



**डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.**  
**Dedicated Freight Corridor Corporation of India Limited**  
(भारत सरकार का उपक्रम)  
(A Govt. of India Enterprises)

No.- HQ-HR0COPO(HRP)/9/2021-HR-COORD AND POLICY/10014

Dated: 13.08.2021

**Circular No. 19/2021**


**Sub: - DFCCIL Revised Leave Rules – Chapter-XI**

BOD in their 78<sup>th</sup> meeting (para 78.3.3) held on 30<sup>th</sup> July, 2021 has approved the attached Revised Leave Rules 2021 (Chapter XI of HR Manual) for the employees of DFCCIL. The admissibility of various kinds of leave and detailed procedures to be followed have been laid down.

These Rules shall supersede existing instructions contained in HR Manual and circulars/guidelines issued earlier on the subject.

DFCCIL Revised Leave Rules is accordingly circulated for information and compliance of all concerned.

**DA:** DFCCIL Revised Leave Rules - Chapter-XI of HR Manual

  
(Sunder Singh) 13/8/2021  
General Manager/HR-II

**Copy to-**

1. Secy. to MD, for kind information of MD
2. Director/Infra, Director/OP&BD, Director/Finance, CVO
3. ED/EDFC
4. All GGMs/GMs/CGMs/GM-CO for information of all employees
5. Manager/IT- for placing the Circular on intranet.

## Chapter-XI

# Leave Rules

### **01. Short Title and Commencement: -**

- (a) These Rules may be called DFCCIL Leave Rules' 2008 and as amended in 2021.
- (b) These Rules came into force from 26.12.2008 and Leave on Average Pay (LAP) and Leave on Half Average Pay (LHAP) already earned by the regular employees of the Company prior to commencement of these Rules were credited to their Leave Account.

### **02. Extent of Application: -**

- (a) These Rules shall apply to all regular employees in the permanent strength of the Company and such other category of employees brought under these Rules by special order.
- (b) These Rules shall NOT apply to the employees working on Deputation terms from Indian Railways and other Government Departments/Organizations. These Rules shall also NOT apply to the employees appointed on Contract terms, those on casual employment and those engaged as Consultants.
- (c) In the matter of leave, the employees appointed on Contract terms or as Consultants, etc. shall be governed by the mutually agreed terms and conditions of their appointment.

### **03. General Conditions and procedures for Grant of Leave: -**

- (a) Right to Leave: - Leave cannot be claimed as a matter of right. The competent authority shall not alter the kind of leave due and applied for except at the written request of the employee. Leave of any kind may be refused or revoked by the authority competent to grant Leave to ensure that no dislocation in the normal working of the establishment is caused.
- (b) Combination of different kinds of Leave: - Except as provided otherwise under these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave. Casual Leave (CL) shall not be combined with any other kind of leave admissible under these rules.
- (c) Combination of Holidays with Leave: - Holiday or a series of holidays (including Restricted Holidays) falling before commencement of the leave or after expiry of the leave may be prefixed and/or suffixed with leave.
- (d) Employment during Leave: - The employee on leave shall not take any service or accept any employment without the previous sanction of the competent authority in the Company.
- (e) Application, Grant for Leave and Leave Account: All kinds of leave are to be applied through ESS portal of DFCCIL/SAP data. The leave shall be sanctioned by the authority in accordance with the powers delegated in the Schedule of Powers (SOP)-Schedule-III (Estt. Matters) of the Company. Leave account will be



maintained in the ESS portal/SAP data. Leave shall not be granted to an employee whom the competent authority has decided to dismiss, remove, or compulsorily retire from service. Leave for three days or less shall be made at least twenty-four hours prior to the start of the requested leave and if the leave is required for more than three days, the leave request shall be made seven days prior to the start of the requested leave.

