



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

New Delhi: 28.09.2021

No. 2021/HQ/Admin/RTI-1018

Sh. Prashant Chourasiya
Madhya Pradesh

Subject: Providing information w.r.t. Original RTI Application received under the RTI Act 2005.

Reference: Your online RTI application dated 22.09.2021 (Registration No. DFCCCL/R/E/21/00813) and received through DOPT portal.

Information, as obtained from the concerned record holding office, is attached.

First Appeal if any may be made to the First Appellate Authority within 30 days of receipt of reply. The name, designation & address of the First Appellate Authority is as under;

Ms. R. P. Chhibber
GGM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001.

DA: 08 sheets

(S.K. Panda)
JGM/Admn.(CPIO)
Mob.-9717636811
E-mail: skpanda@dfcc.co.in

Note:

No. 2019/HQ/HR/I(IX)/RTI/PT.2 (201901119)

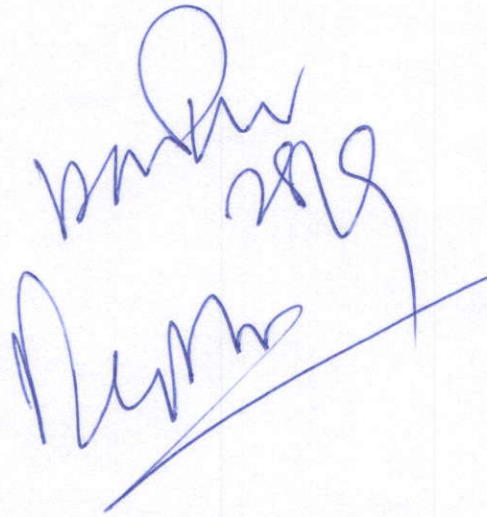
Dated: 24.09.2021

Sub: Application of Prashant Chourasiya, R/o Madhya Pradesh dated 22.09.2021 under RTI Act-2005.

Reply to RTI No. 1018.

Item No.	Information Sought For :	Proposed Reply/Remarks
1	Whether all the posts mentioned in the recruitment notice 04/2021 are permanent or temporary.	Advertisement 04/2021 has been made against regular vacancies.
2	Please explain in detail page no. 12 para 17.4 in recruitment notice 04/2021.	Please find enclosed Circular No. 34/2019 (Revised policy and procedure for Probation clearance)
3	Query no. 3, 4, 5 and 6	Does not pertain to Recruitment Cell.

JGM/Admin (CPIO)



24/9/21
Manager/HR

No.HQ/HR/51/Probation

Dated 19/11/2019

CIRCULAR NO. 34 /2019

Sub:- Revised policy and procedure for Probation Clearance.

While considering the probation clearances of the employees it is observed that probation confirmation is considered by the committee on the basis of APAR only. The probation cases are processed only on finalization of APAR of 2 years due to which considerable delays takes place in cases where employees joining the Company in mid of the year. Similarly, if it is extended for 6 months then such cases are reviewed after finalization of next year APAR which is further delayed about one year.

In order to avoid delay in probation clearance cases, Competent authority has approved the following revisions in the rules and procedure for probation confirmation.

1. APARs FOR 02 YEARS.

- (a) Employees minimum grading should be 'Very Good' and above for 02 years.
- (b) Where employee complete 02 years in mid of the year and only 01 APAR is available, **Special Working Report (SWR)** will be taken as on 30th June, 30th Sep and 31st Dec, as the case may. The Performa of the SWR is enclosed at **Annexure-I**.

Concerned Unit/ Functional Heads in C.O. will submit the **SWR** of the probationers in the prescribed format within 20 days after above due dates positively, to the Corporate office/HR for further action in the matter.

- (c) A probationer, who is not making satisfactory progress, should be informed on his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self improvement.

2. LEAVE / ABSENCE FROM DUTY

If an employee does not complete 75% of the total duration prescribed for probation i.e. 2 years on account of availing any kind of leave as permissible to a probationer under the Rules, his / her probation period may be extended by the length of the leave availed, but not exceeding double the prescribed period of probation.

