

Note

No. HQ/HR/Policy/RTI

Dated : 23.04.2024

RTI-346

Name of the Applicant- Md Anzer

S.No.	Information Sought	Reply
1.	In case of change on place of posting of a permanent employee undergoing training at HHI Noida and the employee is asked to report to concerned CGM office directly from HHI on being posted at a distance more than 1000 Km from his previous place of posting will I be eligible for 12 days joining leave?	Relevant extracts of the policy are enclosed.

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AGM/HR

GM/HR/R&P

AGM/Admin(CPIO)

Dawna
23/4/24
DGM/HR

11. Advance on transfer

- a) DFCCIL employees can avail the facility of advance not exceeding one month's basic pay from the project / unit from which they are transferred, if he/she applies for it. However, the final claim would be settled by the project / unit where the employee has been transferred only on joining at the new place of posting.
- b) The advance will be interest free and the amount of Advance on transfer should be recorded in the Last Pay Certificate of the transferred employee.

12. Joining Time on Transfer

- a) In the case involving transfer from one station to another and also involving change of residence, the employee shall be allowed joining time with reference to the distance between the old headquarters and new headquarters by direct route and ordinary mode of travel as indicated below:-

Distance between Old and New Headquarter	Joining Time admissible
Upto 1000 Kms	10 days
More than 1000 and upto 2000 Kms	12 days
More than 2000 Kms	15 days

Note - (1) In case of travel by air maximum joining time will be 12 days.

Note - (2) The period of joining time shall include the period spent on journeys.

Note-(3) The joining time shall commence from the date of relinquishment of charge of the old post if charge is made over in the forenoon, or the following day if the charge is made over in the afternoon.

- b) When holidays follow joining time, the normal joining time may be deemed to have been extended to cover such holidays. In other words, when holidays fall immediately on expiry of the permissible joining time, the period of joining time shall stand extended to cover the holidays.
- c) Leave in lieu of joining time: when an employee joins the new post without availing of the full joining time, the number of days of joining time as admissible reduced by the number of days actually availed of shall be credited to his leave account as earned leave/LAP. The credit of joining time to the leave will be subject to usual restriction on accumulation of Earned Leave/LAP in the leave account.
- d) No joining time is admissible in case of temporary transfer. Only the actual journey time will be allowed.
- e) Not more than one day joining time shall be admissible if the new headquarters and old headquarters are at the same station.

13. Daily Allowance on Temporary Transfer

The cases of transfer not exceeding the period of 180 days will be treated as on tour/temporary Transfer. The Daily allowance is admissible during temporary transfer as follows: