



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ 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: 29.11.2021

No. 2021/HQ/Admin/RTI-1233

Sh. Uday Bhasker
Telangana

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

Reference: Your online RTI application dated 17.11.2021 (Registration No. DFCCIL/R/E/21/00977) and received through DOPT portal.

Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought	Information provided
1.	1	Refer to the original RTI application dt. 17.11.2021	The recent basic pay is Rs 30,000/- and allowance (in % of basic pay) is 35% for executive post at E-0 level for new joiners. Besides this, the employee is also entitled for lease or HRA @ 27%, 18% & 9% based on the classification of city Cost to the company statement is attached. - Army - A
2.	2		The gross salary of Executive post at E-0 level for new joiners is dependent on place of posting and option of accommodation opted by the executive..
3.	3		The deductions are dependent on the option of accommodation opted by the executive. Besides, this and statutory deductions an amount of Rs. 100/- is deducted towards Staff welfare contribution.
4.	4		The net salary varies according to place of posting as already stated above.
5.	5		DFCCIL promotion and recruitment policy issued vide Circular No.640/2020 dated 16.10.2020 is attached. - Army - B
6.	6		There is no concept of MACP but employees are given non-functional grade as per Circular No.646/2020 dated 20.10.2020.
7.	7		Bond policy has been issued vide circular No.11/2019 dated 29.05.2019. - Army - C
8.	8		Information is being collected from concerned office/department. Reply will be sent as soon as the same is received.
9.	9		Relevant circulars are as under:- (a) Circular No.01/2016 dated 15.07.2016, (b) Circular No.06/2016 dated 15.09.2016 and Circular No.22/2017 dated 28.11.2017 Reply to question can not be given as the same is not covered under Section 2(f) of RTI Act. 2005. - Annex - A

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: 26 Pages

(S.K. Panda)
JGM/Admn.(CPIO)
Mob.-9717636811

E-mail: skpanda@dfcc.co.in



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(भारत सरकार का उपक्रम)

(A Govt. of India Enterprise)

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

CIRCULAR No - 22/ 2017

Subject: GUIDELINES FOR MUTUAL TRANSFER FOR EMPLOYEES OF DFCCIL

1. Mutual transfer rules shall be applicable to:
 - i) All permanent employees of the DFCCIL.
 - ii) These rules shall not apply to Deputationists, Consultants, Advisor, Casual/daily rated employees and those on Service Contract.
2. Mutual transfer shall be allowed between two employees holding same grades and cadre (viz Civil/S&T/Elect, etc) only i.e. an Executive/Civil or a Jr. Executive/S&T can seek mutual transfer with another Executive /Civil or a Jr Executive/S&T respectively.

3. Procedure to be followed for mutual transfers in DFCCIL:-

S.No	Activity	Time Limit
i.	Forwarding of application by CPM unit in Project Offices / Controlling officer in Corporate office to Corporate Office HR. The forwarded application should convey the approval of the CPM/Controlling officer for the mutual request.	20 days
ii.	Processing of file by Corporate HR for obtaining approval of Competent authority as defined in SOP for transfers.	15 days
iii.	Issue of Transfer order to Concerned Units/Deptt concerned in CO by Corporate HR after receipt of Approval from the competent authority.	05 days
iv.	Relieving / Sparring:- Once a transfer order is issued, employees should be relieved within 01 month of the date of issue of transfer order by Corporate HR. This would be the responsibility of C.O. / Head of Department concerned under whom the staff is working.	One month
v.	Dispatch of LPC / No dues by the relieving unit/office :- HR nominated Official at the Unit will ensure that LPC / No dues are sent along with Relieving orders to the new Unit/Office etc.	One Month

4. **General Rules:**

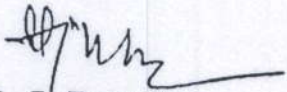
- (a) Application for mutual transfer between employees working in different sub areas of a unit shall be dealt by the concerned CPM of that unit as per SOP on transfers.
- (b) There will be no effect on the seniority of the employees who undergo mutual transfer, since centralized seniority is maintained at DFCCIL.
- (c) No transfer benefits shall be admissible on mutual transfer.

- (d) As the mutual transfers are ordered with the consent of both the employees, it should be made clear right at the time of forwarding the applications that no request for backtracking from mutual exchange arrangement will be entertained under any circumstances.

In case, any official backtracks from the mutual request, he shall be debarred for three years from requesting for any type of transfer.

- (e) Once a mutual transfer request has been approved and implemented, the official cannot request for another mutual transfer, till the time he is working in the same Unit for which his mutual transfer was accepted in the first place.
- (f) It may be ensured that forwarding of application in enclosed format is done only by CPMs in Units and Controlling official in Corporate office. No application should be sent directly to Corporate HR without proper forwarding and recommendation of the CPM/Controlling officer.
- (g) All applications for mutual transfer should be forwarded in the enclosed format to Corporate Office by 20th of every month along with D&AR/Vigilance Clearance of the officials .

