

Sh. Rahul Goyal
Rajasthan

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

Reference: Your online RTI application dated 28.02.2021 (Registration No. DFCCCL/R/E/21/00079) received through DOPT.

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

S. No	Point No.	Information sought for	Information provided
1.	a	Refer to the original RTI application dt. 28.02.2021	The information sought in the desired format is not available, as no such list has been maintained.
2.	b & c		Applicant seeks for clarification on the existing policy, which is not covered under Section 2(f) of RTI Act. 2005. However, copy of Joint Procedure Order (JPO), issued on 15.10.2019 is attached (07 pages).

Hope the above information is complete and satisfactory. If not, then you can appeal within 30 days of receipt of the letter to the 1st Appellate Authority whose name and address is as under;

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

DA: 07 pages


18.03.2021
(S.K. Roy)
Dy. G.M./Admn.(PIO)
E-mail: skroy@dfcc.co.in
011-23454707



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया लि.
भारत सरकार (रेल मंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India Ltd.
A Govt. of India (Ministry of Railways) Enterprise

No. HQ/HR/Perks & allowance/Pt.1

Dated: 15.10.2019

Joint Procedure Order

Sub: Implementation of revision of perks and allowances issued vide Circular No. 23/2019 dated 9.9.2019

1. Hard and Soft furnishing

Hard and soft furnishing allowance is currently paid to officers in the designation of GM and above. This allowance is paid through SAP where in officers apply for the reimbursement of the cost of household items on Employee Self Service Portal.

Now this allowance has been extended to the categories from E0 and above. The rates for different categories will be as under.

Category	Recommended by NRC
CMD/MD	Rs. 250000/-
Director	
ED (E9)	Rs. 225000/-
GGM/GM	Rs. 200000/-
AGM (E7)	Rs. 150000/-
JGM (E6)	Rs. 125000/-
DGM (E5)	Rs. 100000/-
E4 – E0	Rs. 75000/-

This allowance will be paid to the eligible categories through SAP/employee self Service Portal.

Necessary provision for payment of hard and soft furnishing allowance for all the categories as mentioned above will be made in SAP/Employee Self Service Portal. Conditions for eligibility as per the circular (23/2019) of hard and soft furnishing allowance will be incorporated in the SAP workflow.

Asset Creation to be done automatically in SAP at approver one level. For calculation of the entitlement as well as Residual Value, GST will be excluded, both at the time of sanction as well as at time of calculation of Residual Value. Residual Value will be calculated on the basis of date of Purchase of each bill. At the time of Sanction of the 2nd time, any residual Value from the purchases made in the First Sanction will be recovered. Residual Value has to be deposited by the Employee at the time of leaving the organization. No Dues Certificate will be issued only after residual Value has been deposited by the employee. Residual Value will be calculated and No Dues Certificate will be issued by respective HR for Corporate Office / Field Unit.

Work Flow for sanction of hard and soft furnishing allowance will be as under:-

Corporate Office

Employee -> HR (Perks and Allowances) -> GGM/GM HR (Perks and Allowances) -> Finance (Payment)

Field Units

Employee -> HR (CGM UNIT) -> CGM -> Finance (Payment)

Similar workflow for sanction of Mobile telephone and Brief Case is already existing.

2. Reimbursement on entertainment Expenses

Reimbursement on entertainment Expenses is currently paid to officers in the designation of GM and above. This facility is available by making payment on expenditure through Credit Card.

The rates for different categories will be as under.

Grade	Proposed limit for DFCCIL
Jr. Manager/Asstt. Manger/Manager (E2, E3 and E4)	Rs. 1500/- per occasion subject to a maximum of Rs. 20,000/-p.a.
DGM/JGM (E5 and E6)	Rs.4000/- per occasion subject to a maximum of Rs. 50,000/-p.a.
AGM (E7)	Rs.7500/- per occasion subject to a maximum of Rs. 90,000/-p.a.
GM (E8)	Rs.10,000/- per occasion subject to a maximum of Rs. 1,20,000/-p.a.
ED/GGM/CGM in GGM Level	Rs.12,500/- per occasion subject to a maximum of Rs. 1,50,000/-p.a.

