



डेडीकेटेड फ्रेट कॉरीडोर कॉर्पोरेशन ऑफ़ इंडिया लिमिटेड
भारतसरकार (रेलमंत्रालय) काउपक्रम
Dedicated Freight Corridor Corporation of India Limited
A Government of India (Ministry of Railways) Enterprise

HQ-HR0COPO(HRP)/13/2020-HR-COORD AND POLICY/877

Dated: 22.07.2022

Circular No 28/2022

Sub: Re-employment & Re-engagement Policy of Retired Govt./PSU employees in DFCCIL


BoD in its 82nd meeting (Item No 82.3.3) held on 30.06.2022 has accorded approval to various amendments in the Re-employment & Re-engagement Policy of Retired Govt. / PSU employees in DFCCIL.

2. Accordingly, Chapter-VII of HR Manual on Re-employment & Re-engagement Policy of Retired Govt./PSU employees stands modified and the same is circulated herewith for information and compliance by all concerned.

3. This circular shall supersede existing policy guidelines contained in HR Manual and circulars issued earlier on the subject.

4. This issues with the approval of Competent Authority.

DA: Chapter -VII of HR Manual on Re-employment & Re-engagement Policy


R.S Rawat
(AGM/HR) 22/7/22.

Email to :-

1. Secy to MD, for kind information of MD
2. Director/Infra, Director/Finance, Director/OP&BD, Director/PP, CVO
3. ED/Infra-I/EDFC, ED/Infra-II/EDFC, ED/Infra/WDFC, ED/AM/WDFC
4. All CGMs/GMs/CGMs/GM CO- for information of all employees

Chapter-VII

Re-employment & Re-engagement Policy of Retired Govt./PSU employees in DFCCIL

The Company needs the services of experienced personnel in the technical fields who are not readily and adequately available from other sources like deputation/absorption. The cases of re-employment/re-engagement of retired Govt./PSU employees as Advisors, Consultants and on Re-employment basis in DFCCIL shall be decided as under: -

I. RE-EMPLOYMENT

Engagement on Re-employment basis against the vacancies in Sanctioned Strength

(i) **Eligibility:** -

- (a) Central/State Government officials retired from the level 13/13A and below will be eligible for re-employment in DFCCIL.
- (b) CPSE officials retired from E7 and below will be eligible for re-employment in DFCCIL.
- (c) Re-employment will be made against vacancies in E7 (AGM) & below level posts. The eligibility of Retired Govt./PSU employees for re-employment to the various posts in DFCCIL will be as under:-

Retired in CDA/IDA Grade as indicated in the PPO (Substantive Grade)	Eligibility for re-employment in DFCCIL (Post)
Level-13A/IDA scale in E7	AGM(E7)
Level-13/IDA scale in E6	JGM(E6)
Level-12/IDA scale in E5	DGM(E5)
Level-11/IDA scale in E4	Manager(E4)
Level-09/10/IDA scale in E3	Assistant Manager(E3)
Level-08/IDA scale in E2	Jr. Manager(E2)
Level-07/IDA scale in E1	Sr. Executive(E1)
Level-06 (retired as Supervisors/ IDA scale in E0)	Executive(E0)
Level-5/6 (retired as Sr. Technician or MCM)/IDA Scale in N7	Jr. Executive(N7)
Level-4&5/IDA scale in N6	Jr. Executive(N6)
Level-2&3/IDA scale in N5	Jr. Executive(N5)
Level-1/IDA scale in N4	MTS(N4)

(ii) **Remuneration:** -

- (a) Monthly remuneration @50% of last Basic Pay drawn plus applicable DA will be payable to the re-employed retired employees.

(b) Other Charges/Allowances

Re-employed post	Conveyance charges per month (in Rs.)	Mobile charges per month (in Rs.)
Manager(E-4) and above	4000/2000*	Rs.500/-
Executive (E0) and above up to Assistant Manager (E3)	2000/1200*	
MTS Grade-IV(N3) to Jr. Executive (N7)	1600/1000*	

***If posted in cities other than Hyderabad(UA), Delhi (UA), Bangalore(UA), Greater Mumbai(UA), Chennai(UA), Kolkata(UA), Ahmedabad(UA), Surat(UA), Nagpur(UA), Pune(UA), Jaipur(UA), Lucknow(UA) and Kanpur(UA)**

