



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-237

New Delhi: 24.05.2021

Sh. Bittu Gautam
Delhi

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

Reference: Your online RTI application dated 23.04.2021 (Registration No. DFCCIL/R/E/21/00148) 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. 23.04.2021	Copy of the circular No.640/2020 dated 16.10.2020 is attached.
2.	2 - 3		Copy of Duty Roster issued dated 13.08.2018 and 23.09.2019 is attached.
3.	4		There are no policy/guidelines available on the subject in DFCCIL.
4.	5		Para 4(a) of the Leave Rules of DFCCIL may please be referred. Copy of the Leave Rules is attached.
5.	6		Information sought by applicant maybe treated as NIL as no such welfare initiative has been carried out by Tundla unit exclusively for Operating Staff.
6.	7		This question is does not comes under the preview of RTI Act-2005 as there is no provision under RTI Act to provide conclusion from any documents.
7.	8		There is no rules for such condition is available. However Leave Rules of DFCCIL are attached.
8.	9		Yes. EDFC (Tundla) has sufficient staff as per safety standards.

The above information is provided free of cost.

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: 37 sheets

24/5/21
(S.K. Roy)

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

पंजीकृत एवं कॉर्पोरेट कार्यालय/पंचवा तल :, सुप्रीम कोर्ट मेट्रो स्टेशन बिल्डिंग कॉम्प्लेक्स, नई दिल्ली 110001 -

Regd. & Corporate Office: 5th Floor, Supreme Court Metro Station Building Complex, New Delhi-110001

Tel: 91 - 11+23454700, Fax No. 91-11-23454701 Web :www.dfccil.com, CIN :U60232DL2006GOI155068

 <p>डेडीकेटेड फ्रेट कोरीडोर</p>	<p>डेडीकेटेड फ्रेट कोरीडोर का परिशान ऑफ इंडिया लि. Dedicated Freight Corridor Corporation of India Limited (भारत सरकार का उपक्रम) (A Govt. of India Enterprises) 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001</p>
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No.HQ/HR/Roster/2018

Dated:13.08.2018

Circular No. 39/2018

Subject: Duty Roster of Operating Staff for New Ateli-New Phulera Section on WDFC.

The New Ateli - New Phulera Section is going to be commissioned on 15th August 2018 on WDFC.

2. The issue of Duty Roster of Operating Staff who will be deployed over the above section has been examined and it has been decided as under;

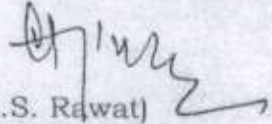
(i) The operating staff who will be on roster over this section will be as under;

S.N.	Category of Staff	Designation in DFCCIL
1	Assistant Station Master/Station Master	Executive/Sr. Executive/Traffic
2	Train Controller	Sr. Executive/Traffic
3	Points Man	MTS
4	Gate Man	MTS
5	Points Man at New Phulera for Shunting	MTS

(ii) As the number of train movement will be less initially, the category of operating staff, as mentioned above, will work in Essentially Intermittent Roster, with a duty roster of 60 hours a week (12 hour/shift), to work in New Ateli-New Phulera Section subject to modification of the roster after job analysis. The temporary duty roster of these staff in the above Section is enclosed as Annexures (I to V).

3. These instructions will come into force with immediate effect.

4. This issues with the approval of the competent authority.


(R.S. Rawat)
JGM/HR

Encls: Annexure-I to V.

Copy to:

1. Secy. to MD – for kind information of MD
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
3. All EDs/GGMs/GMs
4. GGM /OP & Safety – for information & necessary nation
5. CPM/Jaipur - for information and necessary action.

It is also requested to notify this circular to RLC.

6. Area Manager/Jaipur.

Annexure - 1
1/2

63/1

Duty Roster (Temporary) (New Ateli-New Phulera Section)						
Category : ASM/SM (Exec/Sr Exec) (Each Station)						
Days	1st Week			2nd Week		
	A	B	RG	A	B	RG
Sunday	08-20	20-08	On Hand	20-08	08-20	On Hand
Monday	Rest	20-08	08-20	20-08	Rest	08-20
Tuesday	Rest	20-08	08-20	20-08	Rest	08-20
Wednesday	20-08	Rest	08-20	Rest	20-08	08-20
Thursday	20-08	Rest	08-20	Rest	20-08	08-20
Friday	20-08	08-20	Rest	08-20	20-08	Rest
Saturday	20-08	08-20	Rest	08-20	20-08	Rest

Requirement of ASM/SM	
On Roster	3
Leave Reserve	0.5
Total	3.5

Roster Hours	60 Hours in a week	(No Qtr intially)
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63/2

Annex Vno - II

1/3 16/1

Duty Roster (Temporary)						
Category : Train Controller (Exec.)						
Days	1st Week			2nd Week		
	A	B	RG	A	B	RG
Sunday	08-20	20-08	10-18 CHC	20-08	08-20	10-18 CHC
Monday	Rest	20-08	08-20	20-08	Rest	08-20
Tuesday	Rest	20-08	08-20	20-08	Rest	08-20
Wednesday	20-08	Rest	08-20	Rest	20-08	08-20
Thursday	20-08	Rest	08-20	Rest	20-08	08-20
Friday	20-08	08-20	Rest	08-20	20-08	Rest
Saturday	20-08	08-20	Rest	08-20	20-08	Rest

Requirement of Controller		
On Roster	3	
Leave Reserve	0.5	Exec/Sr Exec under Area Manager
Total	3.5	

Roster Hours	60 Hours in a week	(No Qtr intially)
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Note:

Chief Controller will work as Supervisory in 10-18 shift with rest on Sunday
 Rest Giver of Trains Controller will give rest to Chief Controller on Sunday

Amexvo - IV 162/3
1/5 (16/2)

Duty Roster						
Category : Gate man (MTS)						
Days	1st Week			2nd Week		
	A	B	RG	A	B	RG
Sunday	06-18	18-06	On hand	18-06	06-18	On hand
Monday	Rest	18-06	06-18	18-06	Rest	06-18
Tuesday	Rest	18-06	06-18	18-06	Rest	06-18
Wednesday	18-06	Rest	06-18	Rest	18-06	06-18
Thursday	18-06	Rest	06-18	Rest	18-06	06-18
Friday	18-06	06-18	Rest	06-18	18-06	Rest
Saturday	18-06	06-18	Rest	06-18	18-06	Rest

No preparatory or Complimentary hours required

Requirement of Gateman	
On Roster	3
Leave Reserve	0.5
Total	3.5

Roster Hours 60 Hours in a week

634

Annexure - IV
1/4

Duty Roster						
Category : Points Man (MTS)						
Days	1st Week			2nd Week		
	A	B	RG	A	B	RG
Sunday	06-18	18-06	On hand	18-06	06-18	On hand
Monday	Rest	18-06	06-18	18-06	Rest	06-18
Tuesday	Rest	18-06	06-18	18-06	Rest	06-18
Wednesday	18-06	Rest	06-18	Rest	18-06	06-18
Thursday	18-06	Rest	06-18	Rest	18-06	06-18
Friday	18-06	06-18	Rest	06-18	18-06	Rest
Saturday	18-06	06-18	Rest	06-18	18-06	Rest

