All Dy. HODs/MCF/RBL.
5. SPO/Gaz, APO/Staff, OS/Rectt., Ch. OS/Bills.
6. PS to PCPO for uploading on MCF website.