Note – Requirement for Re-employment

- 1) Re-employment beyond the age of superannuation should not be done as a matter of routine and should be based on the merits of each individual case. Engagement of retired Govt./PSU employees on re-employment basis may be kept restricted to the minimum, on need basis only and may be made only against sanctioned posts which are lying unfilled. Generally, Non-technical/non-professional employees should not be re-employed.
- 2) Re-employment will be resorted to where specific expertise is not readily available within the company and serving Government officers are not willing to join on deputation.
- 3) Efforts should be made through wide publicity for getting experts on deputation or other means.
- 4) In order to meet the shortage of staff for attending the failures, Retired running staff of Indian Railways may be engaged as Consultant or on Re-employment basis. They will be engaged on need basis on specific requirement for the train operations.
- 5) When a project is in mid-stream and withdrawal of the expert who is retiring will adversely affect completion of the project. This should be resorted to only in exceptional cases. Normally, arrangement should be made by the company in time so that retirement of an individual does not affect the company's business/completion of the project. Care should be taken that only officers having sufficient time before retirement should be posted on new projects so that necessity for re-employment for completion of the projects does not arise.
- 6) With the permission for re-employment, the organization may review requirement of consultants, contract appointments, Advisers, etc.

(Ministry of Railways letter No.2003/PL/60/51 dated 06.09.2004)

(DFCCIL Circular No.HQ/HR-Re-Emp-Engmt.Pol/10 dated 31.07.2014)

II. Re-engagement

- (i) The services of Advisors/Consultants will not be against Sanctioned strength. They will be purely on need basis where specific expertise is required.
- (ii) Re-engagement of retired officials should be need based for a specific assignment and for a specific duration.
- (iii) The system of engaging Advisors/Consultants on retainer-ship basis i.e. without specifying and specific assignment for a specific duration shall not be permitted and it should be discontinued with immediate effect.
- (iv) The services of Advisors/Consultants should be hired only in the areas where the specific expertise is required. The retired officer engaged as Advisor/Consultants should have active current involvement in the profession or recent experience of railway working during the last three years.
- (v) Re-engaged officials shall not be allowed to take regular work of the companies.
- (vi) Re-engaged officials shall not undertake work which involves entering into financial commitments for exercising powers or matters which are likely to Bind the company.

(DFCCIL Circular No. HQ/HR-Re-Emp-Engmt.Pol/10dated 31.07.2014)



(A) Engagement as Advisors

(i) **Eligibility:** -

Central/State Government officers of the rank of HAG and above i.e. Principal Executive Director/Advisors, Additional Members/Additional Secretary level officers, Members/Secretary level officers, Chairman, etc.

CPSE officers of the rank of Executive Directors(E9), Directors and Managing Directors/CMD.

(ii) **Remuneration:** -

- (a) Rs.6700/- per diem
- (b) In case their services are utilized for half a day, the remuneration will be 60% per diem rate
- (c) Monthly remuneration shall be restricted up to maximum of 15 days in a month
- (d) Rs.1000/- per day for Transport Charges (on claim basis)

(DFCCIL Circular No.29/2019 dated 01.10.2019)

(B) Engagement as Consultants

(i) **Eligibility:** -

- (a) Central/State Government officials of the rank of SAG and below will be eligible for Re-engagement as Consultant in DFCCIL.
- (b) CPSE officials of the rank of E-8 and below will be eligible for Re-engagement as Consultant in DFCCIL.

(ii) **Remuneration:** -

- (a) Monthly remuneration @ 50% of last Basic Pay drawn plus DA will be payable to the re-engaged retired employees.

(b) Other Charges/Allowances

Retired in CDA/IDA Scales as indicated in PPO (Substantive Grade)	Conveyance charges per month (in Rs.)	Mobile charges per month (in Rs.)
For officers of the rank of SAG(Level-14)/E-8	5000/2500*	Rs.500/-
For officers of the rank from level 13A to 10/ E7-E3	4000/2000*	
For officials of the rank from level 9 to 6/ E2-E0	2000/1200*	
For officials of the rank from level 5 to 1/ N7-N4	1600/1000*	

***If posted in cities other than Hyderabad(UA), Delhi (UA), Bangalore(UA), Greater Mumbai(UA), Chennai(UA), Kolkata(UA), Ahmedabad(UA), Surat(UA), Nagpur(UA), Pune(UA), Jaipur(UA), Lucknow(UA) and Kanpur(UA)**