No preparatory or Complimentary hours rquired

Requirement of Pointsman		
On Roster	3.0	
Leave Reserve	0.5	
Total	3.5	

Roster Hours 60 Hours in a week

Annexure - V

1/5

63/5

Duty Roster for New Phulera station (02 Extra Man power for shunting)						
Category : Additional Points man						
Days	1st Week			2nd Week		
	A	B	RG	A	B	RG
Sunday	06-18	18-06	On hand	18-06	06-18	On hand
Monday	Rest	18-06	06-18	18-06	Rest	06-18
Tuesday	Rest	18-06	06-18	18-06	Rest	06-18
Wednesday	18-06	Rest	06-18	Rest	18-06	06-18
Thursday	18-06	Rest	06-18	Rest	18-06	06-18
Friday	18-06	06-18	Rest	06-18	18-06	Rest
Saturday	18-06	06-18	Rest	06-18	18-06	Rest

No preparatory or Complimentary hours required

Requirement of Additional Poitsman		
On Roster	6	
Leave Reserve	1	
Total	7	

Roster Hours 60 Hours in a week



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(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001Web: www.dfccil.gov.in CIN U760232 DL2006 GOI 135068

PAN: AACCD 4768M TAN: DELD 09388B GSTIN: 07AACCD4768M1Z7

No. HQ/HR/NDA-NHA/ROSTER

Date: 23.09.2019

All CGMs/CPMs/GM(Co-ord)

DFCCIL

All Units.

Sub: Roster of Operating Staff for New Bhadan – New Khurja section.

Please find enclosed the duty roster for Operating Staff, as received from the Operating department for compliance. To man all the stations and LC gates, "Essentially Intermittent" roster (12:00 hr shift) and for Section Controllers working in OCC Allahabad & Corporate Office 'Continuous Roster' (08 hr shift) are to be followed temporarily.

DA:As above (in 04 pages)

(R.S. Rawat)

Jt. General Manager/HR

Copy for kind information and necessary action to :-

1. Secy to MD for kind information of MD.
2. Director (Infra), Director (PP), Director (Fin), Director (OP&BD) & CVO/DFCCIL.
3. ED / EDFC & WDFC
4. All GGMs/GMs – Corporate office
5. AM/IT- for placing on Intranet.
6. Office Order File

64/2

Duty Roster (Temporary)				
Category : Train Controller				
Days	1st Week			
	A	B	C	RG
Sunday	0-08	16-24	08-16	10-18
Monday	0-08	16-24	08-16	Rest
Tuesday	0-08	16-24	08-16	on hand
Wednesday	0-08	16-24	08-16	on hand
Thursday	0-08	Rest	08-16	16-24
Friday	0-08	08-16	Rest	16-24
Saturday	Rest	08-16	0-08	16-24

Characteristics	
Rotation	A to C, C to B, B to A
Average Period	Two Weeks
Statutory Duty Hrs.	108 Hours
Roster Duty Hrs.	96 Hours

Note:

1. Chief Controller will work as Supervisory in 10-18 shift with rest on Sunday.
2. Rest Giver of Trains Controller will give rest to Chief Controller on Sunday

S.M/T.S
20.9

20/9/19
D.S.M/OP

P. Anand
18/9/19

Duty Roster (Temporary)

Category : Assitant Station Master/Station Master

Days	1st Week			2nd Week		
	A	B	RG	A	B	RG
Sunday	08-20	20-08	Rest	20-08	08-20	Rest
Monday	Rest	20-08	08-20	20-08	Rest	08-20
Tuesday	Rest	20-08	08-20	20-08	Rest	08-20
Wednesday	20-08	Rest	08-20	Rest	20-08	08-20
Thursday	20-08	Rest	08-20	Rest	20-08	08-20
Friday	20-08	08-20	On Hand	08-20	20-08	On Hand
Saturday	20-08	08-20	Rest	08-20	20-08	Rest

Requirement of ASM/SM		
On Roster	3	
Leave Reserve	1	
Total	4	

Roster Hours 60 Hours in a week

SM/TS
 may 14 11y
 of have the roster
 of 12-17-11 if optest
 20/09/11
 05/11/11

Prakashan
 18/9/11

64/4

Duty Roster						
Category : Points Man						
Days	1st Week			2nd Week		
	A	B	RG	A	B	RG
Sunday	08-20	20-08	Rest	20-08	08-20	Rest
Monday	Rest	20-08	08-20	20-08	Rest	08-20
Tuesday	Rest	20-08	08-20	20-08	Rest	08-20
Wednesday	20-08	Rest	08-20	Rest	20-08	08-20
Thursday	20-08	Rest	08-20	Rest	20-08	08-20
Friday	20-08	08-20	On Hand	08-20	20-08	On Hand
Saturday	20-08	08-20	Rest	08-20	20-08	Rest

No preparatory or Complimentary hours required

Requirement of Pointsman		
On Roster	3	
Leave Reserve	1	
Total	4	

Roster Hours 60 Hours in a week

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 18/11/17

Handwritten notes:
 SA/TS
 may be daily submit
 the station at 12:00
 27.5/17
 D.M./09

24/5

Duty Roster

Category : Gate man (Additional Man Power to work with IR Gateman)

Days	1st Week			2nd Week		
	A	B	RG	A	B	RG
Sunday	08-20	20-08	Rest	20-08	08-20	Rest
Monday	Rest	20-08	08-20	20-08	Rest	08-20
Tuesday	Rest	20-08	08-20	20-08	Rest	08-20
Wednesday	20-08	Rest	08-20	Rest	20-08	08-20
Thursday	20-08	Rest	08-20	Rest	20-08	08-20
Friday	20-08	08-20	on hand	08-20	20-08	on hand
Saturday	20-08	08-20	Rest	08-20	20-08	Rest

No preparatory or Complimentary hours required

Requirement of Gateman	
On Roster	3
Leave Reserve	1
Total	4

Roster Hours 60 Hours in a week

20-9-19
 6 MTS
 12 hrs rest or may be approved by engineer at.

2/9/18
 D.G.M/ST

D. Prasad
 18/9/19



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(भारत सरकार का उपक्रम)
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HQ-HROCOPO(HRP)/1/2020-HR-COORD AND POLICY /100

Dated:16.10.2020

CIRCULAR No. 640 /2020

Sub: Revised Recruitment & Promotion Policy

The Board of Directors (BoD) in their 74th meeting held on 13.10.2020 (Item No 74.3.2) has approved the Revised Recruitment & Promotion Policy as indicated below-

1. Sourcing and Cadre formation:

- a) All the posts up to E8 level in DFCCIL will be distributed among different cadres as explained below. All posts in E9 level will be ex-cadre.

	Cadre
Infrastructure	Civil
Systems	Electrical
	S&T
Operations	Operations & BD
Mechanical	Mechanical
Finance	Finance
HR	HR, Administration & Legal
IT	IT

Note - Detailed functions for each cadre/post will be prepared with the approval of MD.