DA : Format for mutual transfer application



(R. S. Rawat)
JGM / HR

No. HQ/HR/TRANSFER POLICY/I

Date:-28.11.2017

Copy for kind information and necessary action to :-

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

	<p>डेडीफ्रेट कॅरिडोर कॉर्पोरेशन 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</p>
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No. HQ/HR/Policy/Trans.

Date:- 15.09.16

CIRCULAR No.06/2016

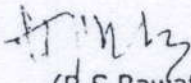
Sub: Guidelines for initial posting of newly inducted officials and request transfer of officials.

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. Sęcy. 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.



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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

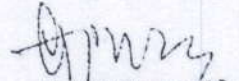
CIRCULAR No. 01/2016

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

CTC at Minimum of pay scale

Grade	Pay Scale	Pay Scale (Minimum)	DA @ 23.20%	Basket of allowance @ 35% of basic pay	Lease Rent/ HRA (in X* cities)	Superannuation Benefits (30% of basic of pay + DA)
MD	200000-370000	200000	46400	70000	102170	73920
Dir/CVO	180000-340000	180000	41760	63000	90150	66528
E9	150000-300000	150000	34800	52500	36000	55440
E8	120000-280000	120000	27840	42000	28800	44352
E7	100000-260000	100000	23200	35000	24000	36960
E6	90000-240000	90000	20880	31500	21600	33264
E5	80000-220000	80000	18560	28000	19200	29568
E4	70000-200000	70000	16240	24500	16800	25872
E3	60000-180000	60000	13920	21000	14400	22176
E2	50000-160000	50000	11600	17500	12000	18480
E1	40000-140000	40000	9280	14000	9600	14784
E0	30000-120000	30000	6960	10500	7200	11088
N7	29000-91000	29000	6728	10150	6960	10718
N6	28000-80000	28000	6496	9800	6720	10349
N5	25000-68000	25000	5800	8750	6000	9240
N4	22000-63000	22000	5104	7700	5280	8131
N3	21000-60000	21000	4872	7350	5040	7762
N2	18000-52000	18000	4176	6300	4320	6653
N1	16000-45000	16000	3712	5600	3840	5914

Monthly Cost (with minimum of pay scale)	Annual cost (with min of pay scale)
492490	5909880
441438	5297256
328740	3944880
262992	3155904
219160	2629920
197244	2366928
175328	2103936
153412	1840944
131496	1577952
109580	1314960
87664	1051968
65748	788976
63556	762677
61365	736378
54790	657480
48215	578582
46024	552283
39449	473386
35066	420787

Annexure-2

 डेडीकेटेड फ्रेट कोरीडोर	डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि. Dedicated Freight Corridor Corporation of India Limited (भारत सरकार का उपक्रम) (A Govt. of India Enterprises)
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HQ-HR0COPO(BOD)/9/2020-HR-COORD AND POLICY /4144

Dated: 20.10.2020

CIRCULAR NO 646/2020

Sub: Non-functional grade for regular employees and grant of special allowance to employees on deputation

BoD in its 74th meeting (Item No 74.3.10) held on 13.10.2020 has approved the proposal of grant of non-functional grade to regular employees for their inter-cluster movement and grant of special allowance to employees on deputation as mentioned below-

1. Grant of non-functional grade to regular employees for inter cluster movement

Under the scheme, the employees due for inter-cluster promotion will become eligible for grant of next grade/level in the hierarchy on fulfilment of the prescribed eligibility criteria as mentioned below -

Employees working in grade	Eligibility criteria	Eligible for Non-Functional grade
N4	Employees with 6 years of service in N4 grade	Grant of pay scale of N5
N7	Employees with 6 years of service in N7 grade	Grant of pay scale of E0
E1	Employees with 6 years of service in E1 grade	Grant of pay scale of E2
E4	Employees with 6 years of service in E4 grade	Grant of pay scale of E5
E7	Employees with 22 years of service (Group A/Group B) (CDA scale) or 22 years managerial service (IDA scale) subject to 6 years' service in E7	Grant of pay scale of E8
E8	Employees with 28 years of Group A service/ managerial service subject to 6 years' service in E8	Grant of pay scale of E9

- i. There shall not be any change in the designation on grant of non - functional grade.

