



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-245

New Delhi: 10.05.2021

Sh. Sanjay Patra
West Bengal

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/21/00158) 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. 24.04.2021	Registration of application is still live.
2	2		Statement providing cost to the company on minimum, mean and maximum of the scale pay is attached. Circular No.23/2019 dated 09.09.2019 on Perks and allowances is attached. Office Order 290/2021 dated 13.04.2021 on Superannuation benefits is attached.
3	3 & 7		Kindly refer Advt. No. 04/2021 and FAQ's uploaded on career section at www.dfccil.com > other links > Career > Employment Notice.
4	4		Circular No.15/2019 dated 14.06.2019 is attached.
5	5 & 6		Circular No.11/2019 dated 29.05.2019 is attached.
6	8		Circular No.640/2020 dated 16.10.2020 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: 36 sheets

(S.K. Roy)

Dy. G.M/Admn.(PIO)

E-mail: skroy@dfcc.co.in

011-23454707

पंजीकृत एवं कॉर्पोरेट कार्यालय पांचवा 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

No. 40379/2021/HR-COORD&Policy

Sub: - Cost to the Company and other Perks
and Allowances - DFCCIL employees

A Statement regarding Cost to the Company(CTC) along with other perks and allowances provided to the employees of DFCCIL at various grades is attached for information.

 22/3/2021
GGM/HR
22.03.2021

Cost to the Company

CTC at Minimum of pay scale								
Grade	Pay Scale	Pay Scale (Minimum)	DA @ 18.40%	Basket of allowance @ 35% of basic pay	Lease Rent/ HRA (in X* cities)	Superannuation Benefits (30% of basic of pay + DA)	Monthly Cost (with minimum of pay scale)	Annual cost (with min of pay scale)
MD	200000-370000	200000	36800	70000	96305	71040	474145	5689740
Dir/CVO	180000-340000	180000	33120	63000	84975	63936	425031	5100372
E9	150000-300000	150000	27600	52500	36000	53280	319380	3832560
E8	120000-280000	120000	22080	42000	28800	42624	255504	3066048
E7	100000-260000	100000	18400	35000	24000	35520	212920	2555040
E6	90000-240000	90000	16560	31500	21600	31968	191628	2299536
E5	80000-220000	80000	14720	28000	19200	28416	170336	2044032
E4	70000-200000	70000	12880	24500	16800	24864	149044	1788528
E3	60000-180000	60000	11040	21000	14400	21312	127752	1533024
E2	50000-160000	50000	9200	17500	12000	17760	106460	1277520
E1	40000-140000	40000	7360	14000	9600	14208	85168	1022016
E0	30000-120000	30000	5520	10500	7200	10656	63876	766512
N7	29000-91000	29000	5336	10150	6960	10300.8	61747	740962
N6	28000-80000	28000	5152	9800	6720	9945.6	59618	715411
N5	25000-68000	25000	4600	8750	6000	8880	53230	638760
N4	22000-63000	22000	4048	7700	5280	7814.4	46842	562109
N3	21000-60000	21000	3864	7350	5040	7459.2	44713	536558
N2	18000-52000	18000	3312	6300	4320	6393.6	38326	459907
N1	16000-45000	16000	2944	5600	3840	5683.2	34067	408806

CTC at Mean of pay scale

Grade	Pay Scale	Pay Scale (Mean)	DA @ 18.40%	Basket of allowance @ 35% of basic pay	Lease Rent/ HRA (in X* cities)	Superannuation Benefits (30% of basic of pay + DA) = 30%	Monthly Cost (with mean of pay scale)	Annual cost (with mean of pay scale)
MD	200000-370000	285000	52440	99750	96305	101232	634727	7616724
Dir/CVO	180000-340000	260000	47840	91000	84975	92352	576167	6914004
E9	150000-300000	225000	41400	78750	54000	79920	479070	5748840
E8	120000-280000	200000	36800	70000	48000	71040	425840	5110080
E7	100000-260000	180000	33120	63000	43200	63936	383256	4599072
E6	90000-240000	165000	30360	57750	39600	58608	351318	4215816
E5	80000-220000	150000	27600	52500	36000	53280	319380	3832560
E4	70000-200000	135000	24840	47250	32400	47952	287442	3449304
E3	60000-180000	120000	22080	42000	28800	42624	255504	3066048
E2	50000-160000	105000	19320	36750	25200	37296	223566	2682792
E1	40000-140000	90000	16560	31500	21600	31968	191628	2299536
E0	30000-120000	75000	13800	26250	18000	26640	159690	1916280

