



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: 13.12.2022

No. 2022/HQ/Admin/RTI-1477

Sh. Vikas Kumar
Gujarat

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

Reference: 1. Your RTI application dated 03.12.2022 received through DOPT portal.

2. CPIO's online response dated 07.12.2022.

Since you have deposited the amount of Rs. 14/- the information as received from 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;

Mr. Gaurav Sharma
GM/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. HQ/HR/CMER/RTI

Dated: 05.12.2022

RTI -1477

Name of the Applicant – Vikash Kumar		
S.No	Information Sought	Reply
1.	<p>Sir, at the time of claiming travel allowance, get detailed information for claiming local travel allowance.</p> <p>For example, if my posting is New Palanpur Junction, and I go to New Umdarshi station for official work, how much travelling allowance will I have to claim.</p> <p>If I go and work there, It takes me above three hours to reach my posting place.</p>	<p>Relevant extracts of HR manual & Policy Circular No. 23/2019 dated 9/9/2019 is attached.</p>

Ref: No. 2022/HQ/Admin/RTI-1477

Ramna
5/12/2022

DGM/HR

~~JGM/Admin(CPIO)~~

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HR Manual of DFCCIL

10. Travelling and Daily allowance for travel on duty.

The travelling and daily allowance on duty shall be admissible to the employees posted in Field Units and in the Corporate Office as under:

Levels	Travelling Allowance (Field & CO)	Daily Allowance		
		Field Units	Corporate Office	
		Actual movement basis beyond 8 Km. from HQ	Beyond 60 Km. from HQ	Within 60Km.of HQ (CTA)
GGM/GM/CPM	Actual expenditure as per the entitled mode of travel for journey away from HQ.	1250/day	1250/day	3000/month
AGM/JGM/Dy.CPM		750/day	750/day	2500/month
DGM/Mgr/PM/Dy.PM		625/day	625/day	2000/month
AM/APM/Sr.Exe		500/day	500/day	1500/month
Executive			500/day	--

2. With the admissibility of TA/DA on actual movement basis to Field Unit employees, the CTA stands discontinued.

3. Full daily allowance shall be granted for each completed day of absence from HQ reckoned from midnight to midnight i.e. for each calendar day.

4. For the day of departure from or return to HQ or when the journey commences or ends on the same calendar day, the following proportion of daily allowance shall be admissible:-

(a) if the absence from HQ does not exceed 6 hours30%

(b) if the absence exceeds 6 hours but does not exceed 12 hours70%

(c) if the absence exceeds 12 hoursfull daily allowance.

(d) if the period of absence from the HQ falls on two calendar days, it shall be reckoned as two days, even when the absence does not exceed 24 hours, and the daily allowance for each day shall be granted separately in terms of the above.

(e) Each spell of absence from HQ shall constitute a complete journey and daily allowance allowed separately in respect of it. The total daily allowance allowed for journey performed on any calendar day shall, however, be subject to a maximum of the full daily allowance admissible for each completed day of absence from midnight to midnight.

(f) Daily allowance is also admissible for holiday during tour but not when an employee avails leave during tour.

(g) Daily allowance admissible at a place outside HQ while on tour where board or lodging are not provided shall be - First 180 days - full daily allowance and beyond the period of 180 days, the case will be put up to concerned Director for decision.

HR Manual of DFCCIL

(h) If an employee is provided boarding free of cost, he will draw 25% of admissible daily allowance.

11. Travel entitlement & Transport Allowance: Travel entitlement on Tour and entitlement of Transport Allowance will be admissible as under:

Mode	Designation	Travel entitlement on official tour (Both in CDA & IDA)	Transport Allowance	
By Air	GGM/GM	Business/Club class	GGM/GM	7000+DA thereon
	AGM	Economy class	AGM to AM	3200+DA thereon
By Rail (including Rajdhani/Shatabdi)	DGM and above	AC-I	Sr. Exe./Executive	1600+DA thereon
	Manager/AM/Sr.Exe. Executive	AC-II		
	GGM/GM	AC Bus/AC Taxi or Auto as per actual		
By Road	AGM to Sr.Exe.	Same as above except AC Taxi		
	Executive	Non-AC Public Bus as per actual/Auto rickshaw		
				AGM and below level employees posted in a city other than the 14 cities notified by MOR shall be allowed half of the above rate of transport allowance + DA thereon.

12. Lodging Charges:

- a. As far as possible all employees, while on official tour, should try to make use of lodging arrangements in Guest House/Rest Houses owned and managed by Railways /Central Government Public Sector Enterprises and other Government sectors. In case where such accommodation is not available or special exigencies of work so demand, hotel /private lodge accommodation may be utilized within the prescribed ceiling. The lodging charges are admissible only when night stay is involved and the employee is on approved tour programme.
- b. If an employee spends whole day at a place of duty other than his HQ and if there is not Rest House facility of DFCC available at that place of duty, the officer shall be entitled to reimbursement of actual hotel charges against receipt or double DA. An officer may exercise this option as per his requirement. (Inserted vide HR's letter no. HQ/HR/3/TA-DA-JT Pol./8 dated 12.11.2008)
- c. Actual lodging charges will be reimbursed on production of receipt, subject to following upper ceiling for lodging charges:

Level	Upper ceiling for lodging charges (Exclusive of taxes and surcharge)		
	X	Y	Z
ED/GGM/GM	10,000	9,000	8,000
AGM/JGM	7,500	5,000	4,000
DGM/Mgr	2,500	2,200	1,200
AM/Sr.Exe./Exe.	2,200	2,000	1,000

Circular No. 23 /2019

Sub: Revision of perks and allowances other than basket, lodging charges, daily allowances and lease accommodation ceiling limit as per 3rd PRC in respect of Board level and below board level executives of DFCCIL.