Wd. 2/-

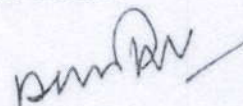
- 2 -

- ii. For grant of financial upgradation under the aforesaid scheme, selection criteria prescribed for regular promotion shall be adopted. Benefit of pay fixation available at the time of regular promotion shall be allowed at the time of financial up gradation under the scheme. There shall, however, be no further revision of pay at the time of regular promotion to the next grade.
 - iii. All allowances which are granted on % of basic pay (such as DA, HRA, basket of allowances etc.) will be regulated on basis of basic pay in the upgraded scale. Other perks and allowances will however be based on substantive basic pay in the existing grade/position in the existing grade.
 - iv. Employees will be considered for regular promotions on availability of vacancies as per the normal channel of promotion to respective levels.
2. Grant of higher special allowance to employees on deputation on achieving certain level of seniority

Following criteria for grant of special allowance to employees on deputation on achieving certain level of seniority has been approved by BoD as indicated below -

Post	Allowance
Group A officer with 6 years Group A service till he/she gets regular promotion to JAG	Rs 1500 per month
SAG/SG with 22 years' service in Group A	Rs 2000 per month
SAG with 25 years' Group A service	Rs 4000 per month
SAG with 28 years' Group A service	Rs 8000 per month

The aforesaid scheme will be effective from date of issue of the circular.



(S.K Panda)

Joint General Manager/HR

Copy for information to -

1. Secy to MD, for kind information of MD
2. Director/Infra, Director/Finance, Director/OP&BD, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination - for information of all employees
5. Company Secretary
6. Manager/IT - for placing the order on intranet



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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.



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(A Govt. of India Enterprises)

HQ-HROCOPO(HRP)/1/2020-HR-COORD AND POLICY /100

Dated:16.10.2020

CIRCULAR No. 640 /2020

Sub: Revised Recruitment & Promotion Policy

The Board of Directors (BoD) in their 74th meeting held on 13.10.2020 (Item No 74.3.2) has approved the Revised Recruitment & Promotion Policy as indicated below-

1. Sourcing and Cadre formation:

- a) All the posts up to E8 level in DFCCIL will be distributed among different cadres as explained below. All posts in E9 level will be ex-cadre.

	Cadre
Infrastructure	Civil
Systems	Electrical
	S&T
Operations	Operations & BD
Mechanical	Mechanical
Finance	Finance
HR	HR, Administration & Legal
IT	IT

Note - Detailed functions for each cadre/post will be prepared with the approval of MD.

- b) The organizational structure of the company would be as decided from time-to-time.
- c) Up to E8 level, seniority will be maintained cadre wise.
- d) All the posts in Cluster A (N1 to N4) for different cadres will have common centralized seniority and employees can be posted and utilized as per requirement in different cadres/departments. At the time of promotion/selection from Cluster A (common cadre) to Cluster B (where the cadres will be different), options will be called from all the employees in the Cluster A.
- e) Company reserves right to form new cadres or split cadres as per the prevailing functional needs.
- f) Recruitment and Promotions will be made on the basis of posts sanctioned for the different cadres as per the chart given above.

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- g) Employees working against isolated posts/small group of posts like Company Secretary will be promoted on fulfilling the requisite residency period as per the selection procedure contained in Para 8.7.
- For the post of Company Secretary, employees fulfilling the requisite residency period may be considered for promotion up to the level of E8.
 - For the post in Secretarial department, employees fulfilling the requisite residency period may be considered for promotion up to the level of E7.
- h) The posts in Vigilance department shall be filled up by inducting staff as per instructions issued by DPE from time to time.
- i) Isolated/small group of posts may be filled on tenure basis by calling for volunteers from among DFCCIL employees or from outside through lateral induction.
- j) Promotion to E9 level (ex-cadre level) will be done on the basis of combined inter-se seniority of all cadres at E8 level.

2. Composition of cadre

- a) All regular employees appointed to a post/grade in a cadre/discipline referred to in Para-1, either by direct recruitment or by absorption, shall be members of the respective cadres/disciplines till E8 level.
- b) The vacancies in any of the posts/grades in a cadre referred to in Para-1 shall be filled as per the mode of filling vacancies prescribed in Para -4, except for the posts as prescribed for Direct Recruitment.

3. Hierarchy and cluster of Posts

The hierarchy and cluster shall be as under:

Grade	Post/Hierarchy	IDA Pay Scales	Cluster
E9	Executive Director	150000-300000	G
E8	General Manager	120000-280000	F
E7	Addl. General Manager	100000-260000	E
E6	Jt. General Manager	90000-240000	
E5	Dy. General Manager	80000-220000	
E4	Manager	70000-200000	D
E3	Assistant Manager	60000-180000	
E2	Junior Manager	50000-160000	
E1	Sr. Executive	40000-140000	C
E0	Executive	30000-120000	
N7	Jr. Executive- Grade I	29000-91000	B
N6	Jr. Executive- Grade II	28000-80000	
N5	Jr. Executive- Grade III	25000-68000	
N4	MTS -Grade I	22000-63000	A
N3	MTS -Grade II	21000-60000	
N2	MTS -Grade III	18000-52000	
N1	MTS -Grade IV	16000-45000	