3. VIGILANCE / D&A Clearance.

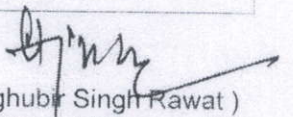
The employee should be free from D&A and Vigilance angle. If he/she is not free from D&A/Vigilance angle then he/she will be taken up under the D&A Rules of the Company.

4. PROCEDURE

The revised procedure for clearance of probation period will be as under;

<u>Ratings of APR</u>	<u>Process for Probation Clearance</u>
In all the cases where rating of employees is 'Very Good' and above in two years' APAR/SWR.	The probation period of such employees will be cleared automatically on obtaining D&AR and vigilance clearance. An Office Order to this effect will be issued by HR.
In all the cases where grading is less than 'Very Good' in any of the APAR/SWR.	<p>In such cases, the probation period will be extended for six months automatically and the case for probation clearance will then be reviewed based on next APAR/SWR, as the case may be, after six months.</p> <p>If the employee is not found suitable for probation clearance even after 02 such extended period of probation, such cases will be referred to the Standing Committee/ Committee who can recommend termination of service as 'discharge simpliciter' which will not amount to a punitive disciplinary action. The recommendation of the committee will be put up to MD for decision on discharge of the employee or otherwise.</p>

Encl: Annexure-I


(Raghubir Singh Rawat)
Jt. General Manager/HR

Copy to :

- 1) Secy. to MD – for information.
- 2) Director/PP, Director/Finance, Director/OP&BD & CVO.
- 3) ED/EDFC, ED/WDFC
- 4) All GGMS/GMs/AGMs, CS. in CO.
- 5) All CGMS in the Units – for wide circulation among the employees working under them.
- 6) AM/HR, CO (dealing with APAR)– He will ensure that special working Report of concerned employees due for probation clearance are received within the prescribed time.
- 7) Notice Board.

SPECIAL WORKING REPORT FOR PROBATION CLEARANCE

(For the period from _____ to _____)

01. Employee Code : _____
02. Name of Employee : _____
03. Date of Birth : _____
04. Designation : _____
05. Grade : _____
06. Date of appointment : _____
07. Place of posting : _____
08. Whether SC/ST/OBC : _____
09. Date of Joining DFCCIL : _____
10. Date of Joining the present project : _____
11. Education Qualification : _____
12. Report on Performance
- (a) Brief statement of the work handled : _____
- (b) Technical ability : _____
- (c) Physical fitness for strenuous work : _____
- (d) Amenability to discipline : _____
- (e) Deficiencies/short comings noticed, if so, whether these have been informed in writing to the employee and result thereof. : _____
- (f) An assessment whether he can be Classified Outstanding/Very Good/ Good/Fair/Below Par : _____
- (g) Integrity : _____
- (h) Fitness for probation clearance : _____
- (i) General Assessment : _____

13. Leave Availed during the period
(other than C.L / R.H) : _____
(List may be attached if required)

14. DAR & Vigilance case. If any : _____

Reporting Officer : _____

Name : _____

Design : _____

Date : _____

Remarks of Reviewing Authority

: _____

Signature : _____

Name : _____

Design. : _____

Date : _____

Remarks of accepting authority:-

: _____

Signature: _____

Name : _____

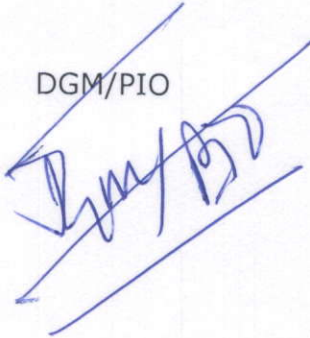
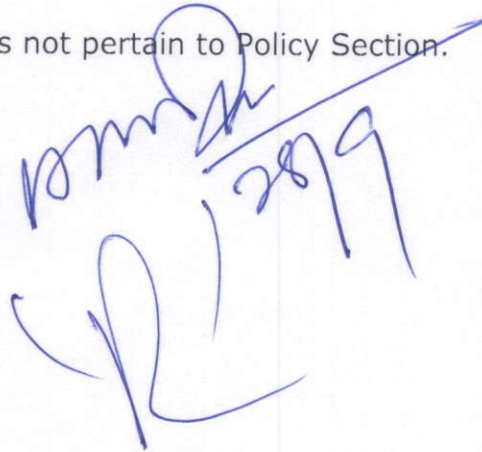
Design.: _____