- (f) Extension of Leave: - An employee who desires to extend his leave shall apply through ESS Portal/SAP data to the sanctioning authority giving reasons for extension well in time so as to reach the sanctioning authority before the expiry of leave already granted. Except in the case of an emergency, the employee shall not avail the leave for the extended period before it is sanctioned by the leave sanctioning authority.
- (g) Absence after expiry of Leave: - Willful absence after expiry of leave/extended leave or Unauthorized absence from duty shall render an employee liable to disciplinary action. An employee who remains absent from duty after expiry of leave unless it is extended shall not be entitled for leave salary for the period of such absence and such period shall be debited as leave without pay i.e. against the EOL. However, if the employee proves to the satisfaction of the leave sanctioning authority that his absence was on account of sickness or other valid reasons, that authority may at his discretion regularize his absence into any leave due with or without pay. **(Circular 12/2017 dated 19.07.2017 for ESS portal)**
- (h) Recall from Leave: - In case the Company finds it necessary to recall an employee to duty before the expiry of sanctioned leave, it shall be obligatory for the employee to comply with the orders and mandatorily report for duty and DFCCIL employee shall be entitled to:-
- (a) If the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts from the station to which he is ordered, and to draw—
- (i) traveling allowance under rules made in this behalf for the journey; and
- (ii) leave salary until he joins his post, at the same rate at which he would have drawn it but for recall to duty.
- (b) If the leave from which he is recalled is out of India, to count the time spent on the voyage to India as duty for purposes of calculating leave, and to receive—
- (i) leave salary, during the voyage to India and for the period from the date of landing in India to the date of joining the post at the same rate at which he would have drawn it but for recall to duty;
- (ii) a free passage to India;
- (iii) refund of his passage from India if he has not completed half the period of his leave by the date of leaving for India on recall, or three months, whichever is shorter;
- (iv) traveling allowance under rules made in this behalf for the journey.
- (c) The period of leave not availed shall be restored to his/her account.
- (Para 516 IREC Vol.II)**



- (i) Grant of Leave on Medical grounds: - Grant of leave or extension of leave, on medical grounds, must be accompanied by a Medical Certificate from any "Authorized Medical Attended" nominated by the Company or by any medical practitioner duly qualified in the Allopathic, Homeopathic or Ayurvedic systems of medicines and registered in the appropriate schedule of the State and acceptable to the Company. An employee who has been sanctioned leave or an extension of leave on medical grounds shall not resume duty unless he produces a "Fitness Certificate" from the aforesaid medical authority or any other higher Medical Authority/Medical Board as may be required by the leave sanctioning authority.
- (j) Procedure in case of Deputationist: - The procedure for making application for leave and grant of leave for a Deputationist shall be same as followed for regular employees of the Company. In terms of Rule No.-2016 and 2023-(6.6)-(c)-(iii) & (6.7) of Indian Railway Establishment Code (Volume-II), all Railway Employees on deputation to DFCCIL shall be regulated by the Leave Rules of their Parent Organization. Employees from other Govt. Deptt. on deputation to DFCCIL shall also be governed by the Leave Rules of their Parent Organization. The details of the Leave availed by deputationist shall be periodically sent by HR/Corporate Office to the Pay and Accounts Office of their parent organization for making necessary debit in their Leave Account. DFCCIL shall pay Leave salary contribution (except for the period of leave availed while on deputation with DFCCIL) in favour of such deputationist, along with Foreign Service Contribution (FSC) towards the cost of their Pension. The Leave Salary and Foreign Service Contributions shall be determined as prescribed in Rule No.-2007 and 2008 read with Appendix-I of the Indian Railway Establishment Code (Volume-II) and the required amount of cheque along with its details shall be periodically sent by Finance/Corporate Office to the Pay and Account Office of their parent office, under intimation to the deputationist.

**Kinds and Amount of Leave admissible: -**

**04. Leave on Average Pay(LAP):-**

- (a) The employees shall be entitled to 30 (thirty) days Leave on Average Pay (LAP) in a calendar year. The Leave Account of every employee shall be credited with LAP in advance, in two installments of 15 days each on the first day of January and July of every calendar year. **(BoD 65<sup>th</sup> meeting 13.08.2018)**
- (b) During the half yearly period in which appointment was made, LAP shall be credited to the leave account @ 2 ½ days for each completed calendar month of service which he is likely to render in that half year. Similarly, during the calendar half year in which an employee is due to retire or resign from service or is removed or dismissed from service or dies while in service, credit of LAP to his leave account shall be afforded @ 2 ½ days per completed calendar month. In both the cases the period of 15 days or more shall be taken as one month and less than 15 days shall be ignored.
- (c) The maximum accumulation of total LAP at credit shall not exceed 300 days at any



given point of time out of which the ceiling under the Encashable Leave Account shall be 150 days. The maximum amount of LAP that can be granted at a time to an employee shall be 150 days

- (d) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 (three hundred) days.
- (e) During employment only, the employee would be allowed to encash 50% of LAP to his/her credit as on the date on which he/she applies for encashment once in a calendar year provided that he/she is left with at least 30 days LAP to his/her credit after such encashment as on the date of the application. **BoD 65<sup>th</sup> meeting 13.08.2018**)