- b) The organizational structure of the company would be as decided from time-to-time.
- c) Up to E8 level, seniority will be maintained cadre wise.
- d) All the posts in Cluster A (N1 to N4) for different cadres will have common centralized seniority and employees can be posted and utilized as per requirement in different cadres/departments. At the time of promotion/selection from Cluster A (common cadre) to Cluster B (where the cadres will be different), options will be called from all the employees in the Cluster A.
- e) Company reserves right to form new cadres or split cadres as per the prevailing functional needs.
- f) Recruitment and Promotions will be made on the basis of posts sanctioned for the different cadres as per the chart given above.

Kumhar

- g) Employees working against isolated posts/small group of posts like Company Secretary will be promoted on fulfilling the requisite residency period as per the selection procedure contained in Para 8.7.
- For the post of Company Secretary, employees fulfilling the requisite residency period may be considered for promotion up to the level of E8.
 - For the post in Secretarial department, employees fulfilling the requisite residency period may be considered for promotion up to the level of E7.
- h) The posts in Vigilance department shall be filled up by inducting staff as per instructions issued by DPE from time to time.
- i) Isolated/small group of posts may be filled on tenure basis by calling for volunteers from among DFCCIL employees or from outside through lateral induction.
- j) Promotion to E9 level (ex-cadre level) will be done on the basis of combined inter-se seniority of all cadres at E8 level.

2. Composition of cadre

- a) All regular employees appointed to a post/grade in a cadre/discipline referred to in Para-1, either by direct recruitment or by absorption, shall be members of the respective cadres/disciplines till E8 level.
- b) The vacancies in any of the posts/grades in a cadre referred to in Para-1 shall be filled as per the mode of filling vacancies prescribed in Para -4, except for the posts as prescribed for Direct Recruitment.

3. Hierarchy and cluster of Posts

The hierarchy and cluster shall be as under:

Grade	Post/Hierarchy	IDA Pay Scales	Cluster
E9	Executive Director	150000-300000	G
E8	General Manager	120000-280000	F
E7	Addl. General Manager	100000-260000	E
E6	Jt. General Manager	90000-240000	
E5	Dy. General Manager	80000-220000	
E4	Manager	70000-200000	D
E3	Assistant Manager	60000-180000	
E2	Junior Manager	50000-160000	
E1	Sr. Executive	40000-140000	C
E0	Executive	30000-120000	
N7	Jr. Executive- Grade I	29000-91000	B
N6	Jr. Executive- Grade II	28000-80000	
N5	Jr. Executive- Grade III	25000-68000	
N4	MTS -Grade I	22000-63000	A
N3	MTS -Grade II	21000-60000	
N2	MTS -Grade III	18000-52000	
N1	MTS -Grade IV	16000-45000	

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4. Mode of filling the vacancies at various levels:

Grade	Post/Hierarchy	Cluster	Mode of filling vacancies	Educational Qualifications for Direct Recruitment/ Immediate Absorption for entry in lowest grade of the cluster
E9	Executive Director (Ex-cadre)	G	By Promotion or Lateral Induction by inviting applications	
E8	General Manager	F	70% by promotion, remaining 30% by lateral induction/deputation. In case Promotion quota does not get filled up due to non-availability of suitable candidate, the vacancy will be filled up by lateral induction/deputation. However, such vacancy will revert back to promotion quota on completion of deputation term of such incumbents.	
E7	Addl. General Manager	E	70% of the vacancies in Cluster E (E5/E6/E7) should be filled up by promotion and remaining 30% should be filled through lateral induction/absorption/Deputation. The absorbed officers should be counted towards 30% quota.	
E6	Jt. General Manager			
E5	Dy. General Manager			
E4	Manager	D	50% posts in E2 to E4 grade (cluster D) shall be filled by direct recruitment. 50% posts in E2 to E4 grade (cluster D) shall be filled by Promotion from eligible employees in E0/E1 grade having 3 years minimum service through competitive examination.	Relevant Degree from a recognized Institute with minimum 60% marks.
E3	Assistant Manager			
E2	Junior Manager			
E1	Sr. Executive	C	50% posts in E0 & E1 grade (cluster C) shall be filled by direct recruitment. 50% posts in E0 & E1	Relevant Diploma from a recognized Institute with minimum 60% marks, as approved from time to time as per Clause 5 (b)
E0	Executive			

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			grade (cluster C) shall be filled by Promotion from eligible employees in N5/N6/N7 grade having 3 years minimum service through competitive examination.	
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N7	Jr. Executive-Grade I	B	50% posts in N5 to N7 grade (cluster B) shall be filled by direct recruitment. 50% posts in N5 to N7 grade (cluster B) shall be filled by Promotion from eligible employees in N1 to N4 grade having 3 years minimum service through competitive examination.	ITI approved by NCVT/SCVT / ITI equivalent, with not less than 60% marks in aggregate in ITI (Specific qualification/trade for different cadre will be prescribed separately as approved from time to time as per Clause 5 (b))
N6	Jr. Executive-Grade II			
N5	Jr. Executive-Grade III			
N4	MTS -Grade I	A	100% by Direct recruitment	ITI approved by NCVT/SCVT or ITI equivalent with not less than 60% marks in aggregate in ITI.
N3	MTS -Grade II			
N2	MTS -Grade III			
N1	MTS -Grade IV			

Note

- (i) For the purpose of promotion within the executive and non-executive posts from the grade of N1 to E9, the various grades have been placed in clusters viz-A,B,C,D,E,F&G as indicated above. N1 to N7 are non-executive posts, whereas, E0 and above are executive posts.
- (ii) All the posts in Cluster A (N1 to N4) will have common seniority. Employees working on these posts can be used as per requirement for different functions. For promotion from Cluster A (N4) to Cluster B (N5), where the posts will be distributed in different cadres, as per the chart in Para 1(a), options will be called from the senior most employees in the N4 grade. The promotion will be processed to N5 grade on the basis of options submitted, as per the Zone of Consideration as described in Para 8.4 (b-i).
- (iii) All Open Market Recruitment/Immediate Absorption shall be made in the lowest grade/level in the cluster.
- (iv) For higher grades/levels within the cluster, promotion will be made on completion of minimum residency period.
- (v) Vacancies earmarked at various levels will be filled up against prescribed quota. Lateral Induction/ Permanent Absorption should be made only against the quota earmarked for Direct recruitment/ Lateral induction/deputation.
- (vi) Eligibility conditions for lateral induction to Cluster E/F/G will be prescribed as per DPE guidelines.

