



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2021/HQ/Admin/RTI-239

New Delhi: 17.05.2021

Sh. Manoj Kumar Dhama
UP

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

Reference: Your online RTI application dated 24.04.2021 (Registration No. DFCCCL/R/E/21/00152) 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 & 4	Refer to the original RTI application dt. 24.04.2021	Copy of Circular no. 23/2019 dated 09.09.2019 is attached.
2.	2		The working hours and duty timings of Executive (Operations and BD) are as per "Essentially Intermittent (EI) Roster
3.	3		The duties of Executive (Operation&BD) includes duties related to Train Passing, Safety and Business Development.
4.	5		Copy of Office Order No. 290/2021 dated 13.04.2021 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: 08 sheets

(S.K. Roy)

Dy. G.M/Admn.(PIO)

E-mail: skroy@dfcc.co.in

011-23454707



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि. Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)
(A Govt. of India Enterprise)

5th Floor, Supreme Court Metro Station Building Complex, New Delhi -110001

No. HQ/HR/Settlement/2021

Dated-13.04.2021

OFFICE ORDER NO: 290 / 2021

All GGMs/GMs/CGMs

Sub: Payment of settlement dues to retiring employees.

Railway Board vide letter dated 08.09.2020 (copy enclosed) desired that PSUs should adopt a system already implemented in the Railways for ensuring that a retiring employee gets his/her retirement dues including pension order on the last day of retirement. Board further desired that the monthly position in the prescribed format should be sent to Railway Board through email.

2. In DFCCIL, the following payments are made as final settlement dues to the Retiring employees:

S N	Name of the fund	Remarks, if any
1.	Gratuity	In case employee has retained Company lease accommodation / Company accommodation / Govt. accommodation facility, the payment of Gratuity will be released on vacation of the Company / Govt. accommodation.
2	Leave encashment	As per leave balance in leave account.
3	Provident Fund	PF is managed by the EPFO. The employee can withdraw the PF fund through on line as under: The steps to follow to fill the EPF withdrawal form claim online: 1. Login to the EPFO portal using the UAN and password. 2. Verify KYC details by clicking on the 'Manage' tab. 3. From the top menu bar, click on the 'Online Services' tab and select 'Claim (Form-31, 19&10C)' from the drop-down menu. 4. Member Details 'will be displayed on the screen. Enter the last 4 digits of your bank account and click on 'Verify'. 5. Click on 'Yes' to sign the certificate of undertaking and proceed further. Fill Form 19 for only PF Withdrawal & Form 10C for Pension Withdrawal.
4	Pension Fund	DFCCIL has National Pension Scheme to its regular employees. Employee has an option either to withdraw upto 60% fund available in NPS or can apply for monthly annuity. For both purposes, Employee has to apply online at CRA-NSDL.com. After applying on line, take a print out of the form and submit the same duly completed in all respect for Corporate verification to Corporate office /HR along with the following documents; a) Photo (01) b) Cancel cheque of the same bank account which is registered with NPS. c) Pan Card d) Aadhar Card e) Original Pran Card Corporate HR will submit the forms duly signed/ sealed to SBI (nominated Branch) for further action at their end.

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3. For working out the final settlement dues the following documents are required;
- (a) No Dues Certificate from the employee duly completed.
 - (b) Leave record duly signed by the Units offices as Leave is not updated on SAP by all units. Therefore, authenticated Leave record is required.

4. **CAUSE OF DELAY IN MAKING THE PAYMENT OF FINAL SETTLEMENT DUES**

It is observed that 'No Dues Certificate' are not received in HR well in time resulting delay in the payment of final settlement dues to the retiring employees. Further, the payment of Gratuity is to be released by the LIC as DFCCIL is having a Gratuity Trust with the LIC and due to delay in receipt of the payment from LIC, such payment is not made on due date.

5. **PROCEDURE TO BE FOLLOWED FOR PAYMENT OF FINAL DUES:**

In view of the above and to ensure that the payment of Final settlement dues is made to the employees on the date of retirement, the following procedure shall be followed;

(i) **Role of the Employee posted in field offices**

- (a) It is responsibility of the employee retiring from the service to obtain 'No dues Certificate' from all the concerned departments in the prescribed format and submit the same to unit HR duly completed by 25th of the preceding month of retirement.
- (b) Outstanding dues if any, should be cleared before submitting 'No Dues Certificate'.