4. Mode of filling the vacancies at various levels:

Grade	Post/Hierarchy	Cluster	Mode of filling vacancies	Educational Qualifications for Direct Recruitment/ Immediate Absorption for entry in lowest grade of the cluster
E9	Executive Director (Ex-cadre)	G	By Promotion or Lateral Induction by inviting applications	
E8	General Manager	F	70% by promotion, remaining 30% by lateral induction/deputation. In case Promotion quota does not get filled up due to non-availability of suitable candidate, the vacancy will be filled up by lateral induction/deputation. However, such vacancy will revert back to promotion quota on completion of deputation term of such incumbents.	
E7	Addl. General Manager	E	70% of the vacancies in Cluster E (E5/E6/E7) should be filled up by promotion and remaining 30% should be filled through lateral induction/absorption/Deputation. The absorbed officers should be counted towards 30% quota.	
E6	Jt. General Manager			
E5	Dy. General Manager			
E4	Manager	D	50% posts in E2 to E4 grade (cluster D) shall be filled by direct recruitment. 50% posts in E2 to E4 grade (cluster D) shall be filled by Promotion from eligible employees in E0/E1 grade having 3 years minimum service through competitive examination.	Relevant Degree from a recognized Institute with minimum 60% marks.
E3	Assistant Manager			
E2	Junior Manager			
E1	Sr. Executive	C	50% posts in E0 & E1 grade (cluster C) shall be filled by direct recruitment. 50% posts in E0 & E1	Relevant Diploma from a recognized Institute with minimum 60% marks, as approved from time to time as per Clause 5 (b)
E0	Executive			

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			grade (cluster C) shall be filled by Promotion from eligible employees in N5/N6/N7 grade having 3 years minimum service through competitive examination.	
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N7	Jr. Executive-Grade I	B	50% posts in N5 to N7 grade (cluster B) shall be filled by direct recruitment. 50% posts in N5 to N7 grade (cluster B) shall be filled by Promotion from eligible employees in N1 to N4 grade having 3 years minimum service through competitive examination.	ITI approved by NCVT/SCVT / ITI equivalent, with not less than 60% marks in aggregate in ITI (Specific qualification/trade for different cadre will be prescribed separately as approved from time to time as per Clause 5 (b))
N6	Jr. Executive-Grade II			
N5	Jr. Executive-Grade III			
N4	MTS -Grade I	A	100% by Direct recruitment	ITI approved by NCVT/SCVT or ITI equivalent with not less than 60% marks in aggregate in ITI.
N3	MTS -Grade II			
N2	MTS -Grade III			
N1	MTS -Grade IV			

Note

- (i) For the purpose of promotion within the executive and non-executive posts from the grade of N1 to E9, the various grades have been placed in clusters viz-A,B,C,D,E,F&G as indicated above. N1 to N7 are non-executive posts, whereas, E0 and above are executive posts.
- (ii) All the posts in Cluster A (N1 to N4) will have common seniority. Employees working on these posts can be used as per requirement for different functions. For promotion from Cluster A (N4) to Cluster B (N5), where the posts will be distributed in different cadres, as per the chart in Para 1(a), options will be called from the senior most employees in the N4 grade. The promotion will be processed to N5 grade on the basis of options submitted, as per the Zone of Consideration as described in Para 8.4 (b-i).
- (iii) All Open Market Recruitment/Immediate Absorption shall be made in the lowest grade/level in the cluster.
- (iv) For higher grades/levels within the cluster, promotion will be made on completion of minimum residency period.
- (v) Vacancies earmarked at various levels will be filled up against prescribed quota. Lateral Induction/ Permanent Absorption should be made only against the quota earmarked for Direct recruitment/ Lateral induction/deputation.
- (vi) Eligibility conditions for lateral induction to Cluster E/F/G will be prescribed as per DPE guidelines.

[Handwritten Signature]

5. Open Market Recruitment

Recruitment to various levels as indicated in Para 4 will be conducted based on the following broad guidelines -