[Handwritten Signature]

5. Open Market Recruitment

Recruitment to various levels as indicated in Para 4 will be conducted based on the following broad guidelines -

- a) All open market recruitments shall be made through reputed recruitment agency.
- b) Eligibility conditions (educational qualifications as mentioned above), other requirements/conditions will be prescribed as per requirements from time to time, with approval of MD, DFCCIL for each cadre at relevant level/grade in the cluster.
- c) The detailed advertisement will be drafted by DFCCIL for publication in Employment News and other dailies as decided from time to time. Receipt of application, scrutiny and selection process shall be undertaken through a reputed recruitment agency.
- d) The process of selection may include written test/computer-based test followed by an interview (wherever prescribed).
- e) The Interview Committee shall be constituted by selected agency/agencies undertaking the selection process. The members of Selection Committee will be nominated by MD.
- f) Reservations/relaxations for SC/ST/OBC/PH etc. shall be as per GOI instructions.
- g) Formation of panel and Standby Panel - Recruitment Agency will recommend a panel up to the number of vacancies and stand by panel up to 2.5 times the number of vacancies. The recommendations of Recruitment Agency will be put up to Appointing Authority as per SOP for approval. Currency of panel will be for one year from the date of approval. Currency of panel can further be extended for one year with the approval of Appointing Authority as per SOP.
- h) Offer of appointment will be issued only after suitability in the medical test from the approved Hospital. The appointment will be subject to verification of character antecedents, caste certificate (either online or through respective issuing authority) and verification of educational qualifications (either online or from the Institute through correspondence). Any adverse report received in the verification will lead to termination of services of the employee without assigning any further reasons.
- i) Direct Recruits will be required to execute a bond as per the policy which will be prescribed from time to time.
- j) Probation
 - i. Direct Recruits shall be on probation for a period of two years from the date of joining. They shall be confirmed subject to satisfactory completion of the probationary period including test/training as prescribed.
 - ii. Probation period can be curtailed or extended on merits of individual cases duly bringing out the justification/ reasons of each individual case with the approval of appointing authority.
 - iii. Employees on probation may be discharged from the service during period of probation without assigning any reasons.

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6. Absorption

6.1 Permanent Absorption

Employees working on deputation will be allowed to take Permanent Absorption against the vacancies earmarked for Direct Recruitment/Lateral Induction/ deputation as per the rules prescribed separately.

6.2 Immediate Absorption

Immediate Absorption will be allowed against vacancies earmarked for Direct Recruitment/ Lateral Induction as per the rules prescribed separately.

7. Lateral Induction

Lateral induction by inviting applications will be allowed against vacancies earmarked as mentioned in Para 4 above as per the rules that may be prescribed separately.

8. Promotion

8.1 Minimum Residency

Cluster A

Multi-Tasking Staff-Grade I (N4)
⇨ 3 Yrs
Multi-Tasking Staff -Grade II (N3)
↓ 3 Yrs
Multi-Tasking Staff-Grade III (N2)
↑ 3 Yrs
Multi-Tasking Staff-Grade IV (N1)

Cluster A to Lowest Grade in Cluster B

Total three years' service in Grade N1/N2/N3/N4 will be required for employees to sit in the Competitive examination for promotion to Junior Executive Grade -III (N5).

Cluster B

Jr. Executive- Grade I (N7)
↑ 3 Yrs
Jr. Executive- Grade II (N6)
↑ 3 Yrs
Jr. Executive- Grade III (N5)

Cluster B to Lowest Grade in Cluster C

Total three years' service in Grade N5/N6/N7 will be required for employees to sit in the Competitive examination for promotion to Executive (E0).



Cluster C

Sr. Executive(E1)
↑ 4 Yrs.
Executive(E0)

Cluster C to Lowest Grade in Cluster D

Total three years' service in Grade E0/E1 will be required for employees to sit in the Competitive examination for promotion to Junior Manager (E2).

Cluster D

Manager(E4)
↑ 4 Yrs.
Assistant Manager(E3)
↑ 3 Yrs.
Junior Manager(E2)

Cluster D to Lowest Grade in Cluster E

Dy. General Manager(E5)
↑ 4 Yrs.
Manager(E4)

Cluster E

Addl. General Manager(E7)
↑ 4 Yrs.
Jt. General Manager(E6)
↑ 4 Yrs.
Dy. General Manager(E5)

Grade E7 to grade E8

General Manager(E8)
↑ 4 Yrs.
Addl. General Manager(E7)

Grade E8 to grade E9

Executive Director(E9)
↑ 4 Yrs.
General Manager(E8)

Note:

Jr. Manager (E2) grade was introduced vide HR's Letter No. HQ / HR / E2 / Pt.1 / 201501794 Dt. 10.02.2016. To ensure that the promotional prospects of existing Sr. Executives (as on 10.02.2016) is not adversely affected by the insertion of new level of E2, such Sr. Executives who have completed 3 years or more in E1 (Sr. Executive) grade may be given an option to opt either -

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- (i) For promotion to E3 on completion of six years residency in E1 (Sr. Executive) grade; or
- (ii) For promotion to the new E2 (Jr. Manager) grade on completion of 3 years in E1 (Sr. Executive) grade and will become eligible for promotion to E3 (Assistant Manager) on completion of 3 years residency period in E2 (Jr. Manager) grade.

8.2 Counting of Residency

8.2.1 Counting of residency period of employees on promotion

- a) The residency period will be counted from the prescribed dates, i.e 1st January and 1st July every year in case of promotions within the cluster. For inter cluster promotions, residency will be counted from the date of availability of vacancy.
- b) The actual financial benefits and the date of pay and increment fixation will be w.e.f the actual date of joining by the employee in the higher post.

8.2.2 Counting of residency period of employees on permanent absorption

For the purpose of counting residency period for promotion in the case of employees joining on deputation followed by permanent absorption in DFCCIL, they will be governed by the following: -

- a) In the cases where the employees are considered for absorption in higher grade, their date of residency would be the date of absorption.
- b) In cases where they are absorbed in the same grade in which they are working on the date of absorption, their date of residency would be the date of entry to the grade in which absorption is being made but not before the date of joining on deputation.
- c) It is further clarified that the employee on deputation, if absorbed in the same grade in which he joined DFCCIL originally, will get the benefit of residency period. The employee, who was on deputation and later on given higher designation and later on, absorbed in higher designation, will not be entitled for the benefit of residency period.

8.3 Assessment of vacancy for promotion

(a) Within the cluster

- i. The number of posts in each grade/level within one cluster will be on floating basis.
- ii. Promotion within the cluster will be considered on completion of requisite residency period in the present grade, irrespective of vacancy, as per the selection procedure contained in Para 8.7.
- iii. Assessment for promotions shall be undertaken twice in a year. For this purpose, eligibility lists of employees completing the minimum required residency for promotion to the next grade shall be prepared as on 1st July and as on 1st January.

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(b) From one cluster to another cluster

- i. Promotion from one cluster to another cluster shall be subject to availability of vacancy. Promotion from lower cluster to the lowest grade/level of next cluster as well to the post of GM (E8) and ED (E9) shall be subject to availability of vacancy, as per the selection procedure contained in Para 8.7.
- ii. Reservation will be applicable for promotions from Cluster A to B, Cluster B to C and Cluster C to D.
- iii. Post based rosters will be maintained for each cluster where reservation is applicable as mentioned above.
- iv. Assessment of vacancies for promotion from one cluster to another (inter cluster promotion) in N5, E0, E2 grade shall be undertaken on 1st January. Assessment of vacancy for E5, E8, E9 grade will be undertaken on 1st January and 1st July of every year. For assessing the vacancy, the existing and anticipated vacancies that will arise in the next six months/ one year will be taken into consideration.
- v. The anticipated vacancies will cover the following-
 - a) Vacancies on account of normal wastage, viz retirement on superannuation
 - b) Vacancies likely to be caused as a result of resignation provided the same are likely to be accepted.
 - c) Vacancies in higher clusters in the channel, the filling of which will result in the need to make consequent appointments from the proposed panel.
 - d) Vacancies likely to be caused due to staff approved to go on deputation to other units.
 - e) Number of staff already empanelled for ex-cadre posts.
 - f) Vacancies likely to arise due to creation of additional posts in higher clusters and in the same cluster, with approval of Competent Authority.

