

पूर्व मध्य रेल  
(निर्माण संगठन)

कार्यालय,  
मुख्य प्रशासनिक अधिकारी(निर्माण)  
पूमरे/महेन्द्रघाट/पटना

सं० - ECR-HQ0CONS(ESTT)/265/2020 (Computer No- 28219)

दिनांक 16.05.2025

- All Chief Engineers/Con/ECR/MHX, Patna.  
(NE, Central, Planning, North, SE, NW, SD, South & GB).
- CSTE/Con/North & South/ECR/MHX, Patna.
- CEE/Con/MHX, Patna.
- All Dy. CEs/Con/ MHX, Patna (North, South, TS, Design, General, ROB, PM & Survey)
- All Dy. CEs/Con Of Field Units,  
(DNR, RGD, DDU, BRKA, DHN, Renukut, Chopan, Singrauli, HZME-I & II, DOS, KQR, Gaya, Hajipur-I & II, Bettiah, NKE SPJ-I, II, III & IV.).
- Dy. CSTE/Con/HQ, North-II, South/MHX/Patna & DNR, DHN, CPU & SPJ, SPJ-II.
- Dy. CEE/Con/MHX/Patna/ South & North/MHX, North (SPJ), & CPU.
- Dy CME, Dy.CE & Dy.CEE/GLP/Patna.
- SMM/Con/MHX, Patna.

विषय : - Engagement of Attendants in lieu of TADK through Rate Contract.

संदर्भ:- (i) उप महाप्रबंधक/सा०/पूमरे/हाजीपुर का पत्र सं०- ECR/ADM/TADK/Emp./001 दिनांक 15.05.2025

(ii) GM(P)/ECR's Policy of letter circulate through letter no. ECR-HQ0PERS(B. PEON)/1/2023(Computer No. 225270) dt- 01.08.2024

विषयांकित संदर्भित पत्र इस कार्यालय को प्राप्त हुआ है, जो इस पत्र के साथ संलग्न कर अग्रेतर कार्यवाही हेतु प्रेषित की जाती है।

संलग्न- यथोपरि।


  
(सुभाष चंद्र कुमार)

सकाधि/निर्माण

कृते मुख्य प्रशासनिक अधिकारी/निर्माण

Copy to:-

1. Secy. to CAO/Con/ North for kind information of CAO/C/ North please.
2. Secy. to CAO/Con/South for kind information of CAO/C/ South please.
3. PS to CAO/ GLP for kind information of CAO/GLP please.
4. CA to Dy. CPO/Con/MHX, Patna-for uploading on WEBSITE of Construction Organisation.

  
कृते मुख्य प्रशासनिक अधिकारी/निर्माण

## पूर्व मध्य रेल

Office of the  
General Manager  
ECR/HJP

पत्र सं०: ECR/ADM/TADK/Emp./001

दिनांक 15.05.2025

**All PHOD/CHOD  
CAO/C/N, CAO/C/S  
DLF/MEW & GLP/DMH  
East Central Railway**

**Sub:** Engagement of Attendants in lieu of TADK through Rate Contract.

**Ref:**(I) GM (P) /ECR's Policy of letter circulated through letter no. ECR-HQ0PERS (B.PEON)/1/2023(Computer No. 225270) dt. 01.08.2024.

(II) Office of PCMM Letter of Acceptance circulated through letter no. STORES/1725RC01/1130788 dt. 04.04.2025

इस कार्यालय के समसंख्यक पत्र दिनांक 07.04.2025 के द्वारा Rate Contract के माध्यम से TADK के बदले Attendants के Engagement के संबंध में विस्तृत विवरण मांगा गया था। उक्त के आलोक में संबंधित विभागों से वांछित विवरण प्राप्त हुआ है। इसके अनुसार कुल स्वीकृत पद (TADK) 190, में से वर्तमान में कुल 42 अधिकारी विभागीय स्तर पर TADK की सुविधा प्राप्त कर रहे हैं। अतएव, शेष कुल 148 अधिकारियों को वर्तमान में TADK के बदले Attendants की सुविधा दर अनुबंध (Rate Contract) के तहत मुहैया करायी जानी है।