Date : _____

RTI No.1018		
Name of the Applicant – Prashant Chourasiya		
S.No	Information Sought	Reply
3	What is DFCCIL Job Bond.	Copy of Circular No.11/2019 dated 29.5.2019 is attached.
4	What are the provisions if a selected candidate wants to leave the job during training programme (or before 3 years of joining)	
5	What is the provision if a selected candidate wants to leave after 3 years 6 months of joining.	
6	If a selected candidate is selected in any other Government job (Central/State) then what is the provision of Job Bond Transfer.	

Item No.1 and 2 does not pertain to Policy Section.

DGM/PIO



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. HQ/HR/BOND POLICY (201801597)

Dated: 29.05.2019

Circular No..11./2019

Sub:- Amendment in the existing Bond Policy.

The Board of Directors (BoD) in its 68th Meeting held on 16.04.2019 has approved amendment in the relevant provisions of existing policies on Service Agreement-cum-Bond and Forwarding of Applications, as given under:-

S.No.	Existing Bond Policy (Applicable to Direct Recruits & Immediate/Permanent Absorption)			Approved amendments in Bond Policy (Applicable to Direct recruits)		
	Category	Period	Amount (in Rs.)	Category	Period	Amount (in Rs)
1	DGM & Above	5 yrs	10 lacs	Executive (E0) level to AM (E 3)	3 yrs	04 lacs + GST
2	Manager & AM	5 yrs	8 lacs	Below E0 level (Jr. Executive/ MTS)	3 yrs	02 lacs + GST
3	Below AM	5 yrs	6 lacs			

- For all employees inducted through Immediate Absorption basis, Bond amount shall be Rs. 3.0 lakhs + GST.
- No bond is required for employees inducted through Permanent Absorption basis.
- All employees shall have to serve minimum period of 3 years irrespective of their mode of induction.
- If an employee leaves the company during the bond period on completion of 02 years' service, proportionate bond amount to be recovered with the approval of MD only.
- In regard to forwarding of applications for outside employment, the same shall be forwarded as per DOPT guidelines.
- The bond is transferable.
- The revised policy shall be effective from the date of notification of the instructions.
- The revised policy shall be applicable to the existing employees also.

contd.../-

(from pre-page)

2.1 The items (e) i.e. forwarding of applications for outside employment as per DoPT guidelines and (f) i.e. bond is transferable, shall be governed as per follows:

i) **Forwarding of applications:** Applications of DFCCIL employee for outside employment shall be forwarded as per DoPT guidelines contained in their OM No. 28011/1/2013-Esttt (C) dated 23.12.2013 and further instructions issued from time to time.

ii) **Transfer of bond:** The instructions of DPE contained in their OM No. 15(2)/2003-DPE(GM)/GL-57 dated 29.07.2004 and further instructions issued from time to time regarding transfer of bond in respect of employees of PSUs who leave the services of one undertaking to join another Undertaking/Government will be applicable.

3. Individual cases decided earlier will not be re-opened/reviewed on the basis of above amendment.

4. This issues with the approval of Competent Authority.



(Amit Kumar)
DGM/HR

Email to:-

1. Secretary to MD- For kind information of MD.
2. Dir. (Infra), Dir. (OP&BD), Dir. (Fin.) & Dir. (PP) and CVO.
3. ED/WDFC, ED/EDFC, All GGMs/GMs/and CGMs.
4. All HR Officials.
5. Company Secretary.
6. IT Cell for display on DFCCIL's Intranet portal.