8.4 Zone of Consideration (ZOC) for Promotion

a) Within the cluster

All eligible employees who have completed the minimum residency period as on 1st January or 1st July will be called for selection.

b) From one cluster to another Cluster

(i) For promotion to N5, E0, E2 grades.

All the employees in lower cluster with 3 years minimum service will be eligible to appear in the competitive examination.



(ii) **For promotion to E5, E8, E9 grades**

The Zone of Consideration (ZOC) for E5, E8 and E9 grades, i.e. number of employees to be called for selection process out of the employees who have completed minimum residency period as on 1st January or 1st July shall be as under -

Number of Vacancies(X)	Normal ZOC
Up to 10	2X+4
More than 10	1.5X+3 but not less than 24.

8.5. Issue of notification of vacancies - The number of vacancies to be filled on promotion (within cluster or from one cluster to another cluster) will be notified. For promotion to N5, E0, E2, option will be called from the employees working in lower cluster who have completed 3 years of service in the cluster. List of employees who fall within the Zone of Consideration as explained in Para 8.4, who have opted for competitive examination in terms of Para 8.4 (b)(i) will be published.

8.6. Composition of Selection Committee (DPC)

- Selection Committee (DPC) shall be nominated by the Appointing Authority as per SOP.
- Composition of the Selection Committee (DPC) for various grades shall be as under:

For promotion to	Selection Committee Composition
GM and ED (E8 and E9)	Three Directors including Director in-charge of HR.
AGM, JGM, DGM (E5, E6, E7)	Three GGM/GMs, one each from HR, the concerned department and the sister department.
Manager and Asst. Manager (E3, E4)	Three AGMs one each from HR, the concerned department and the sister department.
Junior Manager (E2) (Cluster C to Cluster D)	<ul style="list-style-type: none">Three AGMs one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Sr. Executive (E1)	Three AGMs one each from HR, the concerned department and the sister department.
Executive (E0) (Cluster B to Cluster C)	<ul style="list-style-type: none">Three AGMs one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Junior Executive Grade I and Junior Executive	Three AGMs/JGMs one each from HR, the concerned department and the sister department.

Grade II (N6, N7)	
Junior Executive Grade III (N5) (Cluster A to Cluster B)	<ul style="list-style-type: none"> • Three AGMs/JGMs, one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category). • In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Multi Tasking Staff (N2, N3, N4)	Three DGMS one each from HR, the concerned department and the sister department.

8.7. Selection Procedure

8.7.1 Method

a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1** grades, promotions will be made on the basis of performance of the employee in the Annual Performance Appraisal. APAR's for last 3 years will be considered. Weightage of each APAR will be of 10 marks. Minimum Qualifying marks for the promotion will be 60% of the Total marks, (i.e 18 marks out of 30).
- (ii) For **E2 to E3, E3 to E4, E5 to E6 and E6 to E7** promotions will be made on the basis of performance of the employee in Professional/Managerial Ability (Presentation), Personality Traits (Interview) and APARs. APAR's for last 4 years will be considered. Weightage of each APAR will be of 10 marks (through pro rata conversion). Distribution of Marks will be as under -

Professional/ Managerial ability (Presentation)	Personality Traits(interview)	APAR	Total
25	25	50	100

Minimum Qualifying marks for the promotion will be 60% of Professional/Managerial ability (Presentation) & Personality Traits (Interview) and 60% of APAR. Thus, overall Qualifying marks shall be 60% (i.e minimum 60 marks out of 100).

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades**

For Cluster A to lowest Grade in Cluster B (N5), Cluster B to lowest Grade in Cluster C (E0) and Cluster C to lowest Grade in Cluster D (E2) promotions will be made on the basis of performance of the Employee in competitive examination

comprising of Professional/Managerial ability (Written Test) and APARs.

All the employees in lower cluster with 3 years minimum service will be eligible to appear in the competitive examination.

Marks obtained in the written test (computer-based test) as per the result given by the reputed testing agency will be tabulated along with marks for APARs by the Selection Committee. APARs for last 4 years will be considered. Weightage of each APAR will be of 10 marks. Distribution of Marks will be as under -

Professional/Managerial ability (Written Test)	APAR	Total
60	40	100

If APAR for 4 years are not available then marks will be awarded on pro-rata basis on the basis of available APARs. Minimum Qualifying marks for the promotion will be 60% in Professional/Managerial ability (Written Test) and 60% in APAR. Thus, overall Qualifying marks shall be 60% (i.e 60 marks out of 100).

(ii) **For promotion to E5, E8, E9 grades**

For Cluster D to lowest Grade in Cluster E (E5), Grade E7 to Grade E8 and Grade E8 to Grade E9 respectively, promotions will be made on the basis of performance of the Employee in Professional/Managerial Ability (Presentation), Personality Traits (Interview) and APARs. APAR's for last 4 years will be considered. Weightage of each APAR will be of 10 marks (through pro rata conversion).

Distribution of Marks will be as under: -

Professional/Managerial ability (Presentation)	Personality Traits(interview)	APAR	Total
25	25	50	100

For promotion to E5 grade, minimum qualifying marks shall be 60% in Presentation and interview and 60% in APAR. Thus, overall qualifying marks shall be 60% (i.e. minimum 60 marks out of total 100).

For promotion to E8 and E9 grade, minimum qualifying marks shall be 75% in presentation and interview and 75% in APAR. Thus, overall qualifying marks shall be 75% (i.e minimum 75 marks out of total 100).

8.7.2 Presentation

Candidates may be required to make a presentation about his/her professional/managerial achievements/abilities before Selection Committee (DPC), wherever prescribed, for promotion to various levels. Topics for presentation will be decided by member of the Selection Committee for the concerned department /cadre.

8.7.3 Written Test

Candidates may be required to appear in the written test for his/her Professional/Managerial Abilities, wherever prescribed, for promotion to various levels. Computer-Based Test (CBT) will be conducted through reputed testing agency. Syllabus for the test will be prescribed with the approval of Appointing Authority.

8.7.4 Distribution of Marks for APAR

- a) For the purpose of assessing the suitability of the employees for promotion in every grade, the Selection Committee (DPC) shall award the marks against APARs four (04)/ three (03) preceding years, as prescribed.
- b) While awarding the marks under APAR head sum total of marks obtained on scale of 1 to 10 should be taken into account.
- c) Where one or more APAR is not available out of 03/04 (three/four), as prescribed, the Selection Committee may consider the APARs of preceding period. If this is also not available, Selection Committee may award the marks on the average of other available APARs.

8.7.5 D&AR & Vigilance Clearance

At the time of consideration of the cases of eligible employees for promotion, details of their D&AR/Vigilance clearance should be obtained and details thereof, should be brought to the notice of the Selection Committee.

8.8 Recommendations of Selection Committee

- a) The Selection Committee (DPC) after assessment of the employees shall prepare Select List/Panel.
- b) Cases in respect of employees, who are under suspension or who have been charge-sheeted or against whom criminal charges have been framed by a Court of Law, will specifically brought to the notice of the Selection Committee (DPC). The Selection Committee shall assess the suitability of such employees for promotion. The assessment and the recommendations of the Selection Committee shall be kept in a sealed cover.
- c) If the disciplinary case/ criminal prosecution proceedings are still pending against such employees at the time of subsequent selections, the Selection

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Committee (DPC) shall assess the suitability for promotion and the recommendations of the Selection Committee shall be kept in a sealed cover for each subsequent year.

