



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.gov.in

No. 2019/HQ/Admin/RTI-351

New Delhi: 29.05.2019

Sh. Yuvraj Singh Varma
Gujarat

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

Reference: Your RTI Application dated 09.05.19 received through DOPT.

Information i. r. o. your above RTI application as received is attached.

1st Appellate Authority whose 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

9717636811

DA: 09 sheets.

No. 2019/HQ/HR-1/(ii)/RTI/Pt.(201900084)

Dated: 28.05.2019

Sub: Application of Shri Yuvraj Singh Varma, R/o Gujarat, under RTI Act-2005.

Reply to RTI No. 351

S.N	Information Sought For:	Proposed Reply/Remarks
1.	Copy of HR circular no. 09/2017 dated 28-06-2017.	Kindly find enclosed the Circular No. 09/2017 dated 28.06.2017.
2.	Copy of policy for engagement of manpower on contract basis and date from which said policy is effective.	Kindly find enclosed the policy on engagement of Contractual staff dated 04.03.2016.

[Signature]
28/5/19
AM/HR

DGM/HR *[Signature]*
29/05/19

DGM/Admin (PIO) *[Signature]*
29/5/19

RECEIVED IN OFFICE
Dy. No.: 675/2019
Date: 29/5/19
Sign: *[Signature]*



डेडीफ्रेट 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/PF Deductions/Contract/1

Dated: 28.06.2017

CIRCULAR No. 09 /2017

Sub: PF deduction of contract employees.

After examining the matter relating to the issue of deduction of PF contribution from employees engaged on contract basis on consolidated emoluments in DFCCIL viz. Finance Officer/Works Engineer etc., the following action will be taken to implement the provisions of EPF Act, 1952 and EPF Scheme, 1952:

- i) All the existing employees engaged on Contract basis on consolidated emoluments and those who will join subsequently and who are already members of the PF Scheme in the previous organization will continue to be a member of EPF scheme. They will be required to submit Form-11(enclosed as **Annexure-I**) giving details of the PF particulars etc.
- ii) All the existing employees engaged on Contract basis on consolidated emoluments and those who will join subsequently and who are not members of the PF Scheme, will be given an option (enclosed as **Annexure-II**) to become a member of EPF scheme or otherwise and action will be taken accordingly.
- iii) The amount of contribution towards PF deduction for those who opt for the EPF Scheme or are already members of EPF Scheme in the past will be calculated based on the ceiling of the pay prescribed under EPF Scheme from time to time. Presently, the contribution will be limited to Rs. 1800/- per month (i.e. 12% of the ceiling of the monthly wages of 15000/- prescribed by the PF Scheme for which payment of EPF contribution is mandatory), with an equal contribution of Rs. 1800/- per month from the Employer (DFCCIL).

Contd....2

- iv) The prescribed Forms mentioned at (i) and (ii) above should be submitted by the existing contract employees (Finance Officer/Works Engineer etc.) to Finance/ Payroll/CO by **20th July, 2017.**
- v) For those contract employees joining subsequently, the prescribed Forms will be got filled by the Recruitment Cell/HR at the time of their joining and send it directly to Finance /Payroll/CO for onward submission to EPFO.
- vi) These orders will be applicable with immediate effect.

28/6/17
(Nuruddin Ansari)
General Manager/HR-II

Copy to:-

1. Secy to MD for kind information of MD.
2. Director (OP&BD), Director (Infra), Director (PP), Director (Fin), CVO
3. All EDs/GGMs/GMs
4. All CPMs
5. All HR officials/CO
6. JGM/Fin-II/CO
7. Manager/Law/CO
8. All concerned contract employees - to submit the Forms as stated above.

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

24/11

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorced)	
6.	(a) Email ID: (b) Mobile No.:	
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9.	Previous employment details: [if Yes to 7 AND/OR 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
10.	e) Pension Payment Order (PPO) No. (if issued)	
	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
11.	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
	KYC Details: (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account. (The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:

Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
- (Post allotment of UAN) The UAN allotted for the member is
 - Please Tick the Appropriate Option:
The KYC details of the above member in the UAN database
 - Have not been uploaded
 - Have been uploaded but not approved
 - Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
- The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - Please Tick the Appropriate Option:-
 - The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

OPTION FORM

I,.....S/o.....
....., working as
..... on contract basis may be permitted to join the
EPF Scheme, 1952 and contribute to the PF fund at the rate specified in DFCCIL
Circular No...../2017

OR

I,.....S/o.....
....., working as
..... on contract basis do not want to become a
member of the EPF Scheme, 1952.

Signature of the Contract Employee

Designation

Date:

Mob. No.....



डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.
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5th Floor, Pragati Maidan Metro Station Building Complex,
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No.HQ/HR/3/Manpower Contract/30.


Dated: 04.03.2016.

Sub: Policy for engagement of manpower on contract basis.

The BoD in its meeting held on 27.11.2015 has approved policy for engagement of manpower on contract basis and authorised MD to formulate detailed guidelines for induction process. Accordingly, the policy for engagement of manpower on contract basis alongwith detailed guidelines is enclosed for information and necessary action.

This issues with the approval of the Competent Authority.

DA/As above.


