

No. 2020/HQ/Admin/RTI-175

New Delhi: 13.03.2020

Sh. Shivam Sharma  
UP

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

**Reference: Your RTI Application dated 24.02.2020 received through DOPT.**

The information received is provided herewith as under;

S.No	Point No.	Information sought for	Information provided
1.	1	Refer the original application dt. 24.02.2020	Guidelines pertaining to bond policy are enclosed.
2.	2	-do-	There are no guidelines issued on the subject.
3.	3	-do-	Available circular pertaining to the subject is enclosed.
4.	4	-do-	Guidelines on mutual transfer are enclosed.
5.	5, 6 & 7	-do-	Duty list has not been prepared the duties is attached by the respective CGM office will hold good as of now.

Appellate Authority's name and address is as under;

Shri Satish Kothari, GGM/Administration DFCCIL,  
5th Floor, Pragati Maidan Metro Station Building, New Delhi-110001.



(S.K.PANDA)

Dy. G.M/Admn.(PIO)

E-mail: [skpanda@dfcc.co.in](mailto:skpanda@dfcc.co.in)

9717636811

Note

No. HQ/HR/3/Policy/RTI

Dated: 02.03.2020

Name of the Applicant - Shivam Sharma , Uttar Pradesh		
Specific details of required information to be given		
SNo	Query	Reply
1	Service bond of MTS can be transfer when selected on the higher post in Railway or any PSU	Guidelines pertaining to bond policy are enclosed.
2	What MTS track maintainer get risk allowance	There are no guidelines issued on the subject.
3	Whether MTS have skilled staff or not	Available Circular pertaining to the subject is enclosed.
4	What is the guidelines of mutual transfer	Guidelines on mutual transfer are enclosed.

Question 5 to 7 pertains to cadre section.

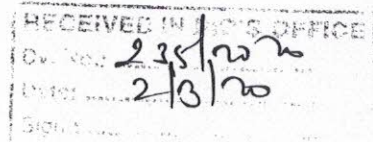
Ref: No. 2020/HQ/Admin/RTI-175

*D. Anne*  
2/3/2020  
Manager/HR

DGM/PIO

*mf*

*fr*





डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ 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..I.I./2019

**Sub:- Amendment in the existing Bond Policy.**

The Board of Directors (BoD) in its 68<sup>th</sup> 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.../-*

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.



(59) (11)

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.  
**Dedicated Freight Corridor Corporation of India Limited**  
(भारत सरकार का उपक्रम)  
5<sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New  
Delhi -110001

No. HQ/HR/3/Pay.Fix.Pol/1-IDA

Dated 29.01.2014.

CIRCULAR

Sub: - Introduction of new IDA Pay Scales below E0.

The Board of Directors (BoD) through circulation vide Note No. HQ/CS/BoD Agenda/Circulation/64/01 dated 06.01.2014 has approved the following IDA pay scale structure for below Executive (E0) level as under: -

A. Pay Structure:

Level	Categories	Grade	IDA Pay Scale
Skilled Staff	Jr Executive-Grade I	N7	12000-30000
	Jr Executive-Grade II	N6	11000-27500
	Jr Executive-Grade III	N5	10000-25000
Multi Tasking Staff	Multi Tasking Staff (MTS) -Grade I	N4	9000-22500
	Multi Tasking Staff (MTS) -Grade II	N3	8000-20000
	Multi Tasking Staff (MTS) -Grade III	N2	7000-14000
	Multi Tasking Staff (MTS) -Grade IV	N1	6000-12000

B. Open Market Recruitment:

Open market recruitment in the levels of Skilled Staff and Multi-Tasking Staff (MTS) shall be made in N5, N3 and N1 grades respectively as indicated below:

Level	Categories	Level	Age, Educational Qualification and Experience
Skilled Staff	Jr Executive-Grade III	N5 (10000-25000)	To be prescribed as per requirements from time to time
Multi Tasking Staff	Multi Tasking Staff (MTS) - Grade II	N3 (8000-20000)	
	Multi Tasking Staff (MTS) - Grade IV	N1 (6000-12000)	

C. Deputation and Absorption:

The eligibility criteria for deputation and absorption on permanent/immediate basis of employees working in Railways, other Government departments, and those already on deputation with DFCCIL shall be as per extant policy of the Company as per the following eligibility criteria:

Level	Categories	Grade	IDA Pay Scale	Eligibility Criteria for Permanent/ Immediate Absorption CDA Pay Structure in Parent Cadre
Skilled Staff	Jr Executive-Grade I	N7	12000-30000	Employees working in PB 1, GP Rs.2400 with work experience of more than 5 years in the grade
	Jr Executive-Grade II	N6	11000-27500	Employees working in PB 1, GP Rs.2400 with work experience of upto 5 years in the grade
	Jr Executive-Grade III	N5	10000-25000	Employees working in PB 1, GP Rs.1900
Multi Tasking Staff	Multi Tasking Staff (MTS) -Grade I	N4	9000-22500	Employees working in PB 1, GP Rs.1800 with work experience of more than 5 years in the grade
	Multi Tasking Staff (MTS) -Grade II	N3	8000-20000	Employees working in PB 1, GP Rs.1800 with work experience of upto 5 years in the grade
	Multi Tasking Staff (MTS) -Grade III	N2	7000-14000	
	Multi Tasking Staff (MTS) -Grade IV	N1	6000-12000	

Note 1: The CDA scale employees in Pay Band-1, Grade Pay Rs.2400 will now be considered eligible for absorption in N7 scale of Jr. Executive Grade I. For E0 grade of the Executives, CDA scale employees only in Pay Band-1, Grade Pay Rs.2800 will now remain eligible for the purpose of absorption.

