



डेडीकेटेड फ्रेट कोरीडोर

Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

5<sup>th</sup> Floor, Pragati Maidan, Metro Station Building Complex, New Delhi- 110001

Corporate Identity Number U60232DL2006GOI155068 Web:

[www.dfccil.gov.in](http://www.dfccil.gov.in)

No.2016/HQ/Admin/RTI-340

New Delhi; 30-01-2017

Shri Vikas Kumar,  
Bungalow No.- C/60,  
Suryan Hope Town,  
Behind Satyamev Hospital,  
Chandkheda,  
Ahmedabad-382424

प्रिय महोदय,

Sub: सूचना के अधिकार अधिनियम 2005 के अंतर्गत सूचना सुलभ कराना।  
Providing information under the RTI Act 2005  
Ref: 1.Your original application dated 03-01-2017 received on 08-01-2017.

The information from the concerned office is as hereunder:

**प्राप्त उत्तर/received reply:**

S.No.	DFCCIL serialized answer
For point no. 1 to 3	Please find enclosed a copy of Chapter-XII 'LTC Rules' of DFCCIL's HR manual.

अपीलीय प्राधिकारी का नाम एवं पता है: श्री सतीश कोठारी, गुप महाप्रबंधक/प्रशासन, डी एफ सी सी आई एल, नई दिल्ली-110001.

*dy*  
30/01/17

(तेजपाल चावला)  
(Tejpal Chawla)  
प्रबंधक/प्रशासन/आर टी आई  
Manager/Admin/RTI

**copy/copies for information to:**

AM/HR



## Chapter-XII

### DFCCIL (LEAVE TRAVEL CONCESSION) RULES.

#### 1. Short title & Objective:

- (a) These Rules shall be called the "DFCCIL (Leave Travel Concession) Rules".
- (b) These Rules are meant to provide financial assistance to employees of DFCCIL in meeting the expenses of travel involved while availing of rest and recreation with their family away from their headquarters at their Home Town or elsewhere periodically.

#### 2. Scope and Applicability:

- (a) These Rules shall apply to:
  - i. Functional Directors of the company, who are full time employees, from the date of their appointment.
  - ii. All regular employees of the Company with at least one year of continuous service in the company on the date of journey.
  - iii. The deputationists from Central/State Government, Railways and other Public Sector Undertakings on permanent absorption in the company. The LTC facility will be in addition to the facility of post retirement complementary Railway passes or such facilities from previous employer. The deputationists on their permanent absorption in DFCCIL will be entitled for LTC without the condition of one year continuous service thereafter.
  - iv. The employees from Central/State Government (except railway employees) and other Public Sector Undertakings working in the Company on deputation terms shall be eligible for LTC facility as per the rules in parent organization and the costs will be borne by the company on certification by the concerned organization.
- (b) These Rules shall not be applicable to:
  - i. Casual or daily rated employees.
  - ii. Persons engaged on contract basis including retired employees re-engaged as consultant.
  - iii. Persons not in the whole time employment of the company, including outsource persons.
  - iv. Persons who are eligible for any other form of travel concession from their parent organization as a part of service conditions.

#### 3. Definitions:

- (a) "Competent Authority" means Managing Director, Director or any other officer of the company, having delegation of powers.