III. Other Conditions for re-employment /re-engagement of retired officials:-

- i. Such retired persons who are clear from vigilance angle should only be engaged on re-employment / re-engagement basis.
- ii. Retired employees from Railway/Other Govt. Dept./PSUs may be re-engaged/ re-employed for a period one year at a time till 65 years of age with the approval of MD. Cases of Re-employment / Re-engagement beyond 65 years will require approval of BoD.
- iii. Allowance payable to the staff against the running duty like Tower Wagon Driver (TWD) /Shunting Duties-Any Re-employed/re-engaged (Consultant) staff posted for running duties (TWD/Shunting) will be paid kilometrage Allowance as per the rates specified vide para 5.1.2. of circular No.403/2020 dated 01.07.2020. The rate will be determined on the basis of eligibility as defined in Para – I(i)(c) above. Allowance will be available only on the dates they perform the running duties.
- iv. The TA/DA/Hotel charges for retired officials posted in corporate office for travel on official duty beyond 60 Km at the TA rates applicable to equivalent level official on the basis of eligibility as defined in Para I(i)(c) above will be payable. For SAG level officers, TA/DA shall be applicable as given to E8 level officers. For Advisors, TA/DA shall be applicable as given to E9 level officers.
- v. No separate vehicle is to be provided to retired employees.
- vi. Retired re-employed officials/consultants posted in field units being deputed to various sites/ on tour to assess the progress of the work shall be eligible for TA/DA/Hotel charges on tour at the rates defined for the equivalent scales in DFCCIL as per extant instructions. There shall be no restriction of 60 kms as envisaged for Consultants/Re-employed retired employees posted in Corporate Office.
- vii. Similarly, retired re-employed officials/consultants posted in field units / corporate office whenever they are posted on roster duties and engaged for night duty or on national holiday, shall be eligible at the rates defined for the equivalent scale in DFCCIL.
- viii. Both Re-employed and Consultants) will be granted two (2) days leave for each completed month of employment in DFCCIL and such leave shall not have any specific nomenclature like CL, earned leave, etc. The accumulated leave cannot be carried forward to the next calendar year.
- ix. Only officials with good conduct and integrity should be considered for re-engagement/re-employment. Details should be checked up from concerned administrative Ministry / Department.
- x. Retired employees should not be sent abroad unless the prior approval of Ministry of Railways has been obtained.
- xi. No other allowance is admissible.

(DFCCIL Circular No.HQ/HR-Re-Emp-Engmt.Pol/10 dated 10.11.2014)

(DFCCIL Circular No.29/2019 dated 01.10.2019)

(Ministry of Railways letter No.2003/PL/60/51 dated 06.09.2004)



IV. Procedure for engagement of retired Govt./State PSU/CPSEs officials as Consultants or on Re-employment basis: -

Issue of advertisement and selection process- Notification for re-employment / re-engagement shall be advertised on the website of the DFCCIL for conducting walk-in-interview by Corporate Office – HR, duly specifying the eligibility criteria.

(i) The selection process will be through walk-in-interview/calling of application as defined in the notification.

(ii) **The Selection Committee** will be constituted as under: -

➤ **For Advisor (s):** Committee of Director level will be constituted consisting of 2 Directors with the approval of MD.

➤ **For Consultants/Re-employed:** Committee of GGMs/GMs/CGMs level will be constituted consisting of three (3) members with the approval of MD.

(DFCCIL Circular No. HQ/HR-Re-Emp-Engmt.Pol/10(Pt.II) dated 14.08.2014 and 17.08.2015)

(Niti Aayog Letter No. A-120013/02/2015-Admn.1/Rectt. Cell dated 23.12.2015)

(iii) Selection Criteria for retired officials for Re-engagement/Re-employment will be as under:-

Marks out of 40			
Domain Knowledge	Age	Personality	Total
30	5	5	40
Qualifying marks will be 60% out of 40 marks.			

V. Vigilance Clearance

Instructions issued by DPE/ DoP&T / Ministry of Railways/ CVC from time to time, shall apply.

VI. Medical Examination

Retired officials from Central/State Govt./CPSEs before being engaged as Consultants/Re-employed will require to undergo medical examination.