- d) Detailed procedure and guidelines relating to processing the case kept in sealed cover will be issued from time to time.

8.9 Formation of Panel

8.9.1 a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1**, Selection Committee will recommend names of the employees who have qualified as per the prescribed procedure in order of seniority.
- (ii) For **E2 to E3, E3 to E4, E5 to E6 and E6 to E7**, Selection Committee will recommend names of the employees who have qualified as per the prescribed procedure in order of seniority.

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades.**

Selection Committee will recommend names of the employees in the order of merit as per vacancies notified from amongst the employees who meet the prescribed selection criteria.

- (ii) **For promotion to E5, E8, E9 grades**

Selection Committee will recommend names of the employees in the order of merit as per vacancies notified from amongst the employees who meet the prescribed selection criteria.

8.9.2 Approval of Panel

The recommendation of Selection Committee (DPC) for promotion will be put up to Appointing Authority for approval, as per SOP.

8.9.3 Notification of Panel

List of candidates approved on recommendation of selection committee shall be notified.

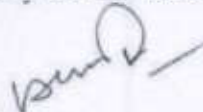
8.9.4 Currency of the Panel

The currency of the panel shall be for a period of 12 months- up to the period of assessment of vacancies for next cycle.

8.10 Supplementary Selection

a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1**, no supplementary selection will be required as the assessment is made only on the basis of APARs only.



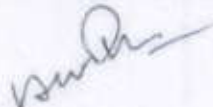
- (ii) **For E2 to E3, E3 to E4, E5 to E6 and E6 to E7**
If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary selection with approval of Competent Authority based on the merits of each case. The representation regarding inability to attend the selection should be submitted by the employee, duly forwarded by his/her Controlling Officer, to HR department/CO within 15 days from the scheduled date of selection. Supplementary Selection may be fixed on a convenient date after decision has been taken on the representation to convene Supplementary Selection. The supplementary meeting of the Selection Committee should as far as possible be attended by the same Officers who were present at the first Selection Committee. Not more than one supplementary selection will be held to cater to such situation. Revised panel may be issued based on the results of the Supplementary Selection Proceedings.

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades-** No supplementary written test (CBT) will be conducted. All the employees should appear in the written test (CBT).
- (ii) **For promotion to E5, E8, E9 grades-** If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary selection with approval of Competent Authority based on the merits of each case. The representation regarding inability to attend the selection should be submitted by the employee, duly forwarded by his/her Controlling Officer, to HR department/CO within 15 days from the scheduled date of selection. Supplementary Selection may be fixed on a convenient date after decision has been taken on the representation to convene Supplementary Selection. The supplementary meeting of the Selection Committee should as far as possible be attended by the same Officers who were present at the first Selection Committee. Not more than one supplementary selection will be held to cater to such situation. Revised panel may be issued based on the results of the Supplementary Selection Proceedings.

8.11 Orders of Promotion

- a) Within the cluster- Employees borne on the panel will be promoted irrespective of the vacancy by upgradation/down gradation of posts.
- b) Inter Cluster (one cluster to another) - Employees borne on the panel will be promoted subject to availability of vacancy.



- c) If an employee who is recommended for promotion by the Selection Committee, but in whose case, any of the circumstances indicated in Para 8.8 (c) arises after the notification of the panel but before he/she is actually promoted, the employee shall not be promoted until the case is finalized.

8.12 Refusal of promotion

In the event of an employee refusing promotion for any reason, he/she shall be debarred for promotion for a period of two years from the date of refusal by such employee. Further, an employee who has been called for selection for promotion to the next higher grade/post, declines to attend or fails to attend for any reason, he/she shall be considered again only in the next Promotion cycle.

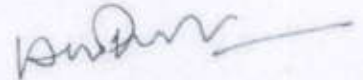
9. Applicability

In grades where CBT is not prescribed as method of promotion, policy shall be effective from date of issue. For grades where CBT will be conducted, policy shall be effective from 01.01.2021.

The above policy is applicable on Permanent Cadre and may be reviewed from time to time.

10. Interpretation

MD would be the competent authority to decide/clarify the provisions, issue necessary administrative instructions and procedural order, etc. for implementation of Promotion Policy. This policy may be reviewed periodically.



(S.K Panda)

Joint General Manager/HR

Copy to -

1. Secy. to MD, for kind information of MD
2. Director/Infra, Director/OP&BD, Director/Finance, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination- for information of all employees
5. Company Secretary
6. Manager/IT - For placing the circular on intranet

Chapter-XI

Leave Rules

01. Short Title and Commencement:-

- (a) These Rules may be called DFCCIL Leave Rules' 2008.
- (b) They shall come into force from 26.12.2008. However, Leave on Average Pay (LAP) and Leave on Half Average Pay (LHAP) already earned by the regular employees of the Company prior to commencement of these Rules shall be credited to their Leave Account.

02. Extent of Application:-

- (a) These Rules shall apply to all regular employees in the permanent strength of the Company and such other category of employees brought under these Rules by special order.
- (b) These Rules shall NOT apply to the employees working on Deputation terms from Indian Railways and other Government Departments/Organizations. These Rules shall also NOT apply to the employees appointed on Contract terms, those on casual employment and those engaged as Consultants.
- (c) In the matter of leave, the employees appointed on Contract terms or as Consultants, etc shall be governed by the mutually agreed terms and conditions of their appointment.

03. Procedure in case of Deputationist:-

- (a) In terms of Rule No.-2016 and 2023-(6.6)-(c)-(iii) & (6.7) of Indian Railway Establishment Code (Volume-II), all Railway Employees on deputation to DFCCIL shall be regulated by the Leave Rules of their Parent Organization. Employees from other Govt. Deptt. on deputation to DFCCIL shall also be governed by the Leave Rules of their Parent Organization. DFCCIL shall pay Leave salary contribution (except for the period of leave availed while on deputation with DFCCIL) in favour of such deputationist, along with Foreign Service Contribution (FSC) towards the cost of their Pension.
- (b) The procedure for making application for leave and grant of leave for a Deputationist shall be same as followed for regular employees of the Company. However, the Leave sanction order indicating the details of the Leave availed by such deputationist, while on deputation with DFCCIL, shall be periodically sent by HR/Corporate Office to the Pay and Accounts Office of their parent organization for making necessary debit in their Leave Account. A copy of such leave sanction shall invariably be endorsed to the deputationist and to the Finance/Corporate Office for making necessary adjustments while calculating the Leave salary contribution. The Leave Salary and Foreign Service Contributions shall be determined as prescribed in Rule No.-2007 and 2008 read with Appendix-I of the Indian Railway Establishment Code (Volume-II) and

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the required amount of cheque along with its details shall be periodically sent by Finance/Corporate Office to the Pay and Account Office of their parent office, under intimation to the deputationist.