- (b) Family' means:
- i. Employee's spouse,
  - ii. Two surviving unmarried children / step children / adopted children wholly dependent upon the employee, whether residing with the employee or not. (the restrictions of two surviving children shall not be applicable – in respect of children born within one year of the coming into force of this LTC rule and in cases where the number of children exceeds two as a result of second child birth resulting in multiple births)
  - iii. Married daughters, who have been divorced, or separated from their husbands, if residing with and wholly dependent upon the employee.
  - iv. Unmarried brothers, unmarried sisters, divorced / separated sisters from husbands or widowed sisters residing with and wholly dependent upon the employee provided their parents are either not alive or are themselves wholly dependent on the employee.
  - v. Parents and / or step parents (step-mother & step-father) wholly dependent upon the employee, irrespective of whether they are residing with the employee or not.
- (c) The "Dependency" will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon. In other words, a member of the family of the employee other than the spouse, shall be treated as wholly dependent upon the employee if his/her income from all sources does not exceed the minimum family pension prescribed from time to time + dearness relief thereon.
- (d) All employees are required to give a declaration of dependent family members in the form given in **Annexure-I** at the time of appointment in DFCCIL and changes thereafter, if any, should be intimated to the HR/Corp. Office within one month of such changes.
- (e) "Home Town" shall be the place declared as such by the employee at the time of appointment/absorption in the company, where the employee was or near relations are still residing or where the employee owns immovable property or is a member of a joint family having such property. The declaration of home town shall be given in the prescribed form as per **Annexure-I**. Such a declaration shall be subject to acceptance by the competent authority. The hometown once declared and accepted by the competent authority shall be treated as final. In exceptional circumstances, the MD may authorize a change in such declaration provided that such a change shall not be made more than once during the entire service of an employee.
- (f) The term 'shortest route' under the scheme means the fare by the shortest direct route irrespective of whether journey was performed by any other route.

#### 4. General Conditions for grant of LTC:-

- (a) The LTC shall be admissible during any kind of leave including Casual Leave.
- (b) LTC, however, cannot be availed claiming regular leave and resigning without returning to duty.
- (c) Where husband and wife are both DFCCIL employees, option will be available to choose

separate home towns and may also claim LTC separately under the rules for their respective families. If either of them avails the facility as a member of the family of other the concession will not be permitted for self independently. The children shall be eligible for the benefit in one particular block as member of the family of one of the parents only.

- (d) An employee under suspension cannot avail of LTC as no leave of any kind is permitted. However, since the employee continues to be in service, the family members shall be entitled to LTC during the period of suspension.

### 5. Admissibility and Type of LTC:-

- (a) The LTC to **home town** shall be admissible irrespective of the distance between the headquarter of the employee and the home town, **once in a block of two calendar years**, such as 2008-09, 2010-11, 2012-13 and so on.
- (b) The LTC to **any place in India** shall be admissible irrespective of the distance of the place of visit from the headquarter of the employee, **once in a block of four calendar years**, such as 2008-11, 2012-15 and so on. The block year of the employee for the purpose of LTC will count from the year of appointment.
- (c) The employee and his/her family can avail one All India LTC in exchange of one of the two hometown LTCs in a block of 4 years.
- (d) An employee whose family (spouse, children etc.) lives in home town or unmarried employee having left wholly dependent parents, sisters and minor brothers in home town, may avail of LTC **for self only** to visit the **home town every year**. This concession will be in lieu of all other LTC facilities admissible under this scheme, including the LTC to visit any place in India once in a block of four years.
- (e) Fresh recruits from the open market in the company will be allowed LTC to their Home Town along with their family on three occasions in a block of four years and to any place in India on the fourth occasion. Accordingly, the entitlement of new recruits shall be different during the first two blocks of four years (i.e. during their first 8 years of service).

### 6. Declaration of place of visit under LTC to any place in India:-

Declaration of place of visit under LTC shall be made in advance to the controlling officer. The declaration may be changed before the commencement of the journey with the approval of controlling officer, but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the employee.

### 7. LTC in different groups and at different times:-

- (a) An employee and members of family availing of LTC may travel in different groups at different times during a block of two or four years, as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey by the first group is performed, even if the return journey was performed



after the expiry of the block of two years or four years. This will also apply to availing of LTC carried forward in terms of Rule-8.

- (b) During All India LTC, the employee and the family members may travel to different places of their choice at different times during a block of four years.