N7	29000-91000	60000	11040	21000	14400	21312	127752	1533024
N6	28000-80000	54000	9936	18900	12960	19180.8	114977	1379722
N5	25000-68000	46500	8556	16275	11160	16516.8	99008	1188094
N4	22000-63000	42500	7820	14875	10200	15096	90491	1085892
N3	21000-60000	40500	7452	14175	9720	14385.6	86233	1034791
N2	18000-52000	35000	6440	12250	8400	12432	74522	894264
N1	16000-45000	30500	5612	10675	7320	10833.6	64941	779287

CTC at Maximum of pay scale

Grade	Pay Scale	Pay Scale (Maximum)	DA @ 18.40%	Basket of allowance @ 35% of basic pay	Lease Rent/ HRA (in X* cities)	Superannuation Benefits (30% of basic of pay + DA) = 30%	Monthly Cost (with maximum of pay scale)	Annual cost (with maximum of pay scale)
MD	200000-370000	370000	68080	129500	96305	131424	795309	9543708
Dir/CVO	180000-340000	340000	62560	119000	84975	120768	727303	8727636
E9	150000-300000	300000	55200	105000	72000	106560	638760	7665120
E8	120000-280000	280000	51520	98000	67200	99456	596176	7154112
E7	100000-260000	260000	47840	91000	62400	92352	553592	6643104
E6	90000-240000	240000	44160	84000	57600	85248	511008	6132096
E5	80000-220000	220000	40480	77000	52800	78144	468424	5621088
E4	70000-200000	200000	36800	70000	48000	71040	425840	5110080
E3	60000-180000	180000	33120	63000	43200	63936	383256	4599072
E2	50000-160000	160000	29440	56000	38400	56832	340672	4088064
E1	40000-140000	140000	25760	49000	33600	49728	298088	3577056
E0	30000-120000	120000	22080	42000	28800	42624	255504	3066048
N7	29000-91000	91000	16744	31850	21840	32323	193757	2325086
N6	28000-80000	80000	14720	28000	19200	28416	170336	2044032
N5	25000-68000	68000	12512	23800	16320	24154	144786	1737427
N4	22000-63000	63000	11592	22050	15120	22378	134140	1609675
N3	21000-60000	60000	11040	21000	14400	21312	127752	1533024
N2	18000-52000	52000	9568	18200	12480	18470	110718	1328621
N1	16000-45000	45000	8280	15750	10800	15984	95814	1149768

Note - (i) Pay scale has been taken at minimum of the scale, mean of the scale and maximum of the scale. Accordingly, monthly cost and annual cost have been calculated at these levels.

(ii) Additional perks and allowances (other than basket) are over and above the cost indicated in table above.

Other perks and allowances

1. Hard and soft furnishing (E0 and above)
2. Entertainment expenses (E3 and above)
3. Birthday gift
4. Reimbursement of expenses towards purchase of instruments (Mobile/ Landline) (once in two years)
5. Briefcase reimbursement (once in two years)
6. Call charges/telephone charges (E1 and above)
7. Uniform allowance
8. On tour (domestic and foreign) – TA/DA/Lodging
9. Reimbursement of membership/subscription fee: For National/International Institutions (E3 and above)
10. Caretaker for Office work at Residence (E5 and above)
11. Consolidate Travelling Allowance (Corporate Office)
12. Night Duty Allowance (NDA) (Rostered staff up to E1 level)
13. National Holiday Allowance (NHA) (Rostered staff up to E1 level)
14. Special Allowance (employees on deputation)
15. Leave Travel concession
16. Composite Transfer Grant

Besides above allowances, employees are also provided with following facilities-

1. Group Insurance Scheme
2. Medical facility (Indoor and Outdoor)



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Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. HQ/HR/BOND POLICY (201801597)

Dated: 29.05.2019

Circular No..11. /2019

Sub:- Amendment in the existing Bond Policy.

The Board of Directors (BoD) in its 68th Meeting held on 16.04.2019 has approved amendment in the relevant provisions of existing policies on Service Agreement-cum-Bond and Forwarding of Applications, as given under:-

S.No.	Existing Bond Policy (Applicable to Direct Recruits & Immediate/Permanent Absorption)			Approved amendments in Bond Policy (Applicable to Direct recruits)		
	Category	Period	Amount (in Rs.)	Category	Period	Amount (in Rs)
1	DGM & Above	5 yrs	10 lacs	Executive (E0) level to AM (E 3)	3 yrs	04 lacs + GST
2	Manager & AM	5 yrs	8 lacs	Below E0 level (Jr. Executive/ MTS)	3 yrs	02 lacs + GST
3	Below AM	5 yrs	6 lacs			