04. General Conditions and procedures for Grant of Leave:-

- (a) Right to Leave: - Leave cannot be claimed as a matter of right. The competent authority shall not alter the kind of leave due and applied for except at the written request of the employee. Leave of any kind may be refused or revoked by the authority competent to grant Leave to ensure that no dislocation in the normal working of the establishment is caused.
- (b) Combination of different kinds of Leave: - Except as provided otherwise under these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave. Casual Leave (CL) shall not be combined with any other kind of leave admissible under these rules.
- (c) Combination of Holidays with Leave: - Holiday or a series of holidays (including Restricted Holidays) falling before commencement of the leave or after expiry of the leave may be prefixed and/or suffixed with leave.
- (d) Employment during Leave: - The employee on leave shall not take any service or accept any employment without the previous sanction of the competent authority in the Company.
- (e) Application for Leave: - An application for grant of leave or for extension of leave shall be made to the Controlling officer in the **format as prescribed at Annexure-I**. Except in an emergency, leave for three days or less shall be made at least twenty-four hours prior to the start of the requested leave and if the leave is required for more than three days, the leave application shall be made seven days prior to the start of the requested leave.
- (f) Grant of Leave: - The leave shall be sanctioned by the authority in accordance with the powers delegated in the Schedule of Powers (SOP)-Schedule-III (Estt. Matters) of the Company. Leave shall not be granted to an employee whom the competent authority has decided to dismiss, remove or compulsorily retire from service. All application for Leave (except CL), shall be submitted through the controlling officer for the orders of the Leave sanctioning authority on the prescribed leave application form. In case the CPM or GGM or GM is the leave sanctioning authority for the kind and duration of leave applied for, that authority may sanction the leave, subject to its verification by HR as regards admissibility of the leave. Such leave application, duly sanctioned, shall be sent to HR/Corp. Office for verification of admissibility, making necessary debit in the leave account and to convey the formal sanction of leave to finance and other concerned. Where the leave sanctioning authority for the kind and duration of leave applied for is an authority higher than CPM or GGM or GM, the recommendations or otherwise for grant of leave shall be sent to HR/Corp. Office for obtaining the orders of the appropriate leave sanctioning authority and for issue of the formal leave sanction order to all concerned. In case large number of leave applications is to be dealt with, the Leave sanction orders may

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also be issued in consolidated form for each category of employee in suitable frequency. A copy of each such sanction shall be placed in the Personal File of the employee and necessary debit entry shall be made in the Leave Account.

- (g) Leave Account: - A leave account shall be maintained in the format as prescribed at **Annexure-II** for each employee of the Company in the HR/Corporate Office. The Leave Account may either be manually maintained in an alphabetical register framed in the format prescribed at Annexure-II or may be maintained in a suitable software developed for the purpose. The custodian of leave account shall put up every leave application (sanctioned or recommended), after verifying the admissibility of leave, to the designated HR officer, on page-2 of the leave application form, for formal sanction. The leave account shall be put up along with the applications and the designated HR officer shall also make an initial in the leave account against the relevant entry as a token of having ensured proper debit in the leave account.
- (h) Extension of Leave: - An employee who desires to extend his leave shall apply to the sanctioning authority giving reasons for extension well in time so as to reach the sanctioning authority before the expiry of leave already granted. Excepting in the case of an emergency, the employee shall not avail the leave for the extended period before it is sanctioned by the leave sanctioning authority.
- (i) Absence after expiry of Leave: - Willful absence after expiry of leave/extended leave or Unauthorized absence from duty shall render an employee liable to disciplinary action. An employee who remains absent from duty after expiry of leave unless it is extended shall not be entitled for leave salary for the period of such absence and such period shall be debited as leave without pay i.e. against the EOL. However, if the employee proves to the satisfaction of the leave sanctioning authority that his absence was on account of sickness or other valid reasons, that authority may at his discretion regularize his absence into any leave due with or without pay.
- (j) Recall from Leave: - In case the Company finds it necessary to recall an employee to duty before the expiry of sanctioned leave, it shall be obligatory for the employee to comply with the orders and report for duty.
- (k) Grant of Leave on Medical grounds: - An application for grant of leave or extension of leave, on medical grounds, must be accompanied by a Medical Certificate from any "Authorized Medical Attended" nominated by the Company or by any medical practitioner duly qualified in the Allopathic, Homeopathic or Ayurvedic systems of medicines and registered in the appropriate schedule of the State and acceptable to the Company. An employee who has been sanctioned leave or an extension of leave on medical grounds shall not resume duty unless he produces a "Fitness Certificate" from the aforesaid medical authority or any other higher Medical Authority/Medical Board as may be required by the leave sanctioning authority.

Kinds and Amount of Leave admissible:-

(5) Leave on Average Pay(LAP):-

- (a) The employees shall be entitled to 30 (thirty) days Leave on Average Pay (LAP) in a calendar year. The Leave Account of every employee shall be credited with LAP in advance, in two installments of 15 days each on the first day of January and July of every calendar year. LAP account of the employees shall be maintained in two parts i.e. Encashable Leave and Non-Encashable Leave. The LAP earned shall be credited in ratio of 50:50 under the above two parts on 1st of January and July every year. Any part or whole of Encashable leave may be availed of as Leave and it is not necessary that it should be Encashed.
- (b) During the half yearly period in which appointment was made, LAP shall be credited to the leave account @ 2 ½ days for each completed calendar month of service which he is likely to render in that half year. Similarly, during the calendar half year in which an employee is due to retire or resign from service or is removed or dismissed from service or dies while in service, credit of LAP to his leave account shall be afforded @ 2 ½ days per completed calendar month. In both the cases the period of 15 days or more shall be taken as one month and less than 15 days shall be ignored.
- (c) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 (three hundred) days.
- (d) During employment only the leave in the Encashable Leave Account can be encashed once a calendar year, on the employee actually availing himself of an equal amount of LAP. The requirement of actual availing of LAP is subject to ceiling of 30 days and it can be relaxed if the leave is not granted by the sanctioning authority on account of exigencies of work.
- (e) The maximum accumulation of total LAP at credit shall not exceed 300 days at any given point of time out of which the ceiling under the Encashable Leave Account shall be 150 days. The maximum amount of LAP that can be granted at a time to an employee shall be 150 days.
- (f) An employee who proceeds on Leave on Average Pay (LAP) shall be entitled to leave salary equivalent to that he/she was drawing immediately before proceeding on LAP.

(6) Leave on Half Average Pay(LHAP):-

- (a) The employees shall be entitled to Leave on Half Average Pay (LHAP) of 20 days in respect of each completed year of service. The account of LHAP of every employee shall be credited with LHAP in advance, in two installments of 10 days each on the 1st day of January and 1st day of July of every calendar year. LHAP can be accumulated to any extent in the leave account of an employee.
- (b) The LHAP shall be credited to the leave account @ 5/3 days for each completed calendar month of service which the employee is likely to render in the half-year

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) Commuted Leave:-

Commuted 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.

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- (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:
- CCL may not be granted in more than 3 spells in a calendar year.
 - CCL may not be granted for less than 15 days.
 - CCL should not ordinarily be granted during the probation period except in the case of certain extreme situations where the leave sanctioning

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authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.