### 8. Carry forward of LTC:-

- (a) In case, the employee is unable to avail LTC for home town in any particular block of 2 years, the same may be allowed to be carried forward and availed of before the expiry of the first year of the succeeding block of two calendar years.
- (b) Similarly, the all India LTC once in a block of four years if not availed of in any block, the same may be allowed to be carried forward and availed of before the expiry of the first year of the succeeding block of four calendar years.

### 9. Restricted Concession

The LTC will be restricted to one way journey only when:

- (a) A dependent son gets employment or a dependent daughter gets married after completion of the outward journey or remains at the outstation for studies or for any other valid reason.
- (b) When the family having completed the outward journey does not intend to complete the return journey.
- (c) The employee's newly married wife coming from Hometown to headquarters station or a wife who has been living away from the employee travels to the headquarters station only on the "return" journey.
- (d) A dependent son/daughter travels to headquarters station from another place, where he/she has been studying or living with his/her relatives.
- (e) A child completes the fare-paying age only at the time of travel on the return journey.
- (f) A child adopted by the employee while on a visit to another station travels to the headquarters.
- (g) When the employee and his/her family travel to home town on his/her proceeding on Leave Preparatory to Retirement or terminal leave or within two months of retirement, provided the LTC is otherwise admissible.

### 10. LTC to Visit Home Town Outside India

LTC is restricted for visits to places in India only. If the Home Town of an employee is located outside the country, the LTC will be limited to journeys to and from the railway station nearest to the home town/ port of embarkation/ disembarkation in India.

### 11. Travel Entitlement on LTC

For travel under the scheme of leave travel concession the entitlement shall be as under:-

## HR Manual of DFCCIL

Mode	Level of Officers	Entitlement
By Air	GGMs and above	Business / Club Class (Please see Note-(i))
	GMs/AGMs	By Economy Class
By Rail (including Rajdhani/ Shatabdi)	DGM and above	AC-I / Executive Class
	Sr. Executive to Manager	AC-II / CC
	Below Sr. Executive	1 <sup>st</sup> class/ AC-III/CC
By Road	GM & above	AC Bus / AC Taxi as per actual.
	Sr. Executive to AGM	AC Bus / Non-AC Taxi
	Below Sr. Executive	Non-AC Public Bus as per actual / Auto rickshaw
By Sea / River steamer	AM & above	Highest Class / Deluxe Class
	Below AM	Next lower class

### Note:

- i. The entitlement for Air Journey during LTC will be governed by the instructions issued by the Ministry of Finance and DOP&T from time to time.
- ii. Travel entitlement as above shall be according to the status on the date of journey. No Daily allowance shall be admissible.
- iii. Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining on notional basis when the journey is actually undertaken by some other mode.
- iv. LTC shall be admissible in respect of journeys by chartered railway coach but the reimbursement of fare shall be restricted to the cost of fare by the shortest / direct route for his/her entitled class.
- v. In case a journey is performed by a longer route or in higher than the entitled class, the reimbursement will be calculated by the shortest route as per his/her entitlement.
- vi. Where an employee and / or his/her family avail(s) of the concessional circular tour tickets offered by the Railways in conjunction with LTC, the fare at the normal rate for the entitled/ lower class actually used between headquarters and home town / place of visit by the shortest route, shall be reimbursed.
- vii. In all cases of travel by AC Taxi, Taxi or Auto-rickshaw or Bus, production of fare receipt / tickets is necessary. The word "as per actual" mentioned in the table under Rule-12 (Road Journey) means - the expenditure incurred in actual (as per money receipts / bills), expenditure admissible to distance travelled on the basis of certain rates.
- viii. Reimbursement shall not cover incidental expenses and expenditure incurred in local journeys.
- ix. LTC partly by rail and partly by road on tours conducted by ITDC / State Tourism Development Corporations or local bodies would be permissible subject to the condition that the amount of reimbursement will in no case exceed to the rail / bus fare by the shortest / direct route for his/her entitled class.
- x. Where an employee or family travels by road, by private car or otherwise, the reimbursement shall be equivalent to what would have been admissible had the journey been performed by the entitled class, or the actual expenses, whichever is less.