- For all employees inducted through Immediate Absorption basis, Bond amount shall be Rs. 3.0 lakhs + GST.
- No bond is required for employees inducted through Permanent Absorption basis.
- All employees shall have to serve minimum period of 3 years irrespective of their mode of induction.
- If an employee leaves the company during the bond period on completion of 02 years' service, proportionate bond amount to be recovered with the approval of MD only.
- In regard to forwarding of applications for outside employment, the same shall be forwarded as per DOPT guidelines.
- The bond is transferable.
- The revised policy shall be effective from the date of notification of the instructions.
- The revised policy shall be applicable to the existing employees also.

contd.../-

(from pre-page)

2.1 The items (e) i.e. forwarding of applications for outside employment as per DoPT guidelines and (f) i.e. bond is transferable, shall be governed as per follows:

i) **Forwarding of applications:** Applications of DFCCIL employee for outside employment shall be forwarded as per DoPT guidelines contained in their OM No. 28011/1/2013-Esttt (C) dated 23.12.2013 and further instructions issued from time to time.

ii) **Transfer of bond:** The instructions of DPE contained in their OM No. 15(2)/2003-DPE(GM)/GL-57 dated 29.07.2004 and further instructions issued from time to time regarding transfer of bond in respect of employees of PSUs who leave the services of one undertaking to join another Undertaking/Government will be applicable.

3. Individual cases decided earlier will not be re-opened/reviewed on the basis of above amendment.

4. This issues with the approval of Competent Authority.



(Amit Kumar)
DGM/HR

Email to:-

1. Secretary to MD- For kind information of MD.
2. Dir. (Infra), Dir. (OP&BD), Dir. (Fin.) & Dir. (PP) and CVO.
3. ED/WDFC, ED/EDFC, All GGMs/GMs/and CGMs.
4. All HR Officials.
5. Company Secretary.
6. IT Cell for display on DFCCIL's Intranet portal.



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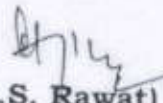
Web: www.dfccil.gov.in CIN U60232 DL2006 GOI 155068

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

CIRCULAR NO - 15/2019

Sub: Pay Protection to the employees joining DFCCIL from other CPSEs/State PSUs/Govt. Dept. through open recruitment.

1. The matter related to pay protection to the employees joining DFCCIL from other CPSEs/State PSUs/Govt. Dept. through open market recruitment have been examined and it has been decided by the Competent Authority that pay protection in such cases may be allowed as per DPE guidelines provided the application is forwarded through proper channel.
2. For future recruitments, the above provision will be incorporated in the advertisements for open recruitment. Besides, the following is incorporated in the **HR manual chapter-II (Open Market Recruitment Policy in DFCCIL) as para - k;**
"The candidates who will join DFCCIL from other CPSEs/State PSUs/Govt. Dept. through proper channel, pay protection will be given as per DPE guidelines."


(R.S. Rawat)
JGM/HR

No: HQ/HR/3/Pay fix.pol./1 (part).

Dated: 14.06.2019

E-mail to:

1. Secy. to MD - for kind information of MD.
2. Dir/OP&BD, Dir/Infra, Dir/PP, Dir/Fin & CVO.
3. ED/EDFC & ED/WDFC.
4. All GGMs/GMs/CGMs and all officials under them for information.
5. DGM/F/PR/CO,
6. DGM/HR/ (Rect.)/CO
7. Company Secretary.
8. AM/IT/CO for placing on Intranet.
9. Notice Board.



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(A Govt. of India Enterprises)

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.

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- 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	B
N7	Jr. Executive- Grade I	29000-91000	
N6	Jr. Executive- Grade II	28000-80000	
N5	Jr. Executive- Grade III	25000-68000	A
N4	MTS -Grade I	22000-63000	
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.

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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.

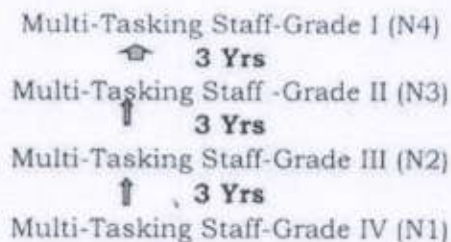
7. Lateral Induction

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

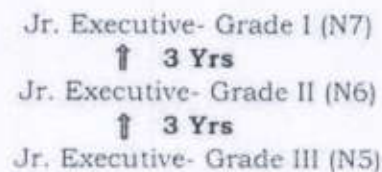
Cluster A



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



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

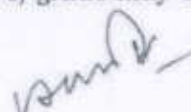
General Manager(E8)
↑ 4 Yrs.
Addl. General Manager(E7)

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 -



- (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 as 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

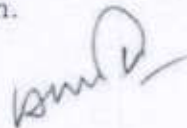
a) Within the cluster

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

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.

