



डेडीकेटेड फ्रेट कोरीडोर

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-245

New Delhi: 17.03.2020

Sh. Sumit Kumar Dutta
West Bengal

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

Reference: Your RTI Application dated 11.03.2020 received through DOPT.

The information received is provided herewith as under;

S.No	Point No.	Information sought for	Information provided
1.	1	Refer the original application dt. 11.03.2020	The copies of Leave rules given in HR Manual DFCCIL are enclosed.
2.	2	-do-	Payslip are available on SAP Portal of employee.

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

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DA: 04 sheets

Chapter-XI

Leave Rules

1. 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.

2. 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.

3. 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 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.

4. 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 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/her 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/her absence was on account of sickness or other valid reasons, that authority may at his/her discretion regularize his/her 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/she 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/she 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/her 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/herself 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