The period of leave shall not be deducted from the maximum quantum of leave encashable (300 days) at the time of retirement. **BoD 65<sup>th</sup> meeting 13.08.2018**)

- (f) An employee who proceeds on Leave on Average Pay (LAP) shall be entitled to leave salary equivalent to that he/she was drawing immediately before proceeding on LAP.
- (g) If an employee has been sanctioned leave beyond 180 days will be allowed HRA/Lease provided a certificate is submitted that the employee continued for the period for which house rent allowance is claimed, to retain the house of the same station whether within the qualifying limits or in an adjoining areas from where he proceeded on leave and paid rent for it and did not sublet whole of it. Based on the above instructions, certificate from DFCCIL employee could be as under:

*The DFCCIL Employee Ms/Mrs./Shri \_\_\_\_\_ continued for the period for which house rent allowance/Lease is claimed, to retain the house at the same station (whether within its qualifying limits or in adjoining area) from where the employee proceeded on paid rent for it and did not sub-let whole of it.;*

*Note: The words "adjoining area" used in the above certificate refer to an area from which a DFCCIL employee normally attends to his/her duty.*

**(Ministry of Finance letter dated 27.11.1965 and Para 1707(iii)(ii) of IREC Vol.II)**

**(5) Leave on Half Average Pay(LHAP):-**

- (a) The employees shall be entitled to Leave on Half Average Pay (LHAP) of 20 days in respect of each completed year of service. The account of LHAP of every employee shall be credited with LHAP in advance, in two installments of 10 days each on the 1st day of January and 1st day of July of every calendar year. LHAP can be accumulated to any extent in the leave account of an employee.
- (b) The LHAP shall be credited to the leave account @ 5/3 days for each completed calendar month of service which the employee is likely to render in the half-year of the calendar year in which he/she is appointed. Similarly, the credit for half year in which the employee is due to retire or resign from service shall be allowed @ 5/3 days per completed month upto the date of retirement or resignation. However, when an employee is removed or dismissed or dies while in service, credit of LHAP shall be allowed @ 5/3 per completed calendar month upto the end of calendar month preceding the calendar month in which the employee is removed or dismissed from service or dies while in service. In all these cases



- (c) The amount of LHAP that can be availed of in one spell irrespective of its being combined with any other kind of leave or not shall be limited to 24 months.
- (d) An employee who proceeds on LHAP shall be entitled to leave salary equal to **half** of that he /she was drawing immediately before proceeding on such leave.

**(6) Commuted Leave:-**

Commuted leave not exceeding half the amount of LHAP due may be granted, on *Medical Certificate*, to the employees with the following conditions: -

- (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- (b) When commuted leave is granted, **twice** the amount of such leave shall be debited against the LHAP due;
- (c) There is no limit to the number of days of commuted leave to be availed of during the entire service;
- (d) Where an employee who has been granted commuted leave and resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as LHAP and the difference between the leave salary in respect of commuted leave and LHAP shall be recovered. However, no such recovery shall be made if the retirement is compulsorily thrust upon him by reason of ill health incapacitating the employee for further service or in the event of his death;
- (e) Commuted leave may be granted at the request of the employee even when LAP is due to him.

**(7) Leave Not Due**

(1) Leave Not Due may be granted to a DFCCIL employee in permanent employment subject to the following conditions: --

- i) Leave Not Due shall be limited to the leave on half average pay he is likely to earn thereafter;
- ii) Leave Not Due during the entire service shall be limited to a maximum of 360 days, on medical certificate;
- iii) Leave Not Due shall be debited against the half pay leave he is likely to earn subsequently.
- iv) Where a DFCCIL employee who has been granted Leave Not Due resigns from service or at his/her request permitted to retire voluntarily without returning to duty the Leave Not Due shall be cancelled, his/her resignation or retirement taking effect from the date on which such leave had commenced and the leave salary shall be recovered.
- v) where a DFCCIL employee who having availed of Leave Not Due returns to duty but resigns or retires from service before he/she has earned such leave shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

(2) Provided that no leave salary shall be recovered under clause (iv) or clause (v) if the retirement is compulsorily thrust upon him/her by reason of ill health incapacitating the employee for further service or if he/she is retired compulsorily on disciplinary grounds or due to pre-matured retirement. (**Para 528 of IREC Vol.II**)



