

दक्षिण रेलवे/SOUTHERN RAILWAY

प्रधान कार्यालय
Headquarters Office,
कार्मिक विभाग
Personnel Department,
चेन्नई / Chennai-600 003
दिनांक / Date. 19.12.2022

सं.No.PB/CS/153/Vol.IV(Pt.)

ADDENDUM

Sub : Provisioning of TADKs - policy instructions.

- Ref :** 1.This office letter No.PB/CS/153 dated 12.12.2002.
2. Railway Board's letter No.E(NG)II/2020/SB/5 dated 01.12.2020.
3. This office letter No.PB/CS/153/Vol.IV dated 21.04.2021
(PBC No. 74).
4. Railway Board's letter no. E(NG)II/2020/SB/5, dated 14.10.2022
(PBC No. 211/2022).

The following may be added as Para 10.0 in the letter No.PB/CS/153/Vol.IV, dated 21.04.2021:-

10.1. Railway Board vide their letter no. E(NG)II/2020/SB/5, dated 14.10.2022 circulated vide PBC No 211/2022 have issued instructions that efforts should be made to man the post of TADKs as per extant policy guidelines. In case where it is not becoming possible to man the post, an attendant in lieu of TADK, may be provided by Zones through Contracted Man Power Outsourcing agency subject to the cost ceiling of such attendant to not exceed bottom of Level-1 Pay Matrix + DA as on 30th, September, 2022.

10.2. If the officer concerned is not able to engage any such substitutes or regular employees as TADKs as per the procedure outlined above, he/she can propose provision of an attendant in lieu of TADK through Contracted Man Power Outsourcing agency, subject to the cost ceiling of such attendant to not exceed bottom of L 1 Pay Matrix + DA as on 30th, September, 2022, subject to the following conditions:-

- a. Such provision of attendants in lieu of TADKs should be within the sanctioned strength of TADKs of the respective departments as per Annexure-I.

- b. Provision of TADK through contracted man power agency would require the recommendation of the PHOD and approval of the General Manager.
- c. As per the existing procedure, the proposal of the officer for provision of an attendant in lieu of TADK should be sent to Personnel Department (Headquarters) duly recommended by the DRM/CWM/PHOD by the concerned Division/Unit/Department.
- d. On receipt of the proposal, the Personnel Department (Headquarters) will put up for the recommendations of the PHOD concerned, if not already obtained.
- e. After receipt of the recommendations of the PHOD, proposal will be processed for the approval of the General Manager.
- f. Once the proposal is approved by the General Manager, the same will be communicated to the Division/Unit/Department concerned, for providing attendant in lieu of TADK through Contracted Man Power Outsourcing agency subject to cost ceiling mentioned in Board letter dated 14.10.2022.
- g. Such provision through Contracted Man Power Outsourcing agency will be done by the Department or Division/Unit concerned.
- h. As far as such provisioning of attendant in lieu of TADK for officers in Headquarters is concerned, DGM/G will be the Officer in charge of awarding the contract/contracts and such provisioning of TADK will be done after the communication of approval of provisioning of TADK by Personnel branch of Headquarters.
- i. The following conditions inter alia may be prescribed in the contract for provisioning through the contracted agency:
 - 1. The criminal antecedents of the Attendant should be verified with the Police authority and the certificate to this effect should be furnished by the Contracted agency before undertaking the suitability assessment.
 - 2. 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.

3. The attendant should have completed the age of 18 years and should have a minimum educational qualification of 8th pass on the date of assessment of suitability by the Officer.

4. 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 approval of Officer concerned duly intimating the same to the contract awarding authority.

This issues with the approval of the General Manager.

MB
19/12/2022
(MEENA BASKARAN)

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