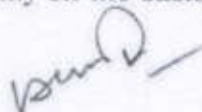
8.9.4 Currency of the Panel

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.



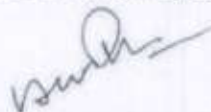
- (ii) **For E2 to E3, E3 to E4, E5 to E6 and E6 to E7**
If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary 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.

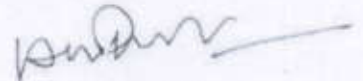
9. Applicability

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

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 convactor, 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;

- News Paper Allowance-CDA Employees
- Sumptuary-CDA employees
- Annual grants for technical journal / Magazine-CDA
- Club membership (Reimbursement of membership fee for club/societies/Library)
- 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	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		
	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	29699	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	16128	9336
Exe.	15065	10609	6153

Note:

1. 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.
2. Rent recovery will be @ 7.5%, 5% and 2.5% of the Basic pay for X, Y and Z class cities respectively.
3. Lease rates shall be revised to the extent of an increase of @ 3% annually on 1st July.
4. 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).
5. Tax on housing perquisites value will be borne by DFCCIL@ average tax rates as per Income tax rules.
6. 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.
7. 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)	
	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.



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन 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

No. HQ/HR/E-Office/7981

Dated: 15.04.2021

The Secretary
Ministry of Railways,
Railway Board,
New Delhi.

(Kind Attn: Shri Vinay Srivastava, Executive Director/Mech. (Chg.))

Sub: Payment of retirement dues to retiring employees.

Ref: Railway Board's letter No.2020/PL/57/1 dated 08.09.2020.

In reference to Railway Board's above letter, a procedure guideline for payment of settlement dues to the retiring employees has been issued vide this office order No.290/2021 dated 13.04.2021. In view of the above guidelines, a system for payment of settlement dues to the retiring employees on the last working day will be implemented in DFCCIL. The monthly position regarding retiring employees will be sent on e-mail on the given proforma.

2. The above is for kind information of Railway Board.

DA: As Above.

(Rajeev Kumar Goyal)
Group General Manager/HR



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.

Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

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.

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

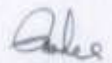
As Gratuity is to be released by the LIC, Trust Members will ensure the payment of Gratuity to the employee by the Gratuity Trust on due date of retirement positively and inform HR.

(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).

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2020/PL/57/1

New Delhi, dated 8th September 2020

The Chairman & Managing Director,
All Railway CPSEs.

Sub: Payment of retirement dues to retiring employees.

Excerpts from the Minutes circulated by CVC for the Annual Sectoral Review Meeting conducted by CVC with CRB on 20.08.2020 are extracted for your ready reference.

"Para 12 (b) – CRB may convey to the Railway Officers manning various PSUs to adopt the systems 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."

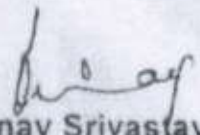
It is, therefore, requested that monthly position regarding retiring employees may be send to this office by Email in the form given below:-

Name of the PSU	Name of the employee retiring	Date of Retirement	Date of issue of Pension Order	Date of issue of other retirement benefits

ED/EDFC
C/- Secy/Fin

This may please be ensured.

MD


(Vinay Srivastava)
Executive Director Mech. (Chg.)
Railway Board

Copy to EDCC for kind information.

- P1. See for n.a.
1. AGM/HR-II, JGM/HR
2. All Cadre (HR)
3. Manojee (HR) Kanna



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

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

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

No.HQ/HR/2017/Superannuation

Dated-18/09/2019

All CGMs/CPMs/GM(Co-ord)
DFCCIL
All Units.

Sub: Settlement dues on separation of employees – procedure for processing of.

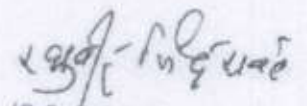
Settlement dues are required to be paid to the employees on their separation from the organization normally on resignation and superannuation.

With a view to streamline the procedure for making final settlement dues of the employees in time, the following documents are required to be furnished within the stipulated period;

- i. No dues certificate of the separated employees duly completed in all respect.
- ii. D&AR clearance.
- iii. Complete leave record from the date of joining of the employee till the date of separation duly signed by unit HR & Unit Head.
- iv. Calculation sheet for settlement benefits as per Annexure-I to be prepared and got vetted from Unit finance.