Competent Authority has reviewed the following perks / allowances/ reimbursements being granted to the employees (regular/ deputationists) and have approved the revision of the same as shown here under:-

1. Hard and Soft furnishing:

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

- i) Employees will be eligible to purchase any household items like: A/C, Inverter, Multi-functional printer, Heat convector, Furniture, Television, Carpet, Mattresses, Curtain, Refrigerator etc.
- ii) Regular employees are entitled to two times in their whole tenure including the period of deputation with a minimum gap of 5 years between the two purchases.
- iii) Five years period for next purchase is to be counted from the date of first purchase of any of the furnishing items by the employee including the period of deputation/extended period of deputation.
- iv) Deputationists will be entitled to the furnishing reimbursement once in their tenure.
- v) Where an officer on deputation takes permanent absorption, he will be eligible for the next purchase only after a gap of 5 years.
- vi) The depreciated cost for the above items will be 60% for the first year, 40% for the second year, 20% for the third year, 10% for the fourth year and nil for the fifth year. If an officer is leaving the organization, he/she will be allowed to purchase the items at the depreciated value indicated above. The existing cases, if any, will also be dealt at mentioned rates.
- vii) At the time of leaving the organization the employees will be allowed to buy back the items at the depreciated value indicated in item (vi) above without GST.
- viii) The official (GM and above) who have already availed the furnishing allowance as per the existing rate may avail the difference between the existing and the revised rates.
- ix) The existing pending cases will be dealt as per the above policy.

[Signature]

2. Reimbursement limit on entertainment Expenses:

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 /GM (Co-ord.)(E8)	Rs.10,000/- per occasion subject to a maximum of Rs. 1,20,000/-p.a.
ED/GGM/CGM	Rs.12,500/- per occasion subject to a maximum of Rs. 1,50,000/-p.a.

This will be reimbursed on submission of the bills, subject to ceiling.

3. The following existing allowances are to dispensed with w.e.f 01.09.2019;

- News Paper Allowance-CDA Employees
- Sumptuary-CDA employees
- Annual grants for technical journal / Magazine-CDA
- Club membership (Reimbursement of membership fee for club/societies/Library)
- Children education allowance

4. 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.

5. Transport Allowance(part of basket in IDA): In case of deputationists (CDA scale) 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 X & Y cities as per Ministry of Finance(O.MNo.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.

6. Medical Allowance (Outdoor Treatment): The Medical Allowance for CDA employees (deputationist) is revised from 4% of BP to 7% of basic pay and dispensed with electricity allowance w.e.f 01.09.2019.



The allowance is admissible on reimbursement basis i.e. on submission of bills/ certification on monthly basis.

7. Revised Basket of allowances under Cafeteria Approach for IDA employees: The limit of outdoor medical allowance in the basket of allowances for IDA employees of DFCCIL increased from 4% to 7%. This allowance will be admissible on reimbursement basis.

8. Lodging Charges (Hotel): The revised rates are as under:

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

9. Daily Allowance on Tour : The revised rates of Daily Allowance on Tour are as under:

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)		
Skilled Staff	500/-	

10. Lease Accommodation

Third Party lease: Base Lease Rates as on 01.07.2019, are as under:-

Level	DFCCIL Monthly rental ceiling for Third Party			in Rs.
	X	Y	Z	
MD	74263	NA	NA	
Director	69010	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	

Note:

1. 6.5%, 4 % and 1.5% of the employees' basic pay will be added to the base lease rate to arrive at the maximum lease entitlement of the employee. The amount so arrived is to be rounded off to the extent of next 10 in case of Rs.5 and above, and to previous 10 if it is less than Rs.5.
2. Rent recovery will be @ 7.5%, 5% and 2.5% of the Basic pay for X, Y and Z class cities respectively.
3. Lease rates shall be revised to the extent of an increase of @ 3% annually on 1st July.
4. In addition to the above, 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).
5. Tax on housing perquisites value will be borne by DFCCIL@ average tax rates as per Income tax rules.
6. The concept of self-lease has been withdrawn. The employees who are owners (fully/partial) of the property will be eligible to draw HRA only. All other properties will be treated as 3rd party lease.
7. 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.

11.Reimbursement of expenses towards purchase of instruments (Mobile / Landline) :

Category	Rate(once in 2 years)		in Rs.
	Mobile	Landline/code-less 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

DEPRECIATION: Depreciation (SLM) @ 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. 01.01.19.

12. Brief case:

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	


(R.K.Goyal)

Group General Manager/HR-II

Copy to:

1. MD
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
3. EDs/GGMs/GMs/AGMs
4. All CGMs – for information of all employees working under them.
5. Company Secretary.
6. Notice Board.
7. AM/IT- for placing on intranet.