(ii) **Roll of Unit offices for Employees posted at Unit offices:**

- (a) All units will submit the final settlement dues calculation (in the format enclosed) along with leave record, duly signed, No Dues Certificate etc, to the Corporate Office one month in advance.
- (b) A declaration may be obtained from the employee that after finalisation/ submission of Leave Account to Corporate office, no LAP/LHAP will be taken by the employee. In exceptional circumstances, if any leave is taken by him / her, the same should be immediately brought to the notice of HR/ CO to review the payment of leave encashment.
- (c) Unit/Project Head will ensure that the above documents are furnished to the Corporate office within the time frame.

(iii) **Role of Employees Posted in CO.**

The retiring official will submit 'No Dues Certificate' duly completed from all concerned Departments by 5th of the retiring month.

(iv) Role of Finance Department in Corporate office

Finance Department/CO will provide all the Outstanding Dues against the retiring employee as per 'No dues Certificate' so that the employee can clear his/her outstanding dues, if any, and submit NDC" by 5th of the retiring month.

(v) Role of HR department/CO

(a) HR/CO will make the final settlement dues of the employee on receipt of the requisite documents from the Field Offices/ 'No dues Certificate' (in case of Corporate office employees) duly completed in all respect and forward to Finance/CO for vetting by 10th of the retiring month.

(b) After Finance vetting and approval of the Competent Authority, HR will issue an order conveying approval by 20th of the month.

(vi) Role of members of the Gratuity Trust

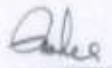
As Gratuity is to be released by the LIC, Trust Members will ensure the payment of Gratuity to the employee by the Gratuity Trust on due date of retirement positively and inform HR.

(v) Following documents are required to be submitted to Corporate HR by 5th of the retiring month:

- (i) No Dues Certificate.
- (ii) D&AR Clearance.
- (iii) Complete leave record from the date of joining of the employees till the date of retirement duly signed by HR & Dy. CPM/PM level Officer.
- (iv) Calculation sheet for settlement benefits as per Annexure - I to be prepared & vetted by Associate Finance.

Information in the requisite format will be sent to the Railway Board by email by 5th of the month.

Enclosure: As above


13/04/2021
(Sunder Singh)
Addl. General Manager/HR

Copy to:

1. Secy. to MD - For information of M.D.
2. Director/Infra, Director/OP&BD, Director/Fin., Director/PP & CVO
3. Chairman, Secretary & Members of the Gratuity Trust.
4. Dy. CVO, AGM/IT, JGM/Fin., CS, All HR/Finance Officers (Field & CO).

Circular No. 23 /2019

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

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

1. Hard and Soft furnishing:

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

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

[Signature]

2. Reimbursement limit on entertainment Expenses:

Grade	Proposed limit for DFCCIL
Jr. Manager/Asstt. Manger/Manager (E2, E3 and E4)	Rs. 1500/- per occasion subject to a maximum of Rs. 20,000/- p.a.
DGM/JGM (E5 and E6)	Rs.4000/- per occasion subject to a maximum of Rs. 50,000/- p.a.
AGM (E7)	Rs.7500/- per occasion subject to a maximum of Rs. 90,000/- p.a.
GM /GM (Co-ord.)(E8)	Rs. 10,000/- per occasion subject to a maximum of Rs. 1,20,000/-p.a.
ED/GGM/CGM	Rs.12,500/- per occasion subject to a maximum of Rs. 1,50,000/-p.a.

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

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

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

4. Professional updation-education allowance (part of basket in IDA): This allowance is payable @ 15% of the revised pay in 7th CPC for CDA employee's w.e.f 01.09.2019.

5. Transport Allowance(part of basket in IDA): In case of deputationists (CDA scale) the revised rates of Transport Allowance notified by Govt. of India (Ministry of Finance)will be payable at the following rates w.e.f. 1/9/2019:-

Level	Employees posted in X & Y cities as per Ministry of Finance(O.MNo.21/5/2017-E.II(B) dt.7-7-2017)	Employees posted in all other places
9 and above	Rs.7200 + DA thereon	Rs.3600 + DA thereon
3 to 8	Rs.3600 + DA thereon	Rs.1800 + DA thereon
1 and 2	Rs.1350 + DA thereon	Rs.900 + DA thereon

The other conditions for grant of Transport Allowance will be as per Ministry of Finance, Government of India letter No. 21/5/2017-E II (B) dt.7-7-2017.