मप्र (का0) के पत्र दिनांक 01.08.2024 के द्वारा इस उद्देश्य के लिए निर्गत नीति के पैरा 2(i) के अनुसार सभी पात्र अधिकारी संलग्न प्रोफार्मा "A" के माध्यम से इस आशय की संसूचना कार्मिक विभाग को देंगे। साथ ही, ऐसे अधिकारी जो अपनी पसंद का Attendants रखना चाहते हैं, वे संलग्न प्रोफार्मा "B" में संबंधित अभ्यर्थी का विवरण भी देना सुनिश्चित करेंगे।

तदनुसार संबंधित पात्र अधिकारियों के द्वारा विहित प्रोफार्मा में वांछित विवरण मप्र (का0)/हाजीपुर को समर्पित किया जाना है। मप्र (का0) के द्वारा उक्त प्रोफार्मा में दर्शित विवरण संदर्भित प्रावधानों के अधीन सत्यापनोपरान्त इस कार्यालय को अग्रेषित किया जाएगा, ताकि इसे भंडार विभाग को अग्रेत्तर कार्रवाई हेतु हस्तगत कराया जा सके।

अतएव, सभी प्रमुख विभागाध्याक्षों से अनुरोध है कि कृपया अपने अधीनस्थ अधिकारियों से TADK के बदले Attendants मुहैया कराए जाने हेतु विहित प्रोफार्मा में वांछित विवरण प्राप्त कर दिनांक 21.05.2025 तक इसे कार्मिक विभाग को हस्तगत किया जाना सुनिश्चित करें, ताकि अन्य औपचारिकताएं पूरी करते हुए प्रकरण में शीघ्र अग्रेत्तर कार्रवाई सुनिश्चित की जा सके।

संलग्नक: यथोपरि।

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15/05/25  
(अभिषेक कुमार)  
उप महाप्रबंधक (सा.)

प्रतिलिपि:

1. प्रमुख मुख्य कार्मिक अधिकारी/पूमरे— सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।



No. ECR-HQOPERS(B.PEON)/1/2023(Computer No: 225270)

Date : 01.08.2024

CAO (Con.)/North & South  
East Central Railway  
Mahendrughat, PatnaDivisional Railway Manager  
East Central Railway  
DNR, DDU, DHN, SPJ, SEEChief Workshop Manager  
East Central Railway  
CRW/HRT, PD/DDU& WS/SPJ

Sub :- Engagement of Attendants in lieu of TADK through outsourcing agencies

Ref:- Board's letters no. (i) RBE 64/2020 Dt. 06.8.2020

(ii) RBE 102/2020 Dt. 01.12.2020

(iii) E(NG)II/2020/SB/5 dated 14.10.2022.

(iv) E(NG)II/2020/SB/5 Dt. 05.4.2023

(v) This office letter of even no. 29.12.2023

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General Manager's kind approval is hereby communicated for revision in policy for engagement of attendants in lieu of TADKs, issued vide this office letter of even no. Dt. 29.12.2023. As such, the following policy, terms & conditions for engagement of attendants in lieu of TADKs over ECR will take immediate effect, in supersession of letter under ref. (v) above:

1. The system of engagement of Attendants in lieu of TADKs through the outsourcing agency will be adopted over East Central Railway.
2. In view of the nature of duties of an Attendant and his/her deployment at the residence of the officer concerned, it is imperative that the officer concerned has confidence and trust in the person deployed as Attendant. As such, prior to the engagement of an Attendant in lieu of a TADK through the manpower outsourcing agency, her/his suitability as an Attendant shall be examined and certified by the officer concerned under whom the Attendant would be required to work.

The process for deployment of a person as attendant with an eligible officer should be done in the following manner:-

The officer will submit an application in prescribed Form "A" to Personnel Deptt. alongwith Form "B" (Details of candidate and Consent/recommendation of officer). Personnel Deptt. will certify regarding eligibility of officer for getting an attendant engaged with him/her alongwith the matching vacancy of erstwhile TADK.