(Sunder Singh)
JGM/HR

Email to:

1. Secy. to MD: for kind information of MD.
2. Director/OP&BD, Director/PP, Director/Fin., Director/Infra & CVO.
3. All GGMs/GMs/CPMs, Dy.CVO, AGM/CC, AGM/HR, JGM/HR-II, DGM/HR, CS & AM/HR.

Sub: Policy for engagement of manpower on Contract basis.

Following policy will be followed for engagement of manpower on contract basis to meet immediate requirement during construction phase;

1.

(i)	Designation	For Technical category: i) Works Engineer (ii) Junior Works Engineer For Finance (iii) Finance Officer (iv) Junior Finance Officer
(ii)	Qualification	For Technical Category: (i) Works Engineer: Engineering Degree in relevant discipline (ii) Junior Works Engineer: Diploma in relevant discipline Post qualification experience: Minimum three years in Government, PSUs or reputed private companies For Finance: (i) Finance Officer- CA/ICWA (ii) Junior Finance Officer-CA/ICWA. Post qualification experience: (i) Finance Officer – Minimum three years in Government PSUs or reputed private companies. (ii) Junior Finance Officer – Minimum one year in Government, PSU or reputed private companies
(iii)	Basic Emoluments Per month	(i) Works Engineer/Finance Officer – Rs.35,000/- (ii) Jr. Works Engineer/Jr.Finance Officer – Rs.25,000/-
(iv)	Provident Fund	Provision will be made as per extant rule. DFCCIL will contribute employer's share of Provident Fund @ 12% of Basic Salary. Matching contribution would be deducted from the salary of the contractual staff and deposited in his/her EPF account.
(v)	Gratuity	Will be paid at the time of leaving DFCCIL as per provisions of the Gratuity Act, if applicable.
(vi)	Annual Performance Incentive	Contractual employment is project specific and is liable to be terminated at the end of the specific time period mentioned or at the end of the project period, whichever is earlier. If continued beyond one year, contractual staff will be eligible for increase in emoluments by 5% based on the performance benchmark decided by MD.
(vii)	Mobile Phone Call Charges	Rs.500/- per month.

(viii)	Conveyance Charges	Rs.1500/- per month.
(ix)	TA/DA	As per entitlement for E-0 category
(x)	Leave Entitlement	Contractual personnel will be granted two (2) days leave for each completed month of employment in DFCCIL and such leave shall not have any specific nomenclature like CL, Earned Leave, etc. The accumulated leave cannot be carried forward to the next calendar year.
(xi)	Duration	Initially for one year and extendable further at sole discretion of DFCCIL.
(xii)	Number	Number of Works Engineer/Finance Officer will be limited to 50% of vacancy in AM Grade and Jr. Works Engineer/Jr. Finance Officer, will be limited to 50% of vacancy in Executive grade in respective disciplines. Balance vacancy will be filled up from deputation.
xiii	Age	18 to 35 years, with relaxation in upper age limit as per orders issued by GOI from time to time.
xiv	Medical examination	Candidates will have to undergo medical examination (as applicable for direct recruitment for E0 category in relevant discipline) and will be considered for contract appointment only if they are found medically fit.

2. Application and Selection process:

- (i) The advertisement will be published in local and national newspaper(s) (in Box) and will also be uploaded on DFCCIL website.
- (ii) The selection will be done through "Walk in Interview". The interview will be held at Field Offices or at Corporate Office depending upon the requirement of manpower.
- (iii) The duly filled application will be brought by the candidates on date of walk-in-interview. In case of large number of applicants, Walk in Interview may be held for more than one day.
- (iv) A three members Selection Committee at the level of GM/GGM/CPM including one officer from the concerned department and one from HR shall be nominated by MD. In case of non-availability of Officers, HR and Finance may be one level below the level of officers of the Committee.
- (v) Scrutiny Committee for verification of documents/eligibility criteria shall be nominated by Director.
- (vi) Candidates not fulfilling the eligibility criteria will not be considered for interview.

Jm

(vii) Distribution of marks (total 100) for selection:

Educational Qualification: 20

Job experience: 20

Personality/initiative/communication skill: 20

Technical/knowledge in relevant field: 40

(viii) Qualifying marks (%):

General Candidates: 60%

OBC candidates: 55%

SC/ST candidates: 50%

(ix) The selection process will be reviewed based on experience.

General Guidelines

- (i) The concerned Director will identify the posts to be filled through Contract.
- (ii) The above posts are project specific for the limited period and is not for the regular establishment of DFCCIL. No other perks or benefits would be admissible except those mentioned above.
- (iii) The appointment initially will be for a period one year, extendable further as per the requirement at the sole discretion of the DFCCIL provided if the services of the candidates are found to be satisfactory.
- (iv) The appointment on contract basis will not confer any right to claim for regular absorption/extension in the company.
- (v) Applicants working in Govt. /PSU may note that this is short duration contract. Besides, even for these posts they have to provide NOC at the time of interview and resign from their organisation on their selection.
- (vi) The services may be terminated by either side by giving one month's notice. However, in case of gross negligence/misconduct/irregularities, the employment may be terminated with immediate effect and in such cases the employee will be liable for action as per law/policies of the Company.

Interpretation:

MD would be the competent authority to interpret/clarify and to carry out minor modifications in the policy.

GA