VII. Police Verification

(i) After issuing orders for re-employment/re-engagement of retired employees, Verification form will be sent to concerned SPs for Police Verification and a copy of the same will also be sent to Vigilance Department of DFCCIL for information and coordination.

(ii) In case, any adverse report in the Police Verification, the services of retired employee will be terminated immediately without any notice and remunerations paid to retired employee will be refunded/deposited to DFCCIL by him.

(DFCCIL Circular No.HQ/HR-Re-Emp-Engmt. Pol/10(Pt.II) dated 21.11.2014)

(Niti Aayog letter No.A-121013/02/2015-Admin.1/Rectt. Cell dated 23.12.2015)

VIII. Conflict of Interest

- (i) Retired officials from Central/State Govt./CPSEs for engagement as Advisors/Consultants or Re-employed is expected to display, utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of Advisors/Consultants/Re-employed are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.
- (ii) Retired official from Central/State Govt./CPSEs for engagement as Advisors/Consultants/Re-employed appointed on full time basis would not be permitted to take up any other assignment during their tenure with DFCCIL.

(Niti Aayog letter No.A-12103/02/2015-Admin.1/Rectt.Cell dated 23.12.2015)

IX. Uniform

- (i) Retired re-engaged/re-employed operating officials in field units involved in train operations in the station premises/yard must wear uniform during duty period and may be allowed reimbursement of the cost of uniform @Rs.833/- per month.
- (ii) Type/Colour of Uniform shall be as per regular employee uniform and as per extant instructions issued from time to time.
- (iii) Other departmental staff working on re-engaged/re-employment basis in field units may be given safety jacket to be put on to identify as official engaged with DFCCIL.
- (iv) The issue of deciding which retired re-engaged/re-employed is performing train operations in the station premises/yard be left to the discretion of the concerned CGMs/GMs(Co-ord)/GMs of the Field Units.

X. Tenure and Extension of the tenure of Retired Officials

- (i) Tenure of Advisors shall be initially for a period of 6 months.
- (ii) Tenure for Re-employed and Consultants shall initially be a period of one year.
- (iii) Extension of tenure, if any, will be considered based on the need of the said specific assignment.
- (iv) Cases for extension, if required, may be processed at least 6 months in advance along with detailed justification including working report of the retired employee. It will be the responsibility of the Unit Head to ensure that the proposals with complete documents are submitted in one go to avoid any further correspondence.

(DFCCIL Circular No.HQ/HR-Re-Emp-Engmt.Pol/10(Pt.II)L dated 14.08.2014)

- (v) In case no sanction for extension is issued, the official will stand relieved on the last date of the sanctioned term. No post-facto sanction for extension of the tenure will be processed.

(DFCCIL Circular no.HQ/HR-Re-Emp-Engmt.Pol/10(Pt.II)L dated 05.05.2016).

- (vi) In the case of extension also, the vigilance clearance shall be sought from the Vigilance Deptt. of DFCCIL for the period of further extension of engagement in DFCCIL and an undertaking should be taken from the retired employees about being cleared from any vigilance case after engagement.

(DFCCIL Circular No.HQ/HR-Re-Emp-Engmt.Pol/10 dated 06.05.2015).

XI. Termination Notice

DFCCIL can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice to Consultants/Re-employed. The Consultant/Re-employed can also seek for termination of the Contract upon giving one month's notice to DFCCIL.


XII. Other Miscellaneous matters

The Nomination and Remuneration Committee (NRC) may be informed from time to time of persons engaged as Advisors, Consultant and on Re-employment basis in DFCCIL.

(DFCCIL Circular No.29/2019 dated 01.10.2019).

XIII. Interpretation

- (a) MD would be the competent authority to decide, clarify, amend or modify the provisions and issue necessary administrative instructions and procedural order, etc. for implementation of Policy on engagement of retired Govt./PSU officials as Advisors, Consultant and on Re-employment basis in DFCCIL.
- (b) Instructions issued by DoP&T/DPE/ Ministry of Railways/CVC, in future, in this regard shall be applied in DFCCIL. However, for enhancement of remuneration etc., matter will be placed before the BoD.
- (c) Instructions will be applicable to the retired officials re-employed or re-engaged as Consultants/Advisors from the date of issue of instructions. Past cases shall not be re-opened and separate contract shall be signed for the balance period.


22/7/22