



Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

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

Corporate Identity Number U60232DL2006GOI155068

Web: www.dfccil.com

No. 2020/HQ/Admin/RTI-205

New Delhi: 11.03.2020

Sh. Ajay Kumar
Rajasthan

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

Reference: Your RTI Application dated 27.02.2020 received through DOPT.

Information as obtained from the concerned record holding office is attached.

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

9717636811

DA: 03 sheets

Note

No. HQ/HR/3/Policy/RTI

Dated: 09.03.2020

Name of the Applicant - Sh. Ajay Kumar, Rajasthan		
Specific details of required information to be given		
SNo	Query	Reply
1	Details regarding leave without payment	Relevant extracts on policy for Leave without pay (extraordinary leave) taken from HR Manual are enclosed.

Ref: No. 2020/HQ/ Admin/RTI-205,210

Damma
9/3/2020
Manager/HR

DGM/PIO

Damma
9/3

RECEIVED IN PIO'S OFFICE	
Dv. No.:	283
Date:	9/3/20
Sign:	

of the calendar year in which he/she is appointed. Similarly, the credit for half year in which the employee is due to retire or resign from service shall be allowed @ 5/3 days per completed month upto the date of retirement or resignation. However, when an employee is removed or dismissed or dies while in service, credit of LHAP shall be allowed @ 5/3 per completed calendar month upto the end of calendar month preceding the calendar month in which the employee is removed or dismissed from service or dies while in service. In all these cases fraction of a day shall be rounded off to the nearest day.

- (c) The amount of LHAP that can be availed of in one spell irrespective of its being combined with any other kind of leave or not shall be limited to 24 months.
- (d) An employee who proceeds on LHAP shall be entitled to leave salary equal to **half** of that he /she was drawing immediately before proceeding on such leave.

(7) Commutated Leave:-

Commutated leave not exceeding half the amount of LHAP due may be granted, on **Medical Certificate**, to the employees with the following conditions:-

- (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- (b) When commuted leave is granted, **twice** the amount of such leave shall be debited against the LHAP due;
- (c) There is no limit to the number of days of commuted leave to be availed of during the entire service;
- (d) Where an employee who has been granted commuted leave and resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as LHAP and the difference between the leave salary in respect of commuted leave and LHAP shall be recovered. However, no such recovery shall be made if the retirement is compulsorily thrust upon him by reason of ill health incapacitating the employee for further service or in the event of his death;
- (e) Commuted leave may be granted at the request of the employee even when LAP is due to him.

(8) Extraordinary Leave (EOL) i.e. Leave without Pay :-

- (a) Extraordinary leave (EOL) i.e. leave without pay may be granted to an employee in special circumstances, when no other leave is admissible to him.
- (b) EOL shall not be granted to an employee on probation and to those re-employed with the company.
- (c) Two spells of EOL, if intervened by any other kind of leave, shall be treated as one continuous spell of EOL.
- (d) Where an employee fails to resume duty on the expiry of the EOL sanctioned to him/her, admissible under these rules, he/she shall be deemed to have resigned from the service, unless the competent authority of the Company in view of the exceptional circumstances of the case otherwise determines.

HR Manual of DFCCIL

- (e) An employee who proceeds on Extraordinary Leave (EOL) shall **not** be entitled to any leave salary.

(9) Leave Preparatory to Retirement(LPR):-

- (a) An employee not desirous of encashment of Leave on Average Pay (LAP) at his credit at the time of retirement on superannuation may be permitted by a competent authority to take leave preparatory to retirement to the extent of LAP due, not exceeding 180 days together with HLAP due, subject to the condition that such leave extends only upto and includes the day preceding the date of retirement.
- (b) The leave granted as leave preparatory to retirement shall not include EOL.

(10) Maternity Leave:-

- (a) A female employee with less than two surviving children may be granted maternity leave for a period of **180 days** from the date of its commencement, on production of medical certificate.
- (b) A further period of leave upto **two year** of leave due to her (including commuted leave upto 60 days and Leave Not Due) may be granted, without production of medical certificate.
- (c) A total period of Maternity Leave on account of Miscarriage/Abortion/Abortion induced under the Medical Termination of the Pregnancy Act'1971 shall be restricted to 45 days in the entire career of a female employee.
- (d) Maternity leave may be combined with any other kind of leave.
- (e) The maternity leave shall not be debited against the leave account.

(11) Child Care Leave(CCL):-

- (a) Women employees having minor children may be granted Child Care Leave(CCL) by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two eldest surviving children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall be granted to women employees having minor children below the age of eighteen years (18).
- (b) Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.
- (c) The leave is to be treated like the LAP and sanctioned as such. Consequently, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also count for Child Care Leave, as in the case of LAP.
- (d) The CCL can be availed subject to the following further conditions:
- i) CCL may not be granted in more than 3 spells in a calendar year.
 - ii) CCL may not be granted for less than 15 days.
 - iii) CCL should not ordinarily be granted during the probation period except in the case of certain extreme situations where the leave sanctioning