The above documents should be forwarded to the corporate office so as to reach by 10th of the month of superannuation, in case of retiring officials and within 15 days after date of relieving of the employee, in case of resignations.

DA:As above


(R.S. Rawat)

Jt. General Manager/HR

Copy for kind information and necessary action to :-
All Unit HR officers

Annex-I

FINAL SETTLEMENT DUES

Name of the Unit

1	वर्तमान कोड नं. Emp. Code No			
2	कर्मचारी का नाम Name of the employee			
3	पदनाम Designation			
4	स्थिति (जो लागू हो या नहीं लागू है) Status at the time of superannuation/ Resignation (*Strikeout whichever is not applicable)	(regular/absorbed)		
5	जन्म तिथि Date of Birth			
6	विभागीय को दिनांक Date of Joining in DFCCIL			
6 (i)	छूट का दिनांक Date of Leaving DFCCIL			
7	विशेष रूप से अंतिम वेतन का विवरण Particulars of last pay drawn			
	मूल वेतन Basic Pay on the date of leaving organization in terms of this office			
	प्रवास भत्ता Dearness Allowance (@ %)	₹ Rs.		
	Total last pay drawn	₹ Rs.		
8	छुट्टी नगदीकरण का आकलन Calculation of Leave encashment *			
₹ एक/ एक एचपी- (अधिकतम 300 दिन) LAP & LHAP (Subject to maximum of 300 days in case of superannuation. In case of resignation - 50% of LAP.				
i.	छुट्टी पर वेतन का आकलन Leave on full pay due-	कुल अंतिम वेतन Total EL = दिन Days		
ii.	छुट्टी नगदीकरण की देय राशि - प्रमाणित जिसे तथा कुल अंतिम वेतन x छुट्टी के दिनों की संख्या 30 Amt. of Leave encashment payable - Formula Total last pay drawn x no. of days of leave 30	$\frac{\text{Pay+DA} \times \text{no of days}}{30}$		
iii.	अंतिम वेतन का आकलन Leave on half pay due			
iv.	छुट्टी नगदीकरण की देय राशि - प्रमाणित जिसे तथा कुल अंतिम वेतन x छुट्टी के दिनों की संख्या 30 X 2 Amt. of Leave encashment payable - Formula Total last pay drawn x no. of days of leave 30 X 2	$\frac{\text{Pay+DA} \times \text{no of days}}{30 \times 2}$		
v.	Payment towards Leave Encashment due	₹		
10	Calculation of Gratuity अनुदान सेवा के लिए Quality Service for the purpose of Gratuity as per Office records जो यह वास्तविक सेवा Actual Service rendered (Details given below)			
10.1	दिनांक Date of Resignation/ Superannuation	वर्ष Year	माह Month	दिनांक Day
	घटानाए दिनांक को घटाए/अनुदान Minus: Date of appointment/absorption in DFCCIL			
	जो यह सेवा Service rendered			
	घटानाए सेवा में अंतराल यदि कोई हो Minus: Period of Break in service, if any			
	वर्ष Year	माह Month	दिनांक Day	
कुल सेवा अवधि जिसे गणना में नहीं लेना है				
NIL				

FINAL SETTLEMENT DUES

Name of the Unit

Net Qualifying service rendered		
Gratuity Payable		
10.2	i)	<p>की सेवा के लिए - Formula</p> <p>26</p> <p>For the service rendered - Formula</p> <p>Total last pay drawn x net Qualifying service (in full Yrs) x 15</p> <p>26</p> <p>(service completed more than six months and above be treated as one year. Less than six months to be ignored.)</p>
	ii)	<p>कुल TOTAL Leave Encashment (para-09) + Gratuity (para-10.2 (i))</p>
11	Total payment towards settlement dues	

Pay+DA X no of completed year of service X 15
26

Note- para-8 (iv) is not applicable in case of resignation. However, if employee has resigned to join another PSU / Govt Organisation, as a result of his application forwarded through proper channel or obtaining NOC from the Company then this will be applicable. In such cases, employee's request for transfer of leave to the new employer should be attached.

Submitted for approval for payment of Rs towards the final dues (Gratuity and Leave encashment) in favour of Sh. design. **No dues certificate completed in all respect and leave record duly signed are attached herewith. He is free from D&AR angle.**

Dealing official /HR/unit

CGM

For use in Corporate office

The above calculation is checked and found in order / corrected. Put up for finance vetting/ approval.

Dealing HR officer

JGM/HR

DGM/Fin /PR /CO

GGM/HR-II

GGM/HR-I / Chairman Gratuity Trust