Existing Facility for making the expenditure through Credit Card where credit card has been issued to the Officer will continue.

Powers available under Para G 5.8 of SOP for protocol expenses will be subsumed under Reimbursement of Entertainment expenses. Yearly Limit will be calculated on pro-rata basis for the categories of the employees where Reimbursement of Entertainment expenses has been introduced w.e.f 1.09.2019.

For the officers who have not been issued Credit card facility, this reimbursement will be paid to the eligible categories as per the procedure being followed for the payment of TA/DA.

Necessary provision will be made in SAP/Employee Self Service Portal for reimbursement of Entertainment expenditure in Future.

Work Flow for reimbursement of Entertainment expenditure will be as under. Employee will upload the scanned copies of the Bills as attachment as being done for Mobile/ Briefcase reimbursement.

Corporate Office

Employee -> Finance (Payment)

Field Units

Employee -> Finance (Payment)

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Ramachandran

3. Allowance payable to CDA Employees (On deputation)

Following allowance paid at present through Salary will be discontinued w.e.f 1.9.2019.

- A. News Paper Allowance-CDA Employees
- B. Sumptuary-CDA employees
- C. Annual grants for technical journal / Magazine-CDA
- D. Children education allowance.
- E. Furnishing Allowance
- F. Electricity Charges

4. CDA Employees (On deputation) will be paid following allowance with Salary.

i) **Professional updation-education allowance** (part of basket in IDA): This allowance is payable @ 15% of the revised pay in 7th CPC for CDA employee's w.e.f 01.09.2019.

ii) **Transport Allowance:** In case of the revised rates of Transport Allowance notified by Govt. of India (Ministry of Finance) will be payable at the following rates w.e.f. 1/9/2019:-

Level	Employees posted in the city as per annexure of Ministry of Finance (O.M. No. 21/5/2017 -E.II(B) dt.7-7-2017)	Employees posted in all other places
9 and above	Rs.7200 + DA thereon	Rs.3600 + DA thereon
3 to 8	Rs.3600 + DA thereon	Rs.1800 + DA thereon
1 and 2	Rs.1350 + DA thereon	Rs. 900 + DA thereon

The other conditions for grant of Transport Allowance will be as per Ministry of Finance, Government of India letter No. 21/5/2017-E.II (B) dt.7-7-2017. Vide Office Order No. 28/2019 the "Employees posted in X & Y cities" deleted and is to be read as "As per Ministry of Finance (O.M No. 21/5/2017 -E.II(B) dt.7-7-2017)".

iii) **Medical Allowance (Outdoor Treatment) (CDA Employees):**

The Medical Allowance for CDA employees (deputationist) is revised will be paid @ 7% of basic pay w.e.f 01.09.2019.

Allowance will be paid along with the Salary every month to the employee who are on deputation and opt for medical facilities from DFCCIL. Bills / Certification will be submitted through portal at the end of the financial year (Similar to Certification for Uniform Reimbursement / TADK Reimbursement). Any employee leaving the organisation will have to submit the Bills/Certification as a part of No Dues Certificate, non-submission of Bills/Certification will make the employee liable for Recovery of Reimbursement already Paid.

Workflow for Submission of Bill/ Certification will be as under:-

Employee -> Finance (Corporate Finance Payments)

5. Allowance payable to IDA Employees as per Basket.

Allowance payable to IDA Employees as per Basket is currently paid to employees along with salary. The Employee can select from Components of the Basket to the extent of Upper Ceiling limit of 35%. Selection by the employee is allowed once a year (Change in the components). Current Process of selection in the components of the basket will continue till Necessary provision is made in SAP/Employee Self Service Portal.

Components of the Basket are as under.

