RAIL COACH FACTORY SPORTS ASSOCIATION
KAPURTHALA

No.1-E/RCF/Sports/2025 May 15, 2026

Sub:-Revised Work Distribution of the Sports Department

Following is the work distribution among the staff of the sports department to take place with immediate effect:

1. Sh. Jagmohan Singh (CDMS/Sports)

Games Allotted: Golf

- Duties & Responsibilities:
  - Maintain attendance register on a daily basis.
  - Process requirements of the Sports Cell.
  - Handle RTI cases, PNM, DAR, Parliament Questions, and Audit Replies.
  - Maintenance of Golf Course and inventory, along with housekeeping.
  - Organize Monthly Medal Round (Golf).
  - Handle policy matters, bye-laws, and RSPB meetings.
  - All tender-related matters and purchases through UDM/GEM.
  - Maintain upkeep records of 330-day Sports Calendar.
  - Condemnation of items related to assigned games.
  - Perform any other duties assigned by the competent authority.

2. Sh. Bikramjit Singh (WLI/Sports-I)

Games Allotted: Football, Wrestling, Basketball, Weightlifting, Athletics & Swimming

- Duties & Responsibilities:
  - Maintenance of MRS Stadium and Gym, including inventory and housekeeping.
  - Maintenance of infrastructure-related works (civil & electrical).
  - Prepare and monitor work programme (civil & electrical).
  - Supervision of sports hostel men’s Hostel.
  - Maintain upkeep records of 330-day Sports Calendar for allotted games.
  - Manage events and functions organized under RCFSA.
  - Condemnation of items related to assigned games.
  - Arrangement of blazers for new office bearers.
  - Perform any other duties assigned by the competent authority.

3. Sh. Sanjay Bir (WLI/Sports-II)

Games Allotted: Hockey (Men & Women), Cricket, Tennis

- Duties & Responsibilities:
    - Condemnation of items related to assigned games.
    - Supervision of Hockey Floodlit Astroturf Field and Six-a-Side Field.
    - Maintenance of Hockey Stadium and Gym, including inventory.
    - Recruitment of sportspersons.
    - Career progression (Awards, OTP and Increments)
    - Maintenance of point system (Varanasi / ICF Cup).
    - Perform any other duties assigned by the competent authority.

4. Smt. Sukhjit Kaur (WLI/Sports-III)

- Duties & Responsibilities:
    - Maintain T&P and C&P registers, including all stadium inventory.
    - Maintain bank accounts of RCFSA / Golf Club and ensure audit compliance.
    - Handle expenditure of teams and tournaments.
    - Monitor RSPB infrastructure funds and utilization for organizing AIR tournaments for all games.
    - Manage utilization of SBF fund.
    - Handle imprest accounts of RCFGC & RCFSA.
    - Supervise catering and housekeeping arrangements during RCFSA events.
    - Compile yearly performance reports (Hindi & English), typing expenditure, and comparative statements of all games.
    - Maintain Women's Sports Hostel.
    - Perform any other duties assigned by the competent authority.

5. Sh. Vishesh (Jr. Clerk sports)

- Duties & Responsibilities:
    - Preparation of demands for purchases in UDM/I-PASS.
    - Generation of requisitions for all items.
    - Monthly compilation of MCDO/PCDO reports.
    - Maintain attendance and leave records of office staff.
    - Record 2nd half-day attendance for all sports players.
    - Handle printing of invitation cards and related correspondence.
    - Collection of golf green and range fees.
    - Perform any other duties assigned by the competent authority.

6. Sh. Rakesh Kumar (Office Assistant)

Office & ground work in Hockey Stadium.

7. Sh. Palwinder (Office Assistant)

Office Work

8. Sh. Sunny (Office Assistant)

Office Work