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

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

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

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

S.No	Level	Ceiling for Lodging Charges		
		X	Y	in Rs Z
i.	MD	Ashoka Hotel Suite	90% of the rate of Ashoka Hotel Suite	80% of the rate of Ashoka Hotel Suite
ii.	Director			
iii.	ED	10000	9000	7500
iv.	GGM/GM	10000	9000	7500
v.	AGM/JGM	7500	6000	5000
vi.	DGM	6000	5000	4000
vii.	Jr. Mgr to Mgr	3000	2500	2000
viii.	Sr.Exe./Exe.	2200	2000	1000
ix.	Skilled Staff (N5 to N7)	1500	1300	800
x.	TADK (N1 to N4)	1000	800	500

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

Category	Rate per day	in Rs
CMD/MD	2800/- or actual supported by Bill	
DIRECTORS	2300/- or actual supported by Bill	
ED	1500/-	
GGM/GM	1350/-	
AGM/JGM/DGM	1200/-	
Mgr	1050/-	
AM/Jr Manager/Sr Exe	900/-	
Executive	800/-	
Non-Executives(N5-N7)		
Skilled Staff	500/-	

10. **Lease Accommodation**

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

Level	DFCCIL Monthly rental ceiling for Third Party			in Rs.
	X	Y	Z	
MD	74263	NA	NA	
Director	69010	NA	NA	
ED	62381	43815	25356	
GGM	57183	40208	23340	
GM	50711	35646	20688	
AGM	42118	29599	17187	
JGM	34585	24401	14110	
DGM	34373	24189	14004	
Manager	33737	23764	13792	
AM	28114	19839	11458	
Jr.Mgr	26629	18778	10821	
Sr.Exe	22809	16126	9336	
Exe.	15065	10609	6153	

Note:

- 6.5%, 4 % and 1.5% of the employees' basic pay will be added to the base lease rate to arrive at the maximum lease entitlement of the employee. The amount so arrived is to be rounded off to the extent of next 10 in case of Rs.5 and above, and to previous 10 if it is less than Rs.5.
- Rent recovery will be @ 7.5%, 5% and 2.5% of the Basic pay for X, Y and Z class cities respectively.
- Lease rates shall be revised to the extent of an increase of @ 3% annually on 1st July.
- In addition to the above, base lease rate shall be enhanced to the extent of 25% for main areas of Delhi (A, B and C categories of colonies as per Delhi Govt. notification).
- Tax on housing perquisites value will be borne by DFCCIL@ average tax rates as per Income tax rules.
- The concept of self-lease has been withdrawn. The employees who are owners (fully/partial) of the property will be eligible to draw HRA only. All other properties will be treated as 3rd party lease.
- All the employees having Lease/Self Lease already in operation may continue the same as per current lease rates as well as rate of recovery till the expiry of the current Lease.

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

Category	Rate(once in 2 years)		in Rs.
	Mobile	Landline/code-less phone	
ED	30000	5700	
GGM/GM	27000	5700	
AGM	21000	2990	
JGM	18000	2990	
DGM	15000	2990	



Mgr (E4)	12000	0
Jr. Mgr/Asst. Mgr	10000	0
Sr. Exe./Exe.	8000	0
Skilled Staff (N7 to N5)	6000	0
MTS (N4 to N1)	6000	0

DEPRECIATION: Depreciation (SLM) @ 47.5% pa. 5% being scrap to be paid by the concerned employee to DFCCIL. This is inclusive of GST. This will be applicable on the purchase of mobile instruments under revised rate w.e.f 01.01.19.

12. Brief case:

Category	Revised rate (once in 2 years)	in Rs.
ED (E-9)	9500	
GGMs (E8)	9000	
GMs (E-8)	8000	
AGM (E-7)	7000	
JGMs (E-6)	6000	
DGMs (E-5)	5000	
Mgr (E4)	4000	
AM /Jr.Mgr E-3) & (E-2)	3000	
Sr. Executive (E-1)	2000	
Executive (E-0)	2000	
Below Executives (N1 to N7) (E-0)	1500	


(R.K.Goyal)

Group General Manager/HR-II

Copy to:

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