Note 2: For other CPSE employees, the eligibility criteria will be prescribed as per requirements from time to time.

Note 3: Higher grade pay granted under MACP by the parent department shall not be taken into account for determining the above eligibility criteria.

D. Till the detailed guidelines are issued, the general conditions of deputation and absorption as per the Deputation and Permanent/Immediate Absorption Policy of Executives of E0 and above posts as provided in HR Manual will be followed.

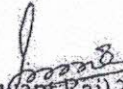
E. Sourcing of Manpower in the Initial Phase:

As getting experienced manpower both in skilled and unskilled category from Railway system may not fructify as most of the railways are already facing shortage in supervisor and below grades particularly in safety categories and it will take some time before manpower is stabilized with building up of cadre in the newly proposed 7 scales (N1 to N7) and regular staff become available for promotion in higher grades, it has been decided as under:

- In the initial phase manpower shall be inducted through any of the modes mentioned above, namely, direct recruitment, deputation, absorption, etc. at all the levels from N1 to N7 depending upon the requirement and availability of staff with requisite skills and experience. The eligibility criteria for different levels shall be defined.

- The applicants from other PSU's shall also be permitted.
- The selection shall be made by a three member selection committee at the level of AGM/JGM, one each from HR, concerned department and a sister department, as nominated by MD.
- The above principles shall be followed in the case of induction of staff for Durgawati-Karwandiya Section, the first section expected for commissioning in 2014.

F. MD/DFCCIL has been authorized to induct the manpower based on the above guidelines with minor modifications, if any, and interpretation of above provisions in case the same is required.

  
 (Jaswant Rai) 27/1/17  
 Group General Manager/HR

**E-mail to:**

1. Secretary to MD - for kind information of MD.
2. Director (OP&BD), Director (Infra), Director (PP), Director (Finance)
3. All GGMs/GMs/CPMs, Dy.CVO, AGM/CC, JGM/IT & CS - for information and to bring it to the notice of employees working under their control.
4. Notice Board, Portal.

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.	<b>Forwarding of application</b> 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.	<b>Processing of file</b> by Corporate HR for obtaining approval of Competent authority as defined in SOP for transfers.	15 days
iii.	<b>Issue of Transfer order</b> to Concerned Units/Deptt concerned in CO by Corporate HR after receipt of Approval from the competent authority.	05 days
iv.	<b>Relieving / Sparing:-</b> 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.	<b>Dispatch of LPC / No dues by the relieving unit/office :-</b> 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.

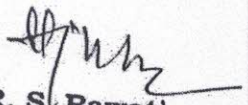


- (d) As the mutual transfers are ordered with the consent of both the employees, it should be made clear right at the time of forwarding the applications that no request for backtracking from mutual exchange arrangement will be entertained under any circumstances.

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 20<sup>th</sup> 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.

**(A) APPLICATION FOR MUTUAL TRANSFER (To be filled by the Employee):-**

1. Name :
2. Designation:
3. E.Code:
4. Grade & Scale of Pay:-
5. DOB:-
6. Date of Joining in DFCCIL:
7. Present Place of Posting & Date of joining:  
at present place of posting:
8. Educational/Professional Qualification
9. Transfer sought to :
10. Awards Received, if any:-
11. Particulars of employee with whom mutual transfer is sought:-

Employee to  
paste a recent  
passport size  
photograph,

- i. Name :
- ii. Designation:
- iii. E.Code:
- iv. Grade & Scale of Pay
- v. DOB:-
- vi. Date of Joining in DFCCIL:
- vii. Present Place of Posting & Date of joining  
at present place of posting:
- viii. Educational / Professional Qualification:
- ix. Transfer sought to :
- x. Awards Received, if any:-

I have read the guidelines for mutual transfer circulated vide Circular No-22/2017 dated 28.11.2017 and will abide by them. I will not seek transfer back to my present place of posting or to any other place in future in case of acceptance of this request, neither will I claim for transfer benefits. The above particulars are correct to the best of my knowledge and if any discrepancy is detected at a later stage, I shall be held responsible for the same and will be liable to be taken up under D&AR Rules of DFCCIL.

Place:-

Date:-

**(B) To Be filled by the Forwarding Office:-**

(Signature )

The above particulars have been checked and found to be correct.

There is no D&AR /Vigilance case pending against  
Shri ..... Desig:..... on date.

His application is forwarded to Corporate HR for consideration.  
Any other Remarks/Recommendations:

Dealing official of the Unit