**(8) Extraordinary Leave (EOL) i.e. Leave without Pay:-**

- (a) Extraordinary leave (EOL) i.e. leave without pay may be granted to an employee in special circumstances, when no other leave is admissible to him.
- (b) EOL shall not be granted to an employee on probation and to those re-employed with the company.
- (c) Two spells of EOL, if intervened by any other kind of leave, shall be treated as one continuous spell of EOL.
- (d) Where an employee fails to resume duty on the expiry of the EOL sanctioned to him/her, admissible under these rules, he/she shall be deemed to have resigned from the service, unless the competent authority of the Company in view of the exceptional circumstances of the case otherwise determines.
- (e) An employee who proceeds on Extraordinary Leave (EOL) shall **not** be entitled to any leave salary.

**(9) Leave Preparatory to Retirement (LPR):-**

- (a) An employee not desirous of encashment of Leave on Average Pay (LAP) at his credit at the time of retirement on superannuation may be permitted by a competent authority to take leave preparatory to retirement to the extent of LAP due, not exceeding 180 days together with HILAP due, subject to the condition that such leave extends only upto and includes the day preceding the date of retirement.
- (b) The leave granted as leave preparatory to retirement shall not include EOL.

**(10) Maternity Leave: -**

- (a) Maternity leave will be granted to a female employee for a maximum period of 26 weeks of which not more than 8 weeks shall precede the date of her expected delivery subject to maximum of 2 surviving children etc. **{Para 3(A)(i) of the Maternity Benefit (Amendment) Act 2017}**.

The term "week" means a cycle of seven days including Sundays.

*B. Shah V. Presiding Officer, A.I.R. 1978 S. C. 12* **{Note under Para 5(3) of the Maternity Benefit Act 1961}**

- (b) Maternity leave to those female employees who are already having two, or, more than two surviving Children shall be for a maximum period of 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery. **{Para 3(A)(ii) of the Maternity Benefit (Amendment) Act 2017}**
- (c) Any other kind of leave (including commuted leave for a period of not exceeding 60 days and leave not due) that can be granted in continuation with maternity leave shall be for two years. The period of Extra Ordinary Leave without Medical Certificate, if any, shall not be treated as qualifying service for the purpose of pension, annual increments, etc.
- (d) No woman shall be entitled to maternity benefit unless she has actually worked in an establishment of the employer from whom she claims maternity benefit for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery. **{Para 5(2) of the Maternity Benefit Act 1961}**



- (e) Maternity leave may be granted for a maximum period of six weeks immediately following the day of her miscarriage. **{Para 9 of the Maternity Benefit Act 1961.}** This also includes abortion induced under the Medical Termination of Pregnancy Act, 1971.
- (f) Maternity leave may be combined with any other kind of leave.
- (g) The maternity leave shall not be debited against the leave account.
- (h) Maternity leave will be granted on the production of a certificate recommending its grant and period by an Authorized Medical Practitioner.
- (i) During maternity leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave **{Para 551(2) IREC Vol.I}**.
- (j) A women who legally adopts a child below the age of 3 months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother as the case may be. **{Para 3(B)(4) of the Maternity Benefit (Amendment) Act 2017}**
- (k) In case where nature of work assigned to a women is of such nature that she may work from home, the employer i.e. DFCCIL may allow her to do so, after availing of the maternity benefit for such period and on such conditions as the employer i.e. DFCCIL and the women may mutually agree. **{Para 3(B)(5) of the Maternity Benefit (Amendment) Act 2017}**

**(11) Paternity Leave: -**

- (a) A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife i.e. up to 15 days before or up to 06 months from the date of delivery of child and if such leave is not availed of within this period, it shall be treated as lapsed.
- (b) It shall not be debited against the leave account and may be combined with any other kind of leave.
- (c) This leave may not normally be refused to the employee.
- (d) It shall be sanctioned only in a single spell.
- (e) During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

**(12) Child Care Leave(CCL):- Deleted**

**(13) Special Disability Leave:-**

- (a) Special disability leave may be granted to an employee, who is disabled by injury accidentally incurred in, or in consequence of due performance of his official duties or in consequences of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.
- (b) Such leave shall not be granted unless the disability manifested itself within 03 months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice.
- (c) The period of leave shall be such as certified to be necessary by the proper medical authority/authorized medical attended of the company, however, the maximum period of such leave **shall not exceed 24 months** in consequence of any one disability.





