

RAIL COACH FACTORY, KAPURTHALA

No. G-102-04

Date: 05.08.2025

Ch. Janitor, Sr. Janitor, Jr. Janitor,
Sr. Clerk (Sh. Tenzin Chogyal)

Sub: Distribution of work related to Janitorial section of General branch.

With the approval of competent authority, following fresh distribution of the work of Janitorial section is hereby issued, superseding all previous orders on the subject:

Sr.	Designation	Description of work
1.	Chief Janitor	<ol style="list-style-type: none">1. Overall Supervisor In-charge of Janitorial section.2. Daily attendance and leave of all DCM, Office Asstt/ General Asstt. and Cook staff available under Janitorial section.3. Deployment of DCM staff on vehicles and Office Asstt/ General Asstt. staff for duty in General Branch and Rail Niwas ORH.4. Submission of all files related to Janitorial section to officers of General Branch.5. All work related to running and maintenance of all Govt. vehicles of General Branch.6. Periodic inspection of ORHs at Hussaipur and Holiday Homes at Patnitop and regular inspection of GM office for their maintenance and logistic arrangements.7. Coordination for various arrangements in ORH during the visit of VIPs and distinguished guests to ensure their comfortable stay. Arrangement of Working Lunch/High Tea during the visit of VIPs and distinguished guests.8. Coordination and protocol arrangement for the movement of the General Manager.9. Procurement of T&P and C&P items through Non-Stock Indent as per demand initiated by Sr. Janitor and Jr. Janitor.10. Certification of petty consumables and C&P items purchased through cash imprest.11. Co-ordination for inventory requirements raised by General Branch office in TKJ for ORHs located in Delhi.12. Coordination for compliance of Inspection note points given by higher officials during their inspection of ORH and Holiday Homes.13. Disposal of works of Sr. Janitor/Jr. Janitor in their absence.14. Disposal of any other work assigned by higher officials time to time.
2.	Sr. Janitor	<ol style="list-style-type: none">1. All work related to allotment of rooms/suites of Officers Rest Houses, Supervisor Rest Houses and Holiday Homes.2. Ensure timely collection and deposit of booking charges of Rest Houses and Holiday Homes.3. To obtain the feedback on services and suggestions for improvement from the occupant of ORH and put up.4. Booking of pooled hired vehicle available in General Branch and hiring of vehicles from market for movement of officers visiting RCF from other Railways and RCF/TKJ, if required.5. Deployment of caretaker staff and Cook staff for duty in ORH/HSQ and Holiday Home Patnitop.

		<ol style="list-style-type: none"> 6. Work as custodian of all C&P items, Linen items used in General Branch and ORHs/Holiday Homes. Proper maintenance of ledger for C&P item & Linen items. 7. Timely initiation of condemnation/write-off of linen and C&P items and to initiate demands for procurement accordingly. 8. Timely purchase of petty consumable items used in General Branch and ORHs/Holiday Homes and proper maintenance of stock register for these petty consumable items. 9. Regular inspection of ORHs at Hussaipur and Periodic inspection of Holiday Homes at Patnitop for their maintenance and inventory arrangements. 10. Disposal of works of Ch. Janitor/Jr. Janitor in their absence. 11. Disposal of any other work assigned by higher officials time to time.
3.	Jr. Janitor	<ol style="list-style-type: none"> 1. Arrangement of Light refreshments/High tea/Working Lunch in the meetings organized in General Branch/GM office and during workshop visits of VIPs and higher Railway officials. 2. Arrangement of refreshment, Tea/snacks etc. for entertainment of distinguished guests visiting to General Manager Office. 3. Work as custodian of all T&P items used in General Branch office and ORHs/Holiday Homes. Proper maintenance of ledger for T&P items. 4. Timely initiation of condemnation of unserviceable/Overaged T&P items and to initiate demands for procurement accordingly. 5. Timely recharge of all dish connections available in General Branch, ORHs and VVIP ORHs. 6. Co-ordinate for daily maintenance and Housekeeping of G.M. Office, Conference Hall & Committee Room etc. 7. Booking of Conference Hall and GM Committee room and maintenance of booking register. 8. Disposal of works of Ch. Janitor/Jr. Janitor in their absence. 9. Disposal of any other work assigned by higher officials time to time.
4.	Sr. Clerk/ Jr. Clerk attached with Janitorial section	<ol style="list-style-type: none"> 1. Maintaining and updating of all files, register and other records of Janitorial section. 2. Preparation of cases and drafting of letters to be further put up by Janitors. 3. Generation of Non-stock Indents & Disposal advice notes. 4. Timely submission of bills of Entertainment expenses, Vehicle hiring, Non-stock procurement etc. to Accounts department and recordkeeping of expenditure made through monthly Cash Imprest by Janitorial section. 5. Disposal of any other work assigned by higher officials time to time.

All concerned to please take charges as per the above work distribution.

(Jitesh Kumar)
Dy. Secy (G)

Copy for kind information to:

Dy.GM (G)

Secy to GM