- a) All open market recruitments shall be made through reputed recruitment agency.
- b) Eligibility conditions (educational qualifications as mentioned above), other requirements/conditions will be prescribed as per requirements from time to time, with approval of MD, DFCCIL for each cadre at relevant level/grade in the cluster.
- c) The detailed advertisement will be drafted by DFCCIL for publication in Employment News and other dailies as decided from time to time. Receipt of application, scrutiny and selection process shall be undertaken through a reputed recruitment agency.
- d) The process of selection may include written test/computer-based test followed by an interview (wherever prescribed).
- e) The Interview Committee shall be constituted by selected agency/agencies undertaking the selection process. The members of Selection Committee will be nominated by MD.
- f) Reservations/relaxations for SC/ST/OBC/PH etc. shall be as per GOI instructions.
- g) Formation of panel and Standby Panel - Recruitment Agency will recommend a panel up to the number of vacancies and stand by panel up to 2.5 times the number of vacancies. The recommendations of Recruitment Agency will be put up to Appointing Authority as per SOP for approval. Currency of panel will be for one year from the date of approval. Currency of panel can further be extended for one year with the approval of Appointing Authority as per SOP.
- h) Offer of appointment will be issued only after suitability in the medical test from the approved Hospital. The appointment will be subject to verification of character antecedents, caste certificate (either online or through respective issuing authority) and verification of educational qualifications (either online or from the Institute through correspondence). Any adverse report received in the verification will lead to termination of services of the employee without assigning any further reasons.
- i) Direct Recruits will be required to execute a bond as per the policy which will be prescribed from time to time.
- j) Probation
 - i. Direct Recruits shall be on probation for a period of two years from the date of joining. They shall be confirmed subject to satisfactory completion of the probationary period including test/training as prescribed.
 - ii. Probation period can be curtailed or extended on merits of individual cases duly bringing out the justification/ reasons of each individual case with the approval of appointing authority.
 - iii. Employees on probation may be discharged from the service during period of probation without assigning any reasons.

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6. Absorption

6.1 Permanent Absorption

Employees working on deputation will be allowed to take Permanent Absorption against the vacancies earmarked for Direct Recruitment/Lateral Induction/ deputation as per the rules prescribed separately.

6.2 Immediate Absorption

Immediate Absorption will be allowed against vacancies earmarked for Direct Recruitment/ Lateral Induction as per the rules prescribed separately.

7. Lateral Induction

Lateral induction by inviting applications will be allowed against vacancies earmarked as mentioned in Para 4 above as per the rules that may be prescribed separately.

8. Promotion

8.1 Minimum Residency

Cluster A

Multi-Tasking Staff-Grade I (N4)
↑ 3 Yrs
Multi-Tasking Staff -Grade II (N3)
↑ 3 Yrs
Multi-Tasking Staff-Grade III (N2)
↑ 3 Yrs
Multi-Tasking Staff-Grade IV (N1)

Cluster A to Lowest Grade in Cluster B

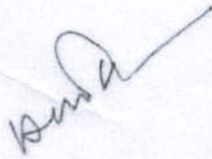
Total three years' service in Grade N1/N2/N3/N4 will be required for employees to sit in the Competitive examination for promotion to Junior Executive Grade -III (N5).

Cluster B

Jr. Executive- Grade I (N7)
↑ 3 Yrs
Jr. Executive- Grade II (N6)
↑ 3 Yrs
Jr. Executive- Grade III (N5)

Cluster B to Lowest Grade in Cluster C

Total three years' service in Grade N5/N6/N7 will be required for employees to sit in the Competitive examination for promotion to Executive (E0).



Cluster C

Sr. Executive(E1)
↑ 4 Yrs.
Executive(E0)

Cluster C to Lowest Grade in Cluster D

Total three years' service in Grade E0/E1 will be required for employees to sit in the Competitive examination for promotion to Junior Manager (E2).

Cluster D

Manager(E4)
↑ 4 Yrs.
Assistant Manager(E3)
↑ 3 Yrs.
Junior Manager(E2)

Cluster D to Lowest Grade in Cluster E

Dy. General Manager(E5)
↑ 4 Yrs.
Manager(E4)

Cluster E

Addl. General Manager(E7)
↑ 4 Yrs.
Jt. General Manager(E6)
↑ 4 Yrs.
Dy. General Manager(E5)

Grade E7 to grade E8

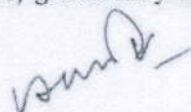
General Manager(E8)
↑ 4 Yrs.
Addl. General Manager(E7)

Grade E8 to grade E9

Executive Director(E9)
↑ 4 Yrs.
General Manager(E8)

Note:

Jr. Manager (E2) grade was introduced vide HR's Letter No. HQ / HR / E2 / Pt.I /201501794 Dt. 10.02.2016. To ensure that the promotional prospects of existing Sr. Executives (as on 10.02.2016) is not adversely affected by the insertion of new level of E2, such Sr. Executives who have completed 3 years or more in E1 (Sr. Executive) grade may be given an option to opt either -



- (i) For promotion to E3 on completion of six years residency in E1 (Sr. Executive) grade; or
- (ii) For promotion to the new E2 (Jr. Manager) grade on completion of 3 years in E1 (Sr. Executive) grade and will become eligible for promotion to E3 (Assistant Manager) on completion of 3 years residency period in E2 (Jr. Manager) grade.

8.2 Counting of Residency

8.2.1 Counting of residency period of employees on promotion

- a) The residency period will be counted from the prescribed dates, i.e 1st January and 1st July every year in case of promotions within the cluster. For inter cluster promotions, residency will be counted from the date of availability of vacancy.
- b) The actual financial benefits and the date of pay and increment fixation will be w.e.f the actual date of joining by the employee in the higher post.