- (d) Special disability leave may be combined with any other kind of leave. Such leave shall not be debited against the leave account.
- (e) Leave salary during such leave for the first 120 days shall be allowed equal to the leave salary while on LAP; and for the remaining period of any such leave, leave salary shall be equal to that admissible during LHAP.
- (f) In the case of a person to whom the Workman's Compensation Act, 1923 applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under the said Act.

**(14) Leave Encashment: -**

- (a) **In case of death while in service:** - In case an employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on LAP that would have been due and admissible to him but for the death, on the date immediately following the date of death, and in any case not exceeding leave salary (including DA) for 300 days, shall be paid to his family.
- (b) **In case of retirement on attaining the age of superannuation:** - All employees retiring on superannuation shall be paid cash equivalent of leave salary in respect of LAP at their credit at the time of retirement. The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days of LAP and shall be paid in one lump sum as one time settlement. Cash payment shall be equal to leave salary as admissible for LAP and DA admissible on that leave salary @ in force on the date of retirement. No CCA and/or HRA shall be payable. The above rule shall not apply to the cases where an employee is dismissed, removed from service or compulsorily retired as a measure of punishment under DFCCIL (Discipline & Appeal Rules). The cash payment for unutilized LAP shall be made in the manner indicated below:

Cash Payment =	Pay admissible on the date of retirement + DA admissible on that date.	Multiplied by the Number of unutilized LAP at credit on the date of retirement, subject to a maximum of 300 days.
	30	

- (c) **In cases of Premature/Voluntary retirements/Termination from service:-** The employee who retires by giving notice to the Company or the employee is retired or his services are terminated by the Company by giving him the notice or pay and allowances in lieu of such notice in accordance with the terms and conditions of his service, may be allowed encashment in respect of LAP at his credit, subject to a maximum of 300 days. The amount shall be determined as at (b) above and shall be paid in one lump sum as a onetime settlement. No HRA or CCA shall be payable.
- (d) **In cases of retirement while under Suspension or D&A case Pending:-** In case of an employee retiring from service on attaining the age of retirement while

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under suspension or while disciplinary or criminal proceedings are pending against him at the time of retirement, the competent authority may withhold whole or part of cash equivalent of LAP payable to him, if in the view of such an authority there is possibility of some money recoverable from him on conclusion of proceedings against him. On conclusion of the proceedings, he will be eligible to the amount withheld after adjustment of Company's dues, if any.

(e) **In cases of resignation or quitting of service:-** In the cases of resignation or quitting of service, the employee may be granted cash equivalent in respect of LAP at his credit on the date of cessation of service to the extent of **HALF** of such LAP at his credit, subject to a maximum of **150 days**.

(f) **Encashment of Leave on Half Average Pay (LHAP): -**

The half pay leave shall be considered for encashment of leave along with LAP, subject to overall limit of 300 days. The cash equivalent payable for half pay leave shall be equal to leave salary as admissible for half pay leave plus Dearness allowance admissible on the leave salary without any reduction being made on account of pension equivalent of other retirement benefits payable. To make up the shortfall in LAP, no commutation of half pay leave shall be permissible. The cash equivalent for half pay leave component shall be calculated in the manner indicated below: -

Cash Payment in lieu of Half Pay Leave component =	Half Pay Leave salary admissible on the date of retirement + DA admissible on that date.	Multiplied by the Number of days of half pay leave at credit subject to the total of LAP and LHAP at credit not exceeding 300 days.
	30	

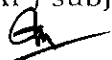
(g) **Deleted: {BoD 65<sup>th</sup> meeting 13.08.2018}**

(15) **Casual Leave and Restricted Holidays: -**

- (a) Casual Leave may be granted to an employee subject to exigencies of the work. A total of 08 CL is admissible to the employees in a calendar year. Half a day's CL can also be granted, if requested by the employee.
- (b) CL shall not be combined with any other kind of leave; however, it can be prefixed and suffixed with holidays.
- (c) An employee on CL shall be treated as on duty for the purpose of drawal of salary.
- (d) CL shall be sanctioned by the concerned controlling officer of the employees through ESS portal/SAP data.
- (e) In addition to the CL, the employees shall be entitled to avail 02 Restricted Holidays to be chosen from a list of RH notified by the Central/State Govt. where the office of DFCCIL is located.

