



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2021/HQ/Admin/RTI-185

New Delhi: 26.03.2021

Sh. Raju Pandit
Delhi

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

Reference: Your online RTI application dated 26.03.2021 (Registration No. DFCCIL/R/E/21/00114) received through DOPT.

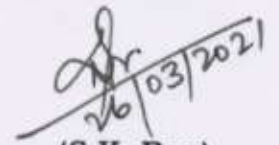
Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought for	Information provided
1.	1	Refer to the original RTI application dt. 26.03.2021	Clarification sought on policy matter is not covered under Section 2(f) of RTI Act. 2005. However the Joint Procedure Order dated 18.06.2020 for reimbursement of expenditure towards furniture equipment/sanitization items for preventive care for COVID-19 is attached.

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: 03 pages


26/03/2021

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



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.

Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

No. HQ-HR0COPO(HRP)/11/2020-HR-COORD AND POLICY

Dated: 18.06.2020

Joint Procedure Order

Sub: Procedure for reimbursement of expenditure towards preventive equipment/sanitization items for preventive care for COVID-19

Ref: Circular No 335/2020 dated 05.06.2020 on above subject

Vide above referred circular, approval of Competent Authority was communicated for reimbursement towards expenditure on items for preventive care for COVID-19.

2. Following procedure shall be adopted for reimbursement of items for preventive care -

- a) Reimbursement for purchase of medical equipment (pulse oximeter, BP monitor machine, forehead thermometer, weighing machine, steamer, nebulizer) shall be done only once on submission of self verified bills in one lot.
- b) For reimbursement towards purchase of other items such as sanitizers, hand wash, masks, medical gloves, face shield, disinfectants, employees shall submit self-verified bills to HR Department on quarterly basis with declaration in summary sheet as per Annexure. (Copy enclosed).
- c) For employees in Corporate Office, bills may be submitted to concerned cadre HR officers and in CGM units, bills may be submitted to Unit HR.
- d) Claims for items indicated in Para 2 (b) shall not be submitted multiple times and shall only be submitted together for expenditure incurred once in a quarter till March 2021 as indicated below -

Bills for the month of	Last date of submission in HR	Submission of bills after verification by HR in Finance	Payment by Finance
June, July, August 2020	5 th September, 2020	15 th September, 2020	20 th September, 2020
September, October, November 2020	5 th December, 2020	15 th December, 2020	20 th December, 2020
December 2020, Jan 2021, Feb 2021	5 th March, 2021	15 th March, 2021	20 th March 2021
March 2021	5 th April, 2021	15 th April 2021	20 th April 2021

[Handwritten signature]

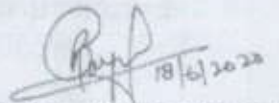
[Handwritten signature]

- e) Bills for the month of March shall be submitted by 5th April 2021 to HR for payment by 20th April 2021 by Finance.
- f) HR in Corporate Office and Unit HR at CGM office will scrutinize the bills and after verification, the bills along with summary sheet with declaration of an employee with respect to expenditure incurred, will be submitted to Associate Finance for payment.
- g) Payment of items for medical equipment shall be made in one lot on submission of bills by employee in subsequent off cycle. Payment for other sanitization items for preventive care shall be done in off cycle by 20th of the month as indicated in Para 2 (d) above.



(Ramaaah Deviie G.V.)

(GM/Fin/CF)



(Rajeev Kumar Goyal)

(GGM/HR)

DA: As above

Email to -

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

Proforma for submission of claims for equipments/ items for preventive care for COVID-19

1	Name of the employee			
2	Employee Code			
3	Designation & Place of posting			
4	Scale of Pay & Basic Pay			
5	Period for which claim is submitted (Specifically indicate the month/quarter)			
6	Details of the amount claimed			
	Details	Bill No./date	Gross amount of bill	Amount claimed*
	Item Description			
	GROSS TOTAL:			

* All bills duly verified must be enclosed.

DECLARATION/UNDERTAKING:

1. The claim for reimbursement, towards items for preventive care is being made for self/family members, who are covered under the definition of 'Family' under the DFCCIL Medical Rules as on the date of treatment.
2. The amount claimed is only for equipment/ items of preventive care as specified in Circular No 335/2020 and as per the limits sanctioned. No other medicines/expenses are claimed for reimbursement.
3. The claimed expenditure has actually been incurred by me.
4. Misuse, fraudulent use, false declaration, or false claims for reimbursement will render me liable to refund the amount with penal interest besides initiation of disciplinary action as per extant rules.

Signature of the employee : _____

Date : _____