



डीकेटेड फ्रेट कोरीडोर

Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

5th Floor, Pragati Maidan, Metro Station Building Complex, New Delhi- 110001

Corporate Identity Number U60232DL2006GOI155068 Web:

www.dfccil.gov.in

No.2016/HQ/Admin/RTI/286

New Delhi; 16.11.16

Shri Ravi Chawla,
1/166, Gandhi Nager,
Chittorgarh (Rajasthan)-312 001.
(Mobile: 09461-141-925)

प्रिय महोदय,

Sub: सूचना के अधिकार अधिनियम 2005 के अंतर्गत सूचना सुलभ कराना।
Providing information under the RTI Act 2005
Ref: Your original application dated 24.08.2016.

आपका उपर्युक्त सूचना आवेदन इस कार्यालय में उपरोक्त तारीख को प्राप्त हुआ था और इस पर तत्काल कार्रवाई करते हुए इसे हमारे कुछ संबंधित कार्यालयों/प्राधिकारियों को भेजा गया था जिनमें से हमें एक कार्यालय से इसका आंशिक उत्तर प्राप्त हुआ है। अन्य कार्यालयों/प्राधिकारियों को आवश्यक अनुस्मारक भी भेजे जा चुके हैं और उनसे भी इसका उत्तर शीघ्र प्राप्त होने की पूरी आशा है। अतः इस संबंध में अब तक हुए विलंब का खेद प्रकट करते हुए आपसे अनुरोध है कि आप कुछ समय की प्रतीक्षा और करने का अनुग्रह करें। अन्य संबंधित कार्यालयों/प्राधिकारियों से उत्तर प्राप्त होते ही आपको यथाशीघ्र उत्तर भिजवा दिया जाएगा।

Your RTI application was received in this office on the aforesaid date and taking immediate action thereon the same was forwarded to our concerned offices/authorities from whom a part reply has been received. Necessary reminders have already been sent to other concerned offices/authorities and the reply is very much expected to be received soon from them also. Regretting the delay caused so far in this regard, you are kindly requested to wait for some more time. The reply shall be forwarded to you as soon as it is received from the other concerned offices/authorities.

प्राप्त आंशिक उत्तर/received part reply:

S.No.	DFCCIL serialized answer
1.	इसका उत्तर अभी आना शेष है / Reply still awaited
2.	Copy of Promotion Policy is enclosed herewith.
3.	
4.	इनका उत्तर अभी आना शेष है / Reply still awaited
5.	
6.	
7.	Copy of Transfer Policy is enclosed herewith.

Encl: as above.

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

copy/copies for information to:

JGM/HR-I
JGM/HR-II
JGM/HR-III



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

No. HQ/HR/Policy/Trans.

Date:- 15.09.16

CIRCULAR No.06/2016

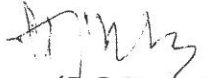
Sub: Guidelines for initial posting of newly inducted officials and request transfer of officials.

Ref: This office Circular no.01/2016 dated 15.07.16.

The revised guidelines for considering the issue relating to initial posting of newly inducted officials and request transfer of officials, are laid down as under:-

1. Place of posting of newly inducted officials will be decided considering administrative requirement, vacancies, option given by the officials and seniority of the officials in the select list. Senior officials will be given preference for place of posting over his/her juniors in the list.
2. Request transfer will not be considered unless officials have completed minimum two years of residency period at the place of posting except for the administrative reasons and exceptional circumstances to be recorded in writing. Any request for transfer on medical/humanitarian ground will be considered with the approval of MD.
3. Administrative requirement will always be of paramount importance in deciding the posting.

This has the approval of Competent Authority.


(R.S.Rawat)
Jt. General Manager/HR-III

Copy to/-

1. Secy. to MD for kind information of MD.
2. Director (OP & BD), Director (Infra), Director (PP), Director (Fin.).
3. CVO.
4. All GGMs/GMs/CPMs.
5. All AGMs/ACPMs/JGMs/DGMs: for wide circulation.