(16) **Transfer of leave from previous organization and vice-versa**

- (a) Wherever an employee, joins the services of DFCCIL after leaving the services of any Public Sector Enterprise, the Company will accept the transfer and amount of Leave on Average Pay(LAP) subject to a maximum of 300 days and



- Leave on Half Average Pay(LHAP) already earned by him under his previous employer provided applications having been routed through proper channel and the management of both the concerns have concurred in.
- (b) Wherever an employee leaves the services of DFCCIL and joins the services of any Public Sector Enterprise, the amount of Leave on Average Pay(LAP) subject to a maximum of 300 days and Leave on Half Average Pay(LHAP) already earned by the employee, will be transferred to the new employer subject to the condition that the applications having been routed through proper channel and the new employer agrees to accept such amount. Such transfer should take place with the consent of DFCCIL and the other employer.
  - (c) The transferor organization should liquidate its liability by making lump-sum payment to the borrowing organization in respect of leave salary for Leave on Average Pay (LAP) and Leave on half Average Pay (LHAP). **{BoD 43<sup>rd</sup> meeting 20.01.2014}**

**(17) Special Casual Leave**

- (a) Special Casual Leave will be admissible to employees of DFCCIL to cover their absence from duty. It may also be granted to those engaged on contract basis.
- (b) It is not a recognized leave or is subject to any rule under leave Rules applicable to DFCCIL employees
- (c) Full Pay will be admissible during the period when the employee is on Special Casual Leave.
- (d) Special Casual Leave can be combined with regular leave or casual leave, but not with both.
- (e) Special Casual Leave will be granted to DFCCIL employees to cover their absence from duty on the following occasions –

1) Absence due to bandh/curfew and other disturbances

Special Casual Leave may be granted subject to the Competent Authority being satisfied that the absence is due to the reasons beyond their control in following cases-

- i. In case of failure of transport facilities.
- ii. In case of picketing or disturbances or curfew.
- iii. Disorganization of train services either on account of train accidents or floods.
- iv. In case of employees who proceed on leave but are unable to return to place of duty owing to dislocation of train services or floods.

In both these cases (item iii& iv), special casual leave will be permissible when no other mode of transport could have been availed of to reach place of duty.

2) Sporting and Cultural events

- i. For participation in sporting and cultural events organized by DFCCIL
- ii. For participation in state/national/international sporting events (including Training Camps) conducted by Government/ recognized Federations/ Associations.
- iii. Participation in cultural events of national importance.
- iv. Participation in Mountaineering/trekking expeditions recognized by Indian Mountaineering Federation or Youth Hostel Association of India.



For participation in these events, maximum of 30 days in a calendar year will be admissible.

3) Miscellaneous purposes

- i. Voluntary blood donation organized at DFCCIL office/Railways DFCCIL volunteering to donate blood at camps organized at DFCCIL office may be granted one day Special Casual Leave if blood is donated on a working day.
- ii. For appearing as Defense Counsel in Departmental enquiries.

4) Regularization of absence during COVID-19 Epedimic Lockdown

Instructions contained in DFCCIL Circular No.12/2021 dated 01.06.2021 and 16/2021 dated 23.06.2021, will apply. Maximum Special Casual Leave a DFCCIL employee can avail is 30 days.

5) Sanctioning Authority

Concerned GGM/GM in Corporate Office and CGM/GM(Co-ordination) in field units will be sanctioning authority for Special Casual Leave for employees' up to the level of E5 (up to DGM/PM level). For employees at E.6 and above level (JGM/Dy. CPM and above), Director concerned will be the sanctioning authority.

**{BoD approval through Circulation. Office Order No.383/2020 dated 24.06.2020}**

(18) Maximum amount of continuous leave:

Unless MD, in view of the exceptional circumstances of the case otherwise determines, no DFCCIL employee shall be granted leave of any kind for a continuous period exceeding 5 years. **(Para 510 of IREC Vol.I)** This includes all types of leave including Extra-ordinary leave/Maternity Leave, etc.

Provided further that this rule shall not apply to a case where leave is applied on medical certificate, in connection with disability.

Note: Here and hereafter "disability" means "specified disability", "benchmark disability" and "disability having high support needs" as referred to in the Rights of Persons with Disabilities Act, 2016 (49 of 2016)  
**(IREC Vol.I ACS No.138)**

(19) Amendments and Interpretations: -

- (a) Where any doubt arises to the interpretation of these Rules, it shall be referred to the HR/Corporate Office for a decision by the Competent Authority, which shall be final.
- (b) The Managing Director DFCCIL may amend, Delete or Add or revise any of the provisions of these rules as required from time to time.



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