8.2.2 Counting of residency period of employees on permanent absorption

For the purpose of counting residency period for promotion in the case of employees joining on deputation followed by permanent absorption in DFCCIL, they will be governed by the following: -

- a) In the cases where the employees are considered for absorption in higher grade, their date of residency would be the date of absorption.
- b) In cases where they are absorbed in the same grade in which they are working on the date of absorption, their date of residency would be the date of entry to the grade in which absorption is being made but not before the date of joining on deputation.
- c) It is further clarified that the employee on deputation, if absorbed in the same grade in which he joined DFCCIL originally, will get the benefit of residency period. The employee, who was on deputation and later on given higher designation and later on, absorbed in higher designation, will not be entitled for the benefit of residency period.

8.3 Assessment of vacancy for promotion

(a) Within the cluster

- i. The number of posts in each grade/level within one cluster will be on floating basis.
- ii. Promotion within the cluster will be considered on completion of requisite residency period in the present grade, irrespective of vacancy, as per the selection procedure contained in Para 8.7.
- iii. 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 the next grade shall be prepared as on 1st July and as on 1st January.

Sumda

(b) From one cluster to another cluster

- i. Promotion from one cluster to another cluster shall be subject to availability of vacancy. Promotion from lower cluster to the lowest grade/level of next cluster as well to the post of GM (E8) and ED (E9) shall be subject to availability of vacancy, as per the selection procedure contained in Para 8.7.
- ii. Reservation will be applicable for promotions from Cluster A to B, Cluster B to C and Cluster C to D.
- iii. Post based rosters will be maintained for each cluster where reservation is applicable as mentioned above.
- iv. Assessment of vacancies for promotion from one cluster to another (inter cluster promotion) in N5, E0, E2 grade shall be undertaken on 1st January. Assessment of vacancy for E5, E8, E9 grade will be undertaken on 1st January and 1st July of every year. For assessing the vacancy, the existing and anticipated vacancies that will arise in the next six months/ one year will be taken into consideration.
- v. The anticipated vacancies will cover the following-
 - a) Vacancies on account of normal wastage, viz retirement on superannuation
 - b) Vacancies likely to be caused as a result of resignation provided the same are likely to be accepted.
 - c) Vacancies in higher clusters in the channel, the filling of which will result in the need to make consequent appointments from the proposed panel.
 - d) Vacancies likely to be caused due to staff approved to go on deputation to other units.
 - e) Number of staff already empanelled for ex-cadre posts.
 - f) Vacancies likely to arise due to creation of additional posts in higher clusters and in the same cluster, with approval of Competent Authority.

8.4 Zone of Consideration (ZOC) for Promotion

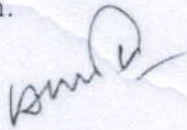
a) Within the cluster

All eligible employees who have completed the minimum residency period as on 1st January or 1st July will be called for selection.

b) From one cluster to another Cluster

(i) For promotion to N5, E0, E2 grades.

All the employees in lower cluster with 3 years minimum service will be eligible to appear in the competitive examination.



(ii) **For promotion to E5, E8, E9 grades**

The Zone of Consideration (ZOC) for E5, E8 and E9 grades, i.e. number of employees to be called for selection process out of the employees who have completed minimum residency period as on 1st January or 1st July shall be as under -

Number of Vacancies(X)	Normal ZOC
Up to 10	2X+4
More than 10	1.5X+3 but not less than 24.

8.5. Issue of notification of vacancies - The number of vacancies to be filled on promotion (within cluster or from one cluster to another cluster) will be notified. For promotion to N5, E0, E2, option will be called from the employees working in lower cluster who have completed 3 years of service in the cluster. List of employees who fall within the Zone of Consideration as explained in Para 8.4, who have opted for competitive examination in terms of Para 8.4 (b)(i) will be published.

8.6. Composition of Selection Committee (DPC)

- Selection Committee (DPC) shall be nominated by the Appointing Authority as per SOP.
- Composition of the Selection Committee (DPC) for various grades shall be as under:

For promotion to	Selection Committee Composition
GM and ED (E8 and E9)	Three Directors including Director in-charge of HR.
AGM, JGM, DGM (E5, E6, E7)	Three GGM/GMs, one each from HR, the concerned department and the sister department.
Manager and Asst. Manager (E3, E4)	Three AGMs one each from HR, the concerned department and the sister department.
Junior Manager (E2) (Cluster C to Cluster D)	<ul style="list-style-type: none">Three AGMs one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Sr. Executive (E1)	Three AGMs one each from HR, the concerned department and the sister department.
Executive (E0) (Cluster B to Cluster C)	<ul style="list-style-type: none">Three AGMs one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Junior Executive Grade I and Junior Executive	Three AGMs/JGMs one each from HR, the concerned department and the sister department.