## 12. Grant of advance and adjustments thereof:

- (a) An employee proposing to avail of LTC may draw an advance limited to 90% of the estimated final claim. For this purpose an application in the form specimen at **Annexure-II** shall be submitted to competent authority. An employee can draw advance for LTC journey **Ninety days** before the proposed date of the outward journey. he/she should, however, produce the outward railway tickets within 10 days of the drawal of advance to the competent authority.
- (b) Advance can be separately drawn for self and different groups of family members if traveling separately.
- (c) Advance for both the outward and return journeys will be admissible only if the return journey is to be completed within 90 days.
- (d) The advance shall be refunded forthwith in one lump sum by the employee if the outward journey is not commenced within 90 days of the drawal of the advance. No request for recovery of the advance in installments shall be entertained.

## 13. Interest at penal rate:-

If the conditions to the grant of advance including those relating to the recovery of amount are not complied with fully and / or the rules regulating the grant of these advances have been violated, the interest @ 2 % per month over the interest rate allowed on the Provident Fund balances shall be charged.

## 14. Reimbursement:-

Reimbursement of expenses towards journey shall be allowed as per the entitlements for the shortest direct route on production of original tickets. This scheme shall not cover incidental expenses/local journeys except conveyance charges from residence to station/airport and back.

## 15. Encashment of Earned Leave (LAP) along with LTC:-

The employees at the time of availing LTC shall be allowed encashment of LAP upto 10 days, in terms of Rule-14 (g) of DFCCIL Leave Rules.

## 16. LTC Claims:-

- (a) **Submission of LTC claim:** An employee availing LTC for himself/herself and/or his/her family should submit his/her claim for reimbursement in Form (**Annexure-III**) within the prescribed time and along with supporting documents.
- (b) **Time Limit for Submission of LTC Claims:** Where LTC advance is availed, LTC claim is required to be submitted within one month of completion of the return journey and Where LTC advance is not availed, LTC claim may be submitted within 2 months of completion of the return journey.
- (c) **Furnishing of Evidence and Certificates:** An employee while submitting LTC claim

should produce such evidence (like rail tickets number and PNR No., Bus tickets in original, cash receipts, Boarding pass and Air tickets, etc.) as will confirm his/her and his/her family members having actually performed the journey. The employee is also required to submit a certificate in the claim form to the effect that the various conditions relating to admissibility of LTC have been complied with.

- (d) **LTC Claim in respect of Spouse:** In case the spouse of an employee is employed in an office other than the DFCCIL which provides LTC facilities and the employee prefers spouse's LTC claim, he/she shall certify in the claim form that the spouse has not made a claim with his/her employer for the same journey.
- (e) **Forfeiture of claim:** A claim for reimbursement of expenditure incurred on journey under LTC shall be submitted within the prescribed time limit. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

### 17. Disciplinary action for Fraudulent claim of leave travel concession -

- (a) Decision to initiate disciplinary proceeding on the charge of preferring a fraudulent claim of LTC shall debar future LTC till finalization of such disciplinary proceedings.
- (b) Imposition of any of the penalties specified in DFCCIL (Conduct, Discipline and Appeal) Rules for misuse of LTC facility shall debar the next two sets of the leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. If the misuse is considered grave enough, more than two sets of LTC may be disallowed with reasons to be recorded in writing. Withholding of sets of LTC will be in addition to the penalty imposed. For this purpose, LTC to home town and to any place in India shall constitute two sets of LTC.
- (c) Full exoneration of the charge of fraudulent claim of LTC shall entitle the concession withheld earlier as additional set(s) in future blocks of years without attracting the provisions of lapsing of LTC facility not availed of within the first year of the next block. This should, however, be done before the normal date of superannuation.