डेडीकेटेड फ्रेट कोरीडोर कापोरेशन ऑफ इंडिया लि.
DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001

No. HQ/HR/Policy/Trans.

Date - 15.07.2016

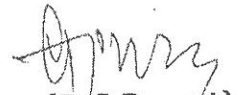
CIRCULAR No. 01/2016

Sub - Guidelines for initial posting of newly inducted officers/staff and request transfer of officials.

The issue relating to initial posting of newly inducted officers/staff and request transfer of officials has been considered and the following guidelines are laid down for considering such cases:-

1. Place of posting of newly inducted officers/staff will be decided considering administrative requirement, vacancies, option given by the officers/staff and seniority of the officers/staff in the select list. Senior officers/staff will be given preference for place of posting over his/her juniors in the list.
2. Request transfer will not be considered unless officers/staff have completed minimum three years of residency period at the place of posting except for the administrative reasons and exceptional circumstances to be recorded in writing.
3. Administrative requirement will always be of paramount importance in deciding the posting.

This has the approval of competent authority.


(R S Rawat)

Jt. General Manager/HR-III

Copy to:-

1. Secy. to MD for kind information of MD.
2. Director (OP & BD), Director (Infra), Director (PP), Director (Fin.)
3. CVO
4. All GGMs,/GMs/CPMs;
5. All AGMs/ACPMs/JGMs/DGMs: - for wide circulation

Chapter-IV

Promotion Policy

1. Objectives:

The basic objectives of the Promotion Policy is-

- a) To provide career advancement consistent with merit, suitability and performance.
- b) To have minimum hierarchy/responsibility levels while providing for adequate promotional avenues.
- c) To provide outstanding human resources support and service with appropriate skills and aptitudes so as to have effective leadership, professional expertise and quality consultation.

2. Sourcing and Cadre formation:

- a) The Company will induct qualified and experienced personnel from Railways, other govt. departments and PSUs on permanent/immediate absorption basis as per the Absorption Policy and induct fresh & experienced personnel from open market in various disciplines as per Open Market Recruitment Policy.
- b) The organizational/cadre structure of the company would be as decided from time-to-time.
- c) At present, centralized cadre structure and seniority will be maintained.
- d) Company reserves right to form new cadres or split cadres as per the prevailing functional needs. At present, the company shall have the following centralized Cadres:

Cadres	Infrastructure	Systems	Operations & BD	Finance & IT	HR & Admn.
Disciplines	<ul style="list-style-type: none"> • Civil Engg. 	<ul style="list-style-type: none"> • Electrical • S&T 	<ul style="list-style-type: none"> • Operations • Business Dev. • Mechanical-operations 	<ul style="list-style-type: none"> • Finance • IT 	<ul style="list-style-type: none"> • HR • Admn.
Functions	<ul style="list-style-type: none"> ➤ Civil Engg. ➤ Design ➤ Bridges ➤ SEMU ➤ Contract ➤ Land ➤ P.Way 	<ul style="list-style-type: none"> ➤ Signaling ➤ Telecom. ➤ Power supply ➤ OHE 	<ul style="list-style-type: none"> ➤ Transportation ➤ Mechanical & ART ➤ Safety & Security ➤ Business Dev. ➤ PR ➤ Track Access ➤ Earnings 	<ul style="list-style-type: none"> ➤ Budget ➤ Accounting ➤ Audit ➤ Procurement ➤ Track Access ➤ Accounting ➤ IT/ERP 	<ul style="list-style-type: none"> ➤ Sourcing ➤ Training ➤ HR Info. & welfare. ➤ Admn. ➤ Legal Services ➤ RTI/PG

HR Manual of DFCCIL

Note 1: Promotions will be given on the basis of posts sanctioned for the different disciplines, for example Electrical, S&T, Civil, Finance, IT, Operations, etc.