Grade II (N6, N7)	
Junior Executive Grade III (N5) (Cluster A to Cluster B)	<ul style="list-style-type: none"> • Three AGMs/JGMs, one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category). • In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Multi Tasking Staff (N2, N3, N4)	Three DGMs one each from HR, the concerned department and the sister department.

8.7. Selection Procedure

8.7.1 Method

a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1** grades, promotions will be made on the basis of performance of the employee in the Annual Performance Appraisal. APAR's for last 3 years will be considered. Weightage of each APAR will be of 10 marks. Minimum Qualifying marks for the promotion will be 60% of the Total marks, (i.e 18 marks out of 30).
- (ii) For **E2 to E3, E3 to E4, E5 to E6 and E6 to E7** promotions will be made on the basis of performance of the employee in Professional/Managerial Ability (Presentation), Personality Traits (Interview) and APARs. APAR's for last 4 years will be considered. Weightage of each APAR will be of 10 marks (through pro rata conversion). Distribution of Marks will be as under -

Professional/ Managerial ability (Presentation)	Personality Traits(interview)	APAR	Total
25	25	50	100

Minimum Qualifying marks for the promotion will be 60% of Professional/Managerial ability (Presentation) & Personality Traits (Interview) and 60% of APAR. Thus, overall Qualifying marks shall be 60% (i.e minimum 60 marks out of 100).

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades**

For Cluster A to lowest Grade in Cluster B (N5), Cluster B to lowest Grade in Cluster C (E0) and Cluster C to lowest Grade in Cluster D (E2) promotions will be made on the basis of performance of the Employee in competitive examination

comprising of Professional/Managerial ability (Written Test) and APARs.

All the employees in lower cluster with 3 years minimum service will be eligible to appear in the competitive examination.

Marks obtained in the written test (computer-based test) as per the result given by the reputed testing agency will be tabulated along with marks for APARs by the Selection Committee. APARs for last 4 years will be considered. Weightage of each APAR will be of 10 marks. Distribution of Marks will be as under -

Professional/Managerial ability (Written Test)	APAR	Total
60	40	100

If APAR for 4 years are not available then marks will be awarded on pro-rata basis on the basis of available APARs. Minimum Qualifying marks for the promotion will be 60% in Professional/Managerial ability (Written Test) and 60% in APAR. Thus, overall Qualifying marks shall be 60% (i.e 60 marks out of 100).

(ii) **For promotion to E5, E8, E9 grades**

For Cluster D to lowest Grade in Cluster E (E5), Grade E7 to Grade E8 and Grade E8 to Grade E9 respectively, promotions will be made on the basis of performance of the Employee in Professional/Managerial Ability (Presentation), Personality Traits (Interview) and APARs. APAR's for last 4 years will be considered. Weightage of each APAR will be of 10 marks (through pro rata conversion).

Distribution of Marks will be as under: -

Professional/Managerial ability (Presentation)	Personality Traits(interview)	APAR	Total
25	25	50	100

For promotion to E5 grade, minimum qualifying marks shall be 60% in Presentation and interview and 60% in APAR. Thus, overall qualifying marks shall be 60% (i.e. minimum 60 marks out of total 100).

For promotion to E8 and E9 grade, minimum qualifying marks shall be 75% in presentation and interview and 75% in APAR. Thus, overall qualifying marks shall be 75% (i.e minimum 75 marks out of total 100).

8.7.2 Presentation

Candidates may be required to make a presentation about his/her professional/managerial achievements/abilities before Selection Committee (DPC), wherever prescribed, for promotion to various levels. Topics for presentation will be decided by member of the Selection Committee for the concerned department /cadre.

8.7.3 Written Test

Candidates may be required to appear in the written test for his/her Professional/Managerial Abilities, wherever prescribed, for promotion to various levels. Computer-Based Test (CBT) will be conducted through reputed testing agency. Syllabus for the test will be prescribed with the approval of Appointing Authority.

8.7.4 Distribution of Marks for APAR

- a) For the purpose of assessing the suitability of the employees for promotion in every grade, the Selection Committee (DPC) shall award the marks against APARs four (04)/ three (03) preceding years, as prescribed.
- b) While awarding the marks under APAR head sum total of marks obtained on scale of 1 to 10 should be taken into account.
- c) Where one or more APAR is not available out of 03/04 (three/four), as prescribed, the Selection Committee may consider the APARs of preceding period. If this is also not available, Selection Committee may award the marks on the average of other available APARs.

8.7.5 D&AR & Vigilance Clearance

At the time of consideration of the cases of eligible employees for promotion, details of their D&AR/Vigilance clearance should be obtained and details thereof, should be brought to the notice of the Selection Committee.