- (i) An officer has option to engage a person of his/her own choice fulfilling the prescribed criteria -The officer will submit an application in prescribed Form "A" to Personnel Deptt. alongwith Form "B" (Details of candidate and Consent/recommendation of officer). Personnel Deptt. will certify regarding availability of post. The agency will be bound to enrol the recommended candidate and engage him/her to the officer concerned.

6  
3/07/2024



- (ii) When an officer is not in a position to engage a person of his/her own choice, the attendant shall be provided by the agency - The officer will submit an application in prescribed Form "A" to Personnel Deptt. for certification of availability of TADK post. The agency will provide a list of suitable candidates, fulfilling the prescribed criteria. Candidates will be screened by the officer concerned for adjudgement of suitability and only the candidate selected by the officer will be engaged with him/her. After selecting the candidate for engagement, the officer concerned will intimate his/her consent for the same in Form "B" (Details of candidate and Consent/recommendation of officer) .
- (iii) When the candidate engaged earlier is found unsuitable later on- In such circumstances, the procedure defined in (i) & (ii) above will apply.
3. The scope for hiring attendant in lieu of TADKs shall be limited for the eligible officers only, with the prerogative of concerned PHODs and vetting by Personnel Department.
  4. A certificate shall be obtained from concerned officer who places request for Attendant that he is not able to bring any Railway employee to work as TADK.
  5. The request and the consent of officer concerned shall be placed to Personnel Department to examine the eligibility, availability of post and other relevant criteria. A prescribed format (Form-A) shall be used for this purpose.
  6. Personnel Deptt. shall examine and certify the availability of erstwhile TADK post attached to Gazetted post, before proceeding further for providing attendants. PHODs will continue to decide for attachment of attendant to any Gazetted post of respective department as per his/her discretion and requirement.
  7. For HQ (including requirement of Construction Organization), a centralized agency/agencies for all departments (with Rate Contract) will be hired through GeM. The tender process shall be completed by Stores Department and shall be operated by DGM/G for all departments. One nodal officer will be subsequently nominated by each department in HQ to deal with the issues related to supply of such manpower.

Divisions will hire outsourcing agency/agencies for supply of attendant in lieu of TADK in their jurisdiction. Requirement of attendants of extra divisional units viz- PD/DDU, WS/SPJ and CRW/HRT will be catered by the divisions in whose geographical jurisdiction the units lie. The tender process shall be completed by the Department as deemed suitable by DRM.

8. (i) The upper limit of the respective division or HQ will be indicated in the Bid, with overall limit of ECR as per the total number of eligible officers for getting attendants engaged with them. However, the actual requirement may vary and covered through the variation clause of contract.
- (ii) If an officer on transfer to another unit within ECR opts for the continuation of engagement of the same attendant, the emoluments and statutory obligations of such attendant shall be continued to be paid by the agency from which the attendant was getting paid earlier with necessary debits raised and accepted by the concerning units till such time the mapping /migration of EPF, ESIC and other relevant accounts of the attendant to the agency providing services at the joining unit is completed.

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2/01/18/2014



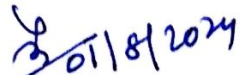
9. It is, therefore, imperative to finalize a Rate Contract for Manpower outsourcing which will only have the rate and terms & conditions of outsourcing without any commitment regarding the number of Attendants to be hired from the finalized Rate Contract(s).
10. To avoid any interruption in the supply of attendant, Railway have the rights to empanel Agency/Agencies for hiring of attendants on the same rate/terms & conditions during currency of the contract.
11. The contract shall be valid for a period of 03 years from the date of issue of LOA. The period of contract may be extended further upto two years on yearly basis subsequently on the same terms & conditions, subject to permissible variation of contracts under the provisions available at GeM. Similarly, the period of contract may also be reduced by giving one month notice to the service provider.
12. EMD on service contract will be applicable @ 2% of the estimated cost.
13. EPF, ESIC, Bonus etc. will be regulated under the provisions notified in the respective state. The financial implication on such cases may also be covered under variation clause.
14. Keeping in view the nature of job, the category for engagement of attendants will be "Semi-skilled"
15. Service charge will be "Minimum 5%"
16. The following conditions inter alia will be prescribed in the contract for provisioning through the contracted agency:-
  - a) The character and antecedents of the Attendant should be verified and the certificate to this effect shall be furnished by the Contracted Agency before undertaking the assessment of suitability.
  - b) In case of the candidate having selected by the officer himself/herself, Certification of antecedents of attendant will lie upon the officer concerned.
  - c) The suitability of the Attendant will be assessed and certified by the officer for whom the outsourced person is being provided, prior to supply of attendant in lieu of TADK.
  - d) The attendant should have completed the age of 18 years. The candidate should be of sound physical and mental health. The desirable age bracket is 18-45 Years.
  - e) As and when informed by the concerned officer, the firm shall be liable to provide a replacement as well as terminate the services of attendant. However, such change should be completed in a maximum period of 7 days, inclusive of the period for screening of new incumbent.
  - f) The agency/agencies will ensure that all supplied manpower have live mobile phone connections so that they are contactable whenever required. The manpower provided by the firm should be well-mannered, well acquainted with their areas, punctual and dressed properly and neatly.
  - g) Duty hours are flexible as per requirement of the officer to whom services of attendants are provided.
  - h) 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 facilities to be provided by the Railway.