- (e) During the period of CCL, the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. It may be combined with leave of the kind due and admissible. The leave account for child care leave shall be maintained in the proforma as at Annexure IV, and it shall be kept alongwith the Service Book of the concerned women employee.
- (f) Leave Not Due only for the purpose of Maternity Leave and Child Care Leave, if required, may be granted by the competent leave sanctioning authority based on the medical certificate. LND in such cases shall be debited against the LHAP due to the women employee.

(12) **Paternity Leave:-**

- (a) A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife i.e. upto 15 days before or upto 06 months from the date of delivery of child and if such leave is not availed of within this period, it shall be treated as lapsed.
- (b) It shall not be debited against the leave account and may be combined with any other kind of leave.
- (c) This leave may not normally be refused to the employee.
- (d) It shall be sanctioned only in a single spell.
- (e) During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(13) **Special Disability Leave:-**

- (a) Special disability leave may be granted to an employee, who is disabled by injury accidentally incurred in, or in consequence of due performance of his official duties or in consequences of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.
- (b) Such leave shall not be granted unless the disability manifested itself within 03 months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice.
- (c) The period of leave shall be such as certified to be necessary by the proper medical authority/authorized medical attended of the company, however, the maximum period of such leave **shall not exceed 24 months** in consequence of any one disability.
- (d) Special disability leave may be combined with any other kind of leave. Such leave shall not be debited against the leave account.
- (e) Leave salary during such leave for the first 120 days shall be allowed equal to the leave salary while on LAP; and for the remaining period of any such leave, leave salary shall be equal to that admissible during LHAP.

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(f) In the case of a person to whom the Workman's Compensation Act, 1923 applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under the said Act.

(14) Leave Encashment:-

(a) In case of death while in service:- In case an employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on LAP that would have been due and admissible to him but for the death, on the date immediately following the date of death, and in any case not exceeding leave salary (including DA) for 300 days, shall be paid to his family.

(b) In case of retirement on attaining the age of superannuation:- All employees retiring on superannuation shall be paid cash equivalent of leave salary in respect of LAP at their credit at the time of retirement. The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days of LAP and shall be paid in one lump sum as one time settlement. Cash payment shall be equal to leave salary as admissible for LAP and DA on that date of retirement. No CCA and/or HRA shall be payable. The above rule shall not apply to the cases where an employee is dismissed, removed from service or compulsorily retired as a measure of punishment under DFCCIL (Discipline & Appeal Rules). The cash payment for unutilized LAP shall be made in the manner indicated below:

Cash Payment	=	Pay admissible on the date of retirement + DA admissible on that date. 30	Multiplied by the Number of unutilized LAP at credit on the date of retirement, subject to a maximum of 300 days.
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(c) In cases of Premature/Voluntary retirements/Termination from service:-

The employee who retires by giving notice to the Company or the employee is retired or his services are terminated by the Company by giving him the notice or pay and allowances in lieu of such notice in accordance with the terms and conditions of his service, may be allowed encashment in respect of LAP at his credit, subject to a maximum of 300 days. The amount shall be determined as at (b) above and shall be paid in one lump sum as a onetime settlement. No HRA or CCA shall be payable.

(d) In cases of retirement while under Suspension or D&A case Pending:-

In case of an employee retiring from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him at the time of retirement, the competent authority may withhold whole or part of cash equivalent of LAP payable to him, if in the view of such an authority there is possibility of some money recoverable from him on

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conclusion of proceedings against him. On conclusion of the proceedings, he will be eligible to the amount withheld after adjustment of Company's dues, if any.

(e) In cases of resignation or quitting of service:- In the cases of resignation or quitting of service, the employee may be granted cash equivalent in respect of LAP at his credit on the date of cessation of service to the extent of **HALF** of such LAP at his credit, subject to a maximum of **150 days**.

(f) Encashment of Leave on Half Average Pay (LHAP):-

The half pay leave shall be considered for encashment of leave alongwith LAP, subject to overall limit of 300 days. The cash equivalent payable for half pay leave shall be equal to leave salary as admissible for half pay leave plus Dearness allowance admissible on the leave salary without any reduction being made on account of pension equivalent of other retirement benefits payable. To make up the shortfall in LAP, no commutation of half pay leave shall be permissible. The cash equivalent for half pay leave component shall be calculated in the manner indicated below:-

Cash Payment in lieu of Half Pay Leave component =	Half Pay Leave salary admissible on the date of retirement + DA admissible on that date. 30	Multiplied by the Number of days of half pay leave at credit subject to the total of LAP and LHAP at credit not exceeding 300 days.
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(g) While availing LTC:-

The employees shall be permitted to en-cash leave on average pay upto 10 days at the time of availing of LTC while in service, subject to the condition that:

- i) A balance of at least 30 days of leave on average pay should be available to his credit after taking into account the period of encashment as well as leave availed of.
- ii) The total leave so encashed during the entire career shall not exceed 60 days in the aggregate subject to the condition that successive encashment cannot be made before a minimum period of two years has elapsed. The period of two years for the purpose of successive encashment of LAP shall be w.r.t. a two year block, the first one commencing from 01.09.2008 and ending on 31.08.2010 w.r.t. the outward journey performed. The next block would commence from 01.09.2010 and ending on 31.08.2012 and successive blocks would follow the similar pattern.
- iii) The cash equivalent shall be calculated as follows namely:-

Cash equivalent =	Pay in the respective pay scale/band plus grade pay admissible on the date of availing of LTC plus dearness allowance admissible on that date	X	Number of days of leave on average pay subject to the Maximum 10 days at one time.
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- iv) No House Rent Allowance or Transport Allowance shall be payable; The period of leave encashed shall not be deducted from the maximum quantum of leave encashable (300 days) at the time of retirement.
- v) Where, both husband and wife are the employees of DFCCIL, the entitlement for encashment of leave equal to ten days at the time of availing of LTC will be available to both, subject to a maximum of 60 days each during the career.

(15) Casual Leave and Restricted Holidays:-

- (a) Casual Leave may be granted to an employee subject to exigencies of the work. A total of 08 CL is admissible to the employees in a calendar year. Half a day's CL can also be granted, if requested by the employee.
- (b) CL shall not be combined with any other kind of leave; however, it can be prefixed and suffixed with holidays.
- (c) An employee on CL shall be treated as on duty for the purpose of drawal of salary.
- (d) CL shall be sanctioned by the concerned controlling officer of the employees only in the CL/RH Card prepared in the proforma as at **Annexure-III**. The CL record as reflected in the CL/RH card shall be maintained by the employees themselves. However, the controlling officers before sanctioning CL shall satisfy himself/herself of the proper maintenance and admissibility of CL to the concerned employee. The loss of CL card by the employee shall be treated as ZERO balance in the employee's CL account.
- (e) In addition to the CL, the employees shall be entitled to avail 02 Restricted Holidays (in the CL/RH Card itself) to be chosen from a list of RH notified by the Central/State Govt. where the office of DFCCIL is located.

(16) Amendments and Interpretations:-

- (a) Where any doubt arises to the interpretation of these Rules, it shall be referred to the HR/Corporate Office for a decision by the Competent Authority, which shall be final.
- (b) The Company may amend, Delete or Add to these rules, from time to time, and all such amendments, deletion or additions shall take effect from the date stated therein.