Note 2: Employees working against isolated posts/small group of posts like Company Secretary and Secretarial Services will be promoted on fulfilling the requisite residency period subject to sanction of posts by the competent authority based on the need and justification. The posts in Vigilance unit shall be filled up by inducting staff as per instructions issued by DPE from time to time.

1. Initial Constitution of the cadres:

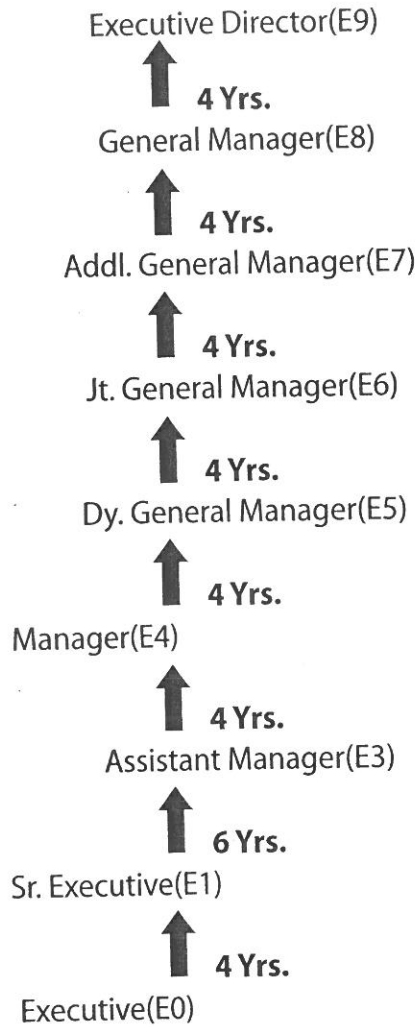
- a) All regular employees appointed to a post/grade in a cadre/discipline referred to in Para-2, either by direct recruitment or by permanent absorption, shall be members of the respective cadres/disciplines.
- b) The vacancies in any of the posts/grades in a cadre referred to in Para-2 shall be filled, after initial constitution of the cadres, in the manner as provided in Para-4 to 9 hereunder.

2. Hierarchy and cluster of Executive Posts:

- a) For the purpose of promotion within the executive posts from the level of E0 to E7, the various grades have been placed in three clusters viz. A, B & C as indicated in Para-(e) below. E8 and E9 posts are not part of any cluster.
- b) The number of posts in one cluster will be on floating basis.
- c) Within the cluster, promotion from one grade to another shall be considered on completion of requisite residency period, irrespective of availability of vacancy, as per the selection procedure contained in Para-9.1 & 9.2.
- d) Inter-cluster promotion from the highest grade of the lower cluster to the lowest grade of next cluster as well to the post of GM and ED shall be subject to availability of vacancy, as per the selection procedure contained in Para-9.1 & 9.2.
- e) The hierarchy and cluster shall be as under:

Grade	Post/Hierarchy	IDA Pay Scales	Cluster
E9	Executive Director	62000-80000	-
E8	General Manager	51300-73000	-
E7	Addl. General Manager	43200-66000	C
E6	Jt. General Manager	36600-62000	
E5	Dy. General Manager	32900-58000	
E4	Manager	29100-54500	B
E3	Assistant Manager	24900-50500	
E1	Sr. Executive	16400-40500	A
E0	Executive	12600-32500	

5. Minimum residency for promotion to various grades shall be as under:



6. Mode of filling the vacancies at various levels:

Grade	Post/Hierarchy	Mode of filling vacancies
E9	Executive Director	Generally by promotion.
E8	General Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E7	Addl. General Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E6	Jt. General Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E5	Dy. General Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E4	Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E3	Assistant Manager	(i) 50% by Direct recruitment (ii) 50% normally by promotion, shortfall if any, by Absorption or Deputation
E1	Sr. Executive	100% normally by promotion, shortfall if any, by Absorption or Deputation
E0	Executive	(i) 50% by Direct Recruitment (ii) 50% normally by promotion, shortfall if any, by Absorption or Deputation

7. Below-Executive Categories:

The outsourced staff, staff below Executive levels, their induction method, promotion, etc. do not form part of this policy.