4  
01/08/2024

17. **Wages:** The wages of supplied manpower shall be fixed at the rate of bottom of L-1 Pay matrix + applicable DA. Service charge, GST and other administrative costs (excluding other statutory obligation,) shall be dealt with by the provisions indicated in Board's letters in this regard. In all circumstances emoluments should not exceed bottom of L-1 pay matrix plus applicable DA. It will not be variable for Bid quoting.
18. **Booking of expenses:** The wages of supplied manpower will be chargeable to the SALARY head of respective departments.
19. **Policy on TADK :** The spirit of engagement of TADK needs to be taken care while providing attendants in lieu of TADK under new policy.
20. **Provision for Exigencies:** In case of exigencies, officers concerned may directly engage an attendant in lieu of TADK for 3 (three) months (maximum extendable up to 1 more term of 3 months) or till attendant supplied by the agency, whichever is earlier, with personal approval of PCPO. Emoluments to the attendant engaged in such case will be paid by the officer concerned and the same will reimbursed by the department. The emoluments paid to the attendants in exigencies will be charged to the Salary head of respective department. The above expense will be a part of overall estimate of the unit concerned.

Suitable action may be taken accordingly

DA: Form-A and Form-B

  
(Prabhat Kumar)  
Asstt. Personnel Officer (MPP)  
for GM(P)/ECR

Copy to:-

- Secy to GM : for kind information of GM.
- Dy.Secy to AGM : for kind information of AGM.
- Secy to PCPO: for kind information of PCPO.
- All PHODs/CHODs/ECR/Hajipur
- CPO/Admin., MD/CSSH, Patna
- CPRO, DGM(G), DGM(Law)
- General Secy/ECROA, ECRPOA, ECRKU, AISCTREA
- OS/MPP- To upload on ECR website

} :for kind information.



## Annexure-A

सम्बन्धित अधिकारी द्वारा प्रस्तुत विवरण/ आऊटसोर्सिंग एजेंसी के माध्यम से सविदा के आधार पर टीएडीके के बदले अटेन्डेन्ट के रूप में इंगेजमेंट हेतु प्रस्ताव

1. अधिकारी का नाम .....
2. अधिकारी की नियुक्ति का विवरण .....  
(पदनाम/पदस्थापना स्थल/रेलवे)
3. अधिकारी द्वारा पूर्व में टीएडीके के रूप में नियुक्त कराए गए अभ्यर्थी का विवरण एवं उसका वर्तमान स्टेटस ( कृपया सम्बन्धित कार्यालय आदेश की प्रति भी संलग्न करें).....
4. टीएडीके के पद की प्रकृति-स्थायी/अस्थायी/वर्कचार्ज। (यदि टीएडीके का पद वर्कचार्ज पद है तो उसकी करेंसी का ज्ञापन भी संलग्न करें।).....
5. यदि टीएडीके का पद अस्थायी या वर्कचार्ज है तो नये इंगेजमेंट के समय अस्थायी या वर्कचार्ज पद की करेंसी उपलब्धता होता अनिवार्य है, ज्ञापन की प्रति संलग्न करें, तथा इंगित करें कि क्या अस्थायी या वर्कचार्ज पद की करेंसी कब तक चलते रहने की सम्भावना है .....
6. क्या अटेन्डेन्ट के इंगेजमेंट हेतु नियंत्रक अधिकारी की संस्तुति प्राप्त है .....
7. वर्तमान अधिकारी की सेवानिवृत्ति की तिथि .....
8. वर्तमान पद पर पदस्थापना तिथि दिनांक .....
9. कृपया टीएडीके के पद के विरुद्ध निर्धारित एजेंसी के माध्यम से सविदा आधार पर एक अटेन्डेन्ट इंगेज करने हेतु सक्षम अधिकारी का स्वीकृत से अवगत कराया जाय।