S.N.	Allowances	Proposed (in %)
1	Transport Allowance	4
2	Professional updating – cum-education allowance	15
3	Recreation Allowance	6
4	Special Personal Allowance	4
5	House upkeep allowance	4
6	Fitness Allowance	6
7	Medical Allowance	7

Any employee availing the facility of transport from the office, the ceiling for the basket will be reduced by 4%.

If the employee avails medical allowance 7% *vs* part of basket, the same will be payable on reimbursement basis. This is explained separately. For such employees the ceiling for the basket will be reduced by 7%.

The Medical Allowance for IDA employees who opt for the allowance as an item in the basket of allowances will be paid @ 7% of basic pay w.e.f 01.09.2019.

Allowance will be paid along with the Salary every month. Bills / Certification will be submitted through portal at the end of the financial year (Similar to Certification for Uniform Reimbursement / TADK Reimbursement). Any employee leaving the organisation will have to submit the Bills/Certification as a part of No Dues Certificate, non-submission of Bills/Certification will make the employee liable for Recovery of Reimbursement already Paid.

Necessary provision will be made in SAP/Employee Self Service Portal for selection in the components of basket initially on activation of the automated process/ First Joining of the Employee and subsequently in once in April every year components can be allowed to be changed.

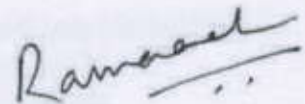
Work Flow approval of components of Basket will be as under. Employee will upload the scanned copies of the Bills as attachment as being done for Mobile/ Briefcase reimbursement.

Corporate Office

Employee -> HR (Perks and Allowances) -> Finance (Payroll)

Field Units

Employee -> HR (CGM UNIT) -> Finance (Payroll)



6. Lodging Charges (Hotel): w.e.f 01.09.2019

S.No	Level	Ceiling for Lodging Charges		
		X	Y	Z
i.	MD	Ashoka Hotel Suite	90% of the rate of Ashoka Hotel Suite	80% of the rate of Ashoka Hotel Suite
ii.	Director			
iii.	ED	10000	9000	7500
iv.	GGM/GM	10000	9000	7500
v.	AGM/JGM	7500	6000	5000
vi.	DGM	6000	5000	4000
vii.	Jr. Mgr to Mgr	3000	2500	2000
viii.	Sr.Exe./Exe.	2200	2000	1000
ix.	Skilled Staff (N5 to N7)	1500	1300	800
x.	TADK (N1 to N4)	1000	800	500

Lodging Charges (Hotel) is currently being paid as part of TA/DA or Credit Card Expenditure where Credit Card has been issued. The Procedure in vogue will continue to be followed.

7. Daily Allowance on Tour: w.e.f 01.09.2019

Category	Rate per day	In Rs
CMD/MD	2800/- or actual supported by Bill	
DIRECTORS	2300/- or actual supported by Bill	
ED	1500/-	
GGM/GM	1350/-	
AGM/JGM/DGM	1200/-	
Mgr.	1050/-	
AM/Jr Manager/Sr.Exe	900/-	
Executive	800/-	
Non-Executives(N5-N7)	500/-	
Skilled Staff		

Daily Allowance on Tour is currently being paid as part of TA/DA. The Procedure in vogue will continue to be followed.

Digitisation of Tour Programme and TA Bill (Daily Allowance, Fare for Journey and Conveyance Charges) will be taken up.

Workflow for Digital module will be as under

Corporate Office

Employee -> Controlling Officer (CO) -> Finance (Payment)

Field Units

Employee -> Controlling Officer (Field Unit) -> Finance (Payment)

[Signature]

Ramasaai

8. Lease Accommodation (rates as on 01.07.2019) w.e.f. 01.09.2019.

Level	DFCCIL Monthly rental ceiling for Third Party (in Rs.).		
	X	Y	Z
MD	96,305	NA	NA
Director	84,975	NA	NA
ED	62381	43815	25356
GGM	57183	40208	23340
GM	50711	35646	20688
AGM	42118	29599	17187
JGM	34585	24401	14110
DGM	34373	24189	14004
Manager	33737	23764	13792
AM	28114	19839	11458
Jr.Mgr	26629	18778	10821
Sr.Exe	22809	16126	9336
Exe.	15065	10609	6153

Lease Accommodation is approved through SAP and payments are made through Off-cycle Payments. The Procedure in vogue will continue to be followed. Necessary updating in SAP will be made as per the terms and conditions Circular No. 23/2019.