8. Eligibility and Zone of Consideration(ZOC) for Promotion:

- a) Assessment for promotions shall be undertaken twice in a year. For this purpose, eligibility lists of employees completing the minimum required residency for promotion to next grade shall be prepared as on 30th June and **as on 31st December**.
- b) For the purpose of counting residency period for promotion, the deputation period rendered in DFCCIL followed by permanent absorption, at the initial constitution of the Cadres, shall be taken into account.
- c) Within a particular cluster, promotion shall be time bound and all the eligible employees shall be called for selection and promoted, if found suitable, by up-gradation of posts.
- d) However, promotion from one cluster to another shall be subject to availability of vacancy. For this purpose, the Zone Of Consideration (ZOC) i.e. number of employees to be called for selection process out of the eligibility list, shall be determined as under:

Number of Vacancies(X)	Normal ZOC	Extended ZOC for SC/ST (AM and below posts only)
Upto 10	$2X+4$	5X
More than 10	$1.5X+3$ but not less than 24.	5X

- e) The Departmental Promotion Committee (DPC) after assessment of the candidates shall recommend the employees as "Fit" or "Unfit". Those who are graded "Fit" by the DPC shall be included in the select panel for promotion. Those who are graded "Unfit" by the DPC shall not be included in the select panel.
- f) For promotion to the Assistant Manager and below levels, reservation of posts for SC/ST and relaxation in the qualifying marks shall be provided as per the instructions issued from time to time by Ministry of Railways.

9. Procedure for promotion:

9.1 Method:

The method for grant of promotions to various grades shall be as under:

Promotion From/to	Method		
	Written Test	Presentation	Interview
GM to ED	-		✓
AGM to GM	-	✓	✓
JGM to AGM	-	-	✓
DGM to JGM	-	-	✓
Mgr to DGM	✓	-	✓
AM to Mgr	-	-	✓
Sr. Exe. to AM	✓	-	✓
Exe. to Sr. Exe.	-	-	✓

9.2 Weightage in Selection:

a) The Weightage for different components in the selection process for promotion shall be as under:

Selection Stages	Exe. to Sr.Exe.	Sr.Exe. to AM	AM to Mgr.	Mgr. to DGM	DGM to JGM	JGM to AGM	AGM to GM	GM to ED
Written Test (Max Marks)	-	200	-	200	-	-	-	-
Qual. Marks	-	60%	-	60%	-	-	-	-
Interview (weightage)								
Presentation	-	-	-	-	-	-	20	20
APAR	50	50	50	50	50	50	25	25
Personality traits	15	15	15	15	15	15	25	25
Professional/ Managerial ability	35	35	35	35	35	35	30	30
Max Marks	100	100	100	100	100	100	100	100
Qualifying Marks	60%	60%	60%	60%	60%	60%	60%	60%

b) For the purpose of assessing the suitability of the employees for promotion in every grade, the DPC shall award the marks against APARs for the four(4) preceding years. The DPC should not be guided merely by the overall grading and should make its own assessment on the basis of entries under various parameters or attributes in the APARs. After such assessment, where the maximum marks prescribed for APARs is 50, DPC may award marks for APARs by taking Outstanding = 12.5, Very Good = 10, Good = 7.5, Average = 5 and Below

Average = 2.5 and where the maximum marks prescribed for APARs is 25, DPC may award the marks by taking Outstanding = 6.25, Very Good = 5, Good = 3.75, Average = 2.5 and Below Average = 1.25 for each year.

- c) The qualifying marks for SC/ST candidates in written test as well as in the Interview for the post of AM and below shall be 50%.