सम्बन्धित अधिकारी का नाम एवं हस्ताक्षर

नियंत्रक अधिकारी की अनुज्ञा

प्रमुख मुख्य कार्मिक अधिकारी

01/08/2017

## पूर्व मध्य रेल

आऊटसोर्सिंग एजेन्सी के माध्यम से संविदा के आधार पर टीएडीके के बदले अटेन्डेन्ट के रूप में इंगेजमेन्ट हेतु अभ्यर्थी द्वारा प्रस्तुत आवेदन का प्रोफॉर्म

1. आवेदक का नाम i) हिन्दी में.....  
ii) अंग्रेजी में .....
2. आवेदक के पिता का नाम .....
3. आवेदक की जन्म तिथि .....  
(प्रमाण पत्र की स्व सत्यापित प्रति)
4. वैवाहिक स्थिति (विवाहित/अविवाहित) .....
5. शैक्षिक योग्यता .....  
(शैक्षिक प्रमाणपत्र की स्व सत्यापित प्रति)
6. अजा/अजजा/पिछड़ी जाति .....
7. संप्रतीयता .....
8. i) वर्तमान निवास का पता .....  
.....  
ii) स्थायी निवास का पता .....

9. सम्बन्धित अधिकारी का नाम एवं पद जिसके अधीन अटेन्डेन्ट इंगेजमेन्ट हेतु आवेदन किया जा रहा है.....

मैं एतद्वारा घोषण करता हूँ कि संविदा के आधार पर अटेन्डेन्ट के रूप में उक्त अधिकारी के साथ कार्य करने हेतु इच्छुक हूँ। मेरा इंगेजमेन्ट पूर्ण रूप से संविदा के आधार पर है। यदि कभी भी मैंने अपने कार्य के प्रति कोताही बरती/अरुचि प्रकट की/मेरी भविष्य में सेवाओं की और जरूरत न रही/दुरुप्यवहार करने पर अथवा असंतोषजनक कार्य के आधार पर सम्बन्धित अधिकारी/निर्धारित एजेन्सी द्वारा किसी भी समय मुझे कार्य से निकाला जा सकता है। मुझे पूरी तरह से ज्ञात है कि यह इंगेजमेन्ट संविदा के आधार पर है तथा भविष्य में कभी भी इस आधार पर रेल में नियुक्ति/रेल की देय सुविधाओं का दावा नहीं करूंगा।

आवेदक/अभ्यर्थी के हस्ताक्षर

1. मैं श्री.....को अपने निवास पर अटेन्डेन्ट के रूप में इंगेज किए जाने हेतु संस्तुति करता हूँ/सहमति प्रदान करता हूँ।
2. मैं घोषण करता हूँ कि उपरोक्त अभ्यर्थी मेरा नजदीक सम्बन्धी/रिस्तेदार नहीं है।
3. मैं यह भी घोषण करता हूँ कि निर्धारित एजेन्सी द्वारा मेरे लिए इंगेज किए गए अटेन्डेन्ट का कार्य यदि संतोषजनक नहीं पाया जाता है तो उसे कार्य से निकाले जाने का अधिकार मेरे एवं एजेन्सी के मध्य होगा। इसमें रेल प्रशासन का कोई सम्बन्ध नहीं है।

अधिकारी का हस्ताक्षर

पदनाम—

20/11/2019