- Self-Lease provision will be discontinued.
- Base-Rate for Third party lease will be maintained in the SAP as per Circular (23/2019) for validation of the eligible amount. Base rates will be updated as and when revision in the base rates is done through fresh circular with the approval of competent authority.
- Base lease rate shall be enhanced to the extent of 25% for main areas of Delhi (A, B and C categories of colonies as per Delhi Govt. Notification).
- Base rate will be enhanced by 6.5% (X-class Cities), 4 % (Y-class Cities), and 1.5% (Z-class Cities) to arrive at upper ceiling for eligibility of lease amount.
- Rent recovery will be @ 7.5%, 5% and 2.5% of the Basic pay for X, Y and Z class cities respectively.
- All the employees having Lease/Self Lease already in operation may continue the same as per current lease rates as well as rate of recovery till the expiry of the current Lease.
- Tax on housing perquisites value will be borne by DFCCIL as per the existing procedure in vogue, @ average tax rates as per Income tax rules
- This rule as above will also apply to officials who have retained Railway/Government Accommodation.

9. Reimbursement of expenses towards purchase of Instruments (Mobile / Landline):
Valid from 01.09.2019

Category	Rate (once in 2 years) in Rs.	
	Mobile	Landline/Cordless phone
ED	30000	5700
GGM/GM	27000	5700
AGM	21000	2990
JGM	18000	2990
DGM	15000	2990
Mgr (E4)	12000	0
Jr. Mgr/Asst. Mgr	10000	0
Sr.Exe./Exe.	8000	0
Skilled Staff (N7 to N5)	6000	0
MTS (N4 to N1)	6000	0

[Signature]

Ramesh

DEPRECIATION: The Committee recommended that the depreciation rates prevalent in RVNL for mobile sets may be adopted for DFCCIL.

Depreciation @ 47.5% pa, 5% being scrap to be paid by the concerned employee to DFCCIL. This is inclusive of GST. This will be applicable on the purchase of mobile instruments under revised rate w.e.f 01.09.19.

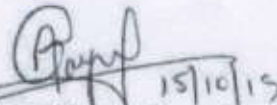
The Procedure for Reimbursement of expenses towards purchase of Instruments (Mobile / Landline) through SAP will continue to be followed. Asset Creation to be done automatically in SAP at approver one level. Revised Rates will be updated in SAP for validation of Ceiling Limit. Revised Periodicity for reimbursement will be updated in SAP.

10. Brief case: Valid from 01.09.2019

Category	Revised rate (once in 2 years) in Rs.
ED (E-9)	9500
GGMs (E8)	9000
GMs (E-8)	8000
AGM (E-7)	7000
JGMs (E-6)	6000
DGMs (E-5)	5000
Mgr (E4)	4000
AM /Jr.Mgr E-3) & (E-2)	3000
Sr. Executive (E-1)	2000
Executive (E-0)	2000
Below Executives (N1 to N7) (E-0)	1500

The Procedure for payment of Brief Case through SAP will continue to be followed. Revised Rates will be updated in SAP for validation of Ceiling Limit. Revised Periodicity for reimbursement will be updated in SAP.


(Ramaah Deviie G.V.)
GM/Fin./CF


(Rajeev Kumar Goyal)
GGM/HR-II

E-mail to:

1. Secy. to MD – for kind information of MD.
2. Dir/OP&BD, Dir/Infra, Dir/PP, Dir/Fin & CVO
3. ED/EDFC & ED/WDFC.
4. All GGMs/GMs/CGMs
5. DGM/F/PR
6. Company Secretary.
7. AM/IT to upload on Intranet.
8. Notice Board.