9.3 Composition of DPC:

- a) Managing Director shall be the authority to nominate Departmental Promotion Committee (DPC) and its recommendation for promotion would be put to appointing authority as per SOP.
- b) Composition of the DPC for various grades shall be as under:

For promotion to	DPC Composition
GM and ED	Three Directors including Director in-charge of HR.
AGM and below level posts	Three GGM/GMs, one each from HR, the concerned department and sister departments.

- c) For promotion to the post of Assistant Manager and below grades, it shall be mandatory to have a member belonging to SC/ST in the DPC.

9.4 Written Test (WT):

- a) Written Test (WT) for promotion wherever prescribed shall comprise of two papers of 100 marks each. First paper will be for the subject matter related to the concerned discipline. The second paper will cover general topics like, Contracts, Arbitration, Project Management, Materials Management, Quality Management, HR, Finance, General Awareness, English and 'Rajbhasha'.
- b) The qualifying marks in the WT for promotions shall be 60% in Paper-I, 60% in Paper-II and 60% in gross total of both the papers, by allowing 10% relaxation to SC/ST candidates. The WT will be of qualifying nature only.
- c) Two GGM/GM level officers shall be nominated, one for setting the question paper and another for evaluating the answer books, by the appointing authority as per SOP.

9.5 Presentation:

The candidate will be required to make a presentation before DPC about his/her professional/managerial achievements/abilities. An external expert may also be associated in the committee with the approval of MD.

10. Seniority:

- a) The seniority shall be maintained in every grade in each cadre/discipline separately. The seniority among the incumbents in a grade shall be governed by the date of induction in the grade in the manner prescribed below.
- b) The relative seniority of employees appointed by permanent/immediate absorption shall be determined in accordance with the date of their permanent/immediate absorption in DFCCIL. A person absorbed in a particular grade on a particular date would rank senior to the ones who are absorbed at a later date. However, if the date of absorption of two or more persons in a particular grade is same, their inter-se-seniority will be based on the length of service in the substantive grade in their parent cadres i.e. the employee with longer length of service in the parent grade will rank senior to those with lesser length of service on the date of absorption.
- c) In the E0 and E3 grades where the posts are filled partially by direct recruitment and partially by promotion, the criterion for determination of seniority shall be the date of regular promotion after due process in the case of promotee and the date of joining in the case of direct recruit. When the dates of entry into a grade of promoted employees and direct recruits are the same they shall be put in alternate positions, the promotees being senior to the direct recruits, maintaining inter-se-seniority of each group.
- d) When an employee is absorbed in the event of non-availability of candidates by promotion, all absorbee selected against shortfall arising through promotion mode, shall rank below all such promotees.
- e) The relative seniority amongst the direct recruits shall be in the order of their merit in which they are selected for such appointment, subject to the condition that selected candidate joins within the stipulated time. Those who seek extension of time for joining shall lose seniority vis-à-vis who joins before them. When two or more candidate get the same merit figure, the relative seniority shall be based on date of birth, the older candidate assigned higher seniority.
- f) The relative seniority of the employees promoted through a particular DPC shall be in order of their inter-se seniority in the feeder grade. Where, however, an employee is considered "Unfit" for promotion and is superseded by a junior, such employee shall not, if he/she is subsequently found suitable and promoted, take seniority in the higher grade over the junior employee who had superseded him.
- g) For promotion to the post of ED, a common seniority list of all the GMs from all cadres/disciplines shall be maintained and promotion will be based on such common seniority list.

- h) Lien of the employees of DFCCIL holding post below Board level shall be retained for a period not exceeding 05 years when they are appointed to posts at the Board level in DFCCIL or in any other Central PSE (*Authority: Presidential Directive contained in Railway Board's letter no.2011/PL/51/2 dated 01.09.2011*)

11. Interpretation:

MD would be the competent authority to decide/clarify the provisions, issue necessary administrative instructions and procedural order, etc for implementation of Promotion Policy. This policy may be reviewed periodically.