8.8 Recommendations of Selection Committee

- a) The Selection Committee (DPC) after assessment of the employees shall prepare Select List/Panel.
- b) Cases in respect of employees, who are under suspension or who have been charge-sheeted or against whom criminal charges have been framed by a Court of Law, will specifically brought to the notice of the Selection Committee (DPC). The Selection Committee shall assess the suitability of such employees for promotion. The assessment and the recommendations of the Selection Committee shall be kept in a sealed cover.
- c) If the disciplinary case/ criminal prosecution proceedings are still pending against such employees at the time of subsequent selections, the Selection

Committee (DPC) shall assess the suitability for promotion and the recommendations of the Selection Committee shall be kept in a sealed cover for each subsequent year.

- d) Detailed procedure and guidelines relating to processing the case kept in sealed cover will be issued from time to time.

8.9 Formation of Panel

8.9.1 a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1**, Selection Committee will recommend names of the employees who have qualified as per the prescribed procedure in order of seniority.
- (ii) For **E2 to E3, E3 to E4, E5 to E6 and E6 to E7**, Selection Committee will recommend names of the employees who have qualified as per the prescribed procedure in order of seniority.

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades.**

Selection Committee will recommend names of the employees in the order of merit as per vacancies notified from amongst the employees who meet the prescribed selection criteria.

- (ii) **For promotion to E5, E8, E9 grades**

Selection Committee will recommend names of the employees in the order of merit as per vacancies notified from amongst the employees who meet the prescribed selection criteria.

8.9.2 Approval of Panel

The recommendation of Selection Committee (DPC) for promotion will be put up to Appointing Authority for approval, as per SOP.

8.9.3 Notification of Panel

List of candidates approved on recommendation of selection committee shall be notified.

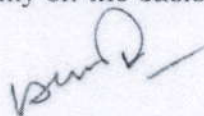
8.9.4 Currency of the Panel

The currency of the panel shall be for a period of 12 months- up to the period of assessment of vacancies for next cycle.

8.10 Supplementary Selection

a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1**, no supplementary selection will be required as the assessment is made only on the basis of APARs only.



- (ii) **For E2 to E3, E3 to E4, E5 to E6 and E6 to E7**
If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary selection with approval of Competent Authority based on the merits of each case. The representation regarding inability to attend the selection should be submitted by the employee, duly forwarded by his/her Controlling Officer, to HR department/CO within 15 days from the scheduled date of selection. Supplementary Selection may be fixed on a convenient date after decision has been taken on the representation to convene Supplementary Selection. The supplementary meeting of the Selection Committee should as far as possible be attended by the same Officers who were present at the first Selection Committee. Not more than one supplementary selection will be held to cater to such situation. Revised panel may be issued based on the results of the Supplementary Selection Proceedings.

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades-** No supplementary written test (CBT) will be conducted. All the employees should appear in the written test (CBT).
- (ii) **For promotion to E5, E8, E9 grades-** If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary selection with approval of Competent Authority based on the merits of each case. The representation regarding inability to attend the selection should be submitted by the employee, duly forwarded by his/her Controlling Officer, to HR department/CO within 15 days from the scheduled date of selection. Supplementary Selection may be fixed on a convenient date after decision has been taken on the representation to convene Supplementary Selection. The supplementary meeting of the Selection Committee should as far as possible be attended by the same Officers who were present at the first Selection Committee. Not more than one supplementary selection will be held to cater to such situation. Revised panel may be issued based on the results of the Supplementary Selection Proceedings.

8.11 Orders of Promotion

- a) Within the cluster- Employees borne on the panel will be promoted irrespective of the vacancy by upgradation/down gradation of posts.
- b) Inter Cluster (one cluster to another) - Employees borne on the panel will be promoted subject to availability of vacancy.



- c) If an employee who is recommended for promotion by the Selection Committee, but in whose case, any of the circumstances indicated in Para 8.8 (c) arises after the notification of the panel but before he/she is actually promoted, the employee shall not be promoted until the case is finalized.

8.12 Refusal of promotion

In the event of an employee refusing promotion for any reason, he/she shall be debarred for promotion for a period of two years from the date of refusal by such employee. Further, an employee who has been called for selection for promotion to the next higher grade/post, declines to attend or fails to attend for any reason, he/she shall be considered again only in the next Promotion cycle.

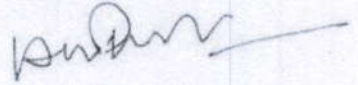
9. Applicability

In grades where CBT is not prescribed as method of promotion, policy shall be effective from date of issue. For grades where CBT will be conducted, policy shall be effective from 01.01.2021.

The above policy is applicable on Permanent Cadre and may be reviewed from time to time.

10. 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.



(S.K Panda)
Joint General Manager/HR

Copy to –

1. Secy. to MD, for kind information of MD
2. Director/Infra, Director/OP&BD, Director/Finance, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination- for information of all employees
5. Company Secretary
6. Manager/IT – For placing the circular on intranet