### 18. Interpretation and Relaxation

In the event of any doubt regarding interpretation of these rules and relaxation of any provisions of these rules in individual cases of hardship, the decision of the MD shall be final and binding. MD shall also have the power to amend, modify, delete any of the provision of these rules, found necessary in future.





**Declaration of Home Town and dependent family members.**

I, (Name) \_\_\_\_\_ Design.: \_\_\_\_\_ Emp. No. \_\_\_\_\_  
 \_\_\_\_\_ Scale of Pay \_\_\_\_\_ Rate of Pay \_\_\_\_\_ DOA/Absorption \_\_\_\_\_  
 \_\_\_\_\_ hereby declare that my Home Town for the purpose of LTC is \_\_\_\_\_  
 \_\_\_\_\_ failing within the District \_\_\_\_\_ of State \_\_\_\_\_.

I further declare that my spouse and other family members who are wholly dependent\* upon me consists of the following members with the relevant particulars shown against each in the table below. I shall notify the changes, if any, as and when arise.

Sl. No.	Name of Family members, including self	Sex	Date of Birth	Age	Relationship

\*Please refer to Rule 3 (b) & (c) of the DFCCIL (LTC) Rules.

Place:

Date:

Sign:

Designation:

Controlling Officer

**Application Form for Grant of LTC Advance.**

SN	Particulars	Details	
1	Name & Designation of the Applicant (in block letter) / Emp. No.		
2	Date of Joining DFCCIL.		
3	Present Pay + Grade pay or present IDA Pay scale		
4	Nature & period of leave sanctioned		
5	Particulars of members of 'Family' (including self) in respect of whom LTC is proposed to be availed.	Name & age	Relationship
6	a) Name of the place to be visited with the nearest railway station (in block letters) b) "Home Town" as declared under the rule. c) Specifically mention the block for which LTC is to be availed.		
7	Probable date of commencement of the journey.		
8	Single rail fare / bus fare from the headquarters to home town / place of visit by shortest route in the entitled mode/class.		
9	Amount of LTC advance required.		

**A. Certified that:**

- a) I am availing of the concession for the first time during the block years \_\_\_\_\_.
- b) The Family members in respect of whose journey(s) the advance is being claimed are entirely dependent upon me.
- c) That my wife/husband is not an employee of DFCCIL. He/She has not availed of the concession separately.
- d) That the journey(s) shall be performed by the class of accommodation for which the advance has been drawn.

## HR Manual of DFCCIL

---

B. I undertake:

- a) To refund the advance in full forthwith if the outward journey is not commenced within 30 days of the drawal of advance.
- b) To refund the Company one half of the advance forthwith where the advance has been drawn for both the outward and return journey and later it becomes clear that the period of absence from headquarters is likely to exceed 90 days.
- c) To submit the LTC claim along with journey tickets / cash receipts, etc. against the advance drawn within 30 days after the completion of the return journey.

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to return the advance in one lump-sum, in case the outward journey is not commenced within 30 days of receipt of the advance.

Dated: \_\_\_\_\_

Signature of the Employee

Controlling Officer





**Check list for Scrutinizing and processing of LTC claims**

The following points should be kept in view while scrutinizing and processing the LTC claims.

- (i) Whether the employee has completed one year of continuous service on the date of journey.
- (ii) Whether the claim has been preferred within one month / two months of the date of completion of the return journey.
- (iii) Whether the claim is for the journey performed within India.
- (iv) Whether the home town is the permanent home town recorded in the service book or as declared by the employee for this purpose.
- (v) Relationship of the members of the family and age.
- (vi) Whether the employee is entitled to the class of accommodation by which he/she has travelled.
- (vii) Whether the claim is by the shortest route.
- (viii) Whether the employee has previously intimated before the journey was undertaken.
- (ix) Whether proof of journey i.e. railway tickets / cash receipts / bus tickets, etc. submitted.
- (x) Whether the concession has been availed as per the entitlement in the relevant block year.
- (xi) Whether the advance taken has been adjusted in full or to be recovered / refunded.