



दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No. PB/CS/153/Vol.IV(Pt)

दिनांक/Date : 14.07.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

Sub : Provisioning of TADKs – policy instructions.

- Ref : 1. This office letter No. PB/CS/153/Vol.IV dated 21.4.2021
(PBC No.74/2021)
2.This office letter No. PB/CS/153(Pt.) dated 8.11.2019.
3. This office letter No. PB/CS/153/Vol.IV (Pt.)dated 19.12.2022

In partial modification of the above instructions, the following are issued.

- (i) It has been decided that in future, all provisioning of "attendants" in lieu of TADKs will be done through contracted manpower through outsourcing agency only.
- (ii) Only confirmed JAG and above level officers of Group 'A' service will be eligible for the provisioning of "attendants". The administrative approval for provisioning of an attendant in lieu of TADK for a particular eligible officer will be given by the respective DRMs/PHODs/CHODs.
- (iii) The existing posts of TADKs will remain distributed amongst various departments as they stand presently operated and will remain under the control of the respective DRMs/CWMs/ PHODs/ CHODs as indicated in **Annexure 'A'**.
- (iv) The provisioning of "attendants" in lieu of TADKs to cover aforesaid eligible officers will be met from the vacant non-safety Level-1 posts in the respective units to be identified by the respective unit heads viz DRMs/ PHODs/CHODs/CWMs.

- (v) The Unit heads viz DRMs/CWMs/CAOs will decide and nominate a nodal officer for executing the tender for outsourcing. For officers posted in Headquarters, DGM/G will be the nodal officer.
- (vi) The tender document currently being used in Headquarters may be used. However, unit heads may make modifications in the same wherever required.

This issues with the approval of the General Manager.

*1205
14/7/2023*

(Meena Baskaran)

Dy.Chief Personnel Officer/R&W
for Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

Annexure 'A'

Distribution of Posts of TADKs

1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18
Department	Sanction	HQ	MAS	TPJ	PGT	TVC	MDU	SA	CWM/CWIP ER	CWM/LWIP ER	PER	GOC	CN/MS	CN/ERS	CN/Elec	TOTAL
General Mgmt	10	10														10
Civil Engineering	41	11	1	2	1		2	1					15	4	4	41
Mechanical	23	12		1	1	1		1	2	1		4				23
Electrical	18	13	2			1		2								18
Signal & Tele	20	16	2		2											20
Commercial	15	9	1	1	1	1	1	1								15
Operating	18	11	1	1	1	2	1	1								18
Accounts	18	13	1			1		1			1	1				18
Medical	32	28	1		2	1										32
Stores	14	13						1								14
Personnel	10	7	1	1				1								10
Total	219	143	10	6	8	7	4	9	2	1		5	15	4	4	219