



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-374

New Delhi: 01.06.2021

Sh. Vijayanand Chaudhary
Gujarat

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

Reference: Your online RTI application dated 22.05.2021 (Registration No. DFCCCL/R/E/21/00273) 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 to 3	Refer to the original RTI application dt. 22.05.2021	RTI Act does not cast on the public authorities to answer queries in which the applicant elicits answers to questions. Leave encashment is separate from the superannuation benefits. Office Order 290/2021 dated 13.04.2021 regarding final settlement dues is attached.
2.	4		Circular No.05/2021 dated 17.03.2021 is attached.

Hope the above information is complete and satisfactory. If not, then you can appeal within 30 days of receipt of the letter to the 1st Appellate Authority whose name and address is as under;

Ms. R. P. Chhibber
GGM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001.

DA: 12 sheets

(S.K. Roy)

Dy. G.M./Admn.(PIO)

E-mail: skroy@dfcc.co.in

011-23454707



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

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

No. HQ/HR/Settlement/2021

Dated-13.04.2021

OFFICE ORDER NO: 290 / 2021

All GGMs/GMs/CGMs

Sub: Payment of settlement dues to retiring employees.

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

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

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

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

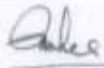
As Gratuity is to be released by the LIC, Trust Members will ensure the payment of Gratuity to the employee by the Gratuity Trust on due date of retirement positively and inform HR.

(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


13/04/2024
(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).



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Dedicated Freight Corridor Corporation of India Limited
(भारत सरकार का उपक्रम)
(A Govt. of India Enterprises)

HQ-HRCCOPO(HRP)/27/2020-HR-COORD AND POLICY /5499

Dated: 17.03.2021

CIRCULAR NO 05 /2021

Sub: **Amendment in Permanent /Immediate Absorption Policy**

BoD in its 76th meeting (Item No 76.3.4) held on 24.02.2021 has approved the amendment in Permanent/Immediate Absorption Policy as mentioned below -

1. Eligibility conditions:

- Absorption of employees working in Railways, other Govt. departments, Central PSUs and those already on deputation with DFCCIL shall be considered.
- The Permanent Absorption (i.e. deputation followed by absorption) as well as Immediate Absorption (i.e. direct absorption) shall be made in IDA pay scale structure, as per extant policy of Company.
- The eligibility criteria for both permanent and immediate absorption to various levels shall be as under: -

1.1 Permanent Absorption

Employees on deputation in DFCCIL shall be eligible to apply for permanent absorption in the same grade in which they are working.

1.2 Immediate Absorption

Post	Grade	IDA Scale/ comparable CDA scales	Eligibility criteria for immediate absorption		Educational Qualification for entry in lowest grade of the cluster
			CDA scale	IDA scale	
(1)	(2)	(3)	(4)	(5)	
GM	E8	120000- 280000 Level 14	Working in analogous grade (Level 14) or	Working in analogous grade E8 (120000-280000) with 20 years of	

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			working in SG grade (Level 13) with 17 years of Group A service in relevant discipline	managerial service or working in E7(100000-260000) for a period of 04 years with a total of 20 years of managerial service.	
AGM	E7	100000-260000/ Level 13 A	Working in analogous grade (Level 13 A) or in SG (Level 13) with minimum 03 years' service in Level 13.	Working in analogous grade E7 (100000-260000) with 16 years of managerial service or working in E6(90000-240000) for a period of 04 years with total of 16 years of managerial service	
JGM	E6	90000-240000/ Level 13	Working in analogous grade (Level 13) or in JAG (Level 12) with minimum 08 years' service in Group A in relevant discipline	Working in analogous grade E6 (90000-240000) having 12 years managerial service or working in E5(80000-220000) for a period of 04 years and having total 12 years managerial service.	
DGM	E5	80000-220000/ Level 12	Group "A" or Group "B" officers working in Level 12 (Analogous Grade) or Working in Sr Scale (Level 11) for a period of 04 years.	Working in analogous grade E5 (80000-220000) having 08 years managerial service or working in E4(70000-200000) for a period of 04 years having a total of 08 years managerial service.	
Manager	E4	70000-200000/ Level 11	Group "A" or Group "B" officers working in Level 11 (analogous Grade) Or	Working in analogous grade E4 (70000-200000) having 04 years managerial service or working in E3	Relevant Degree from a recognized Institute with minimum 60% marks

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			Group "A" or Group "B" officers working in Level 10 with 4 Years' experience	(60000-180000) for a period of 04 years and having a total of 04 years managerial service.	
AM	E3	60000-180000/ Level 10	Group "A" officer working in level 10 or Group "B" working in Level 10 (analogous grade) or Group "B" officers with at least 3 years' service in Group B (gazetted) working in relevant discipline	Working in analogous grade E3 (60000-180000) or working in E2 (50000-160000) for a period of 03 years	
Junior Manager	E2	50000-160000/ Level 8	Working in analogous grade (Level 8) Group "B" in relevant discipline or holding substantive posts in Level 7 (Level 8 in Accounts) for a period of 03 years	Working in analogous grade E2 (50000-160000) or working in E1 (40000-140000) for a period of 03 years	
Sr. Executive	E1	40000-140000/ Level 7	Working in analogous grade Level 7 (Level 8 in Accounts) in relevant discipline or holding substantive posts in Level 6 (Level 7 in Accounts) for a period of 4 years	Working in analogous grade E1 (40000-140000) or working in E0 (30000-120000) for a period of 4 years	Relevant Diploma from a recognized Institute with minimum 60% marks, as approved from time to time as per Clause 1.3 (c)
Executive	E0	30000-120000/ Level 6	Working in analogous grade (Level 6) in relevant discipline	Working in analogous grade E0 (30000-120000) or working in N7	

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			or holding substantive posts in Level 5/Level 4 for a period of 3 years	(29000-91000) for a period of 3 years	
Jr. Executive	N6	Rs 28000-80000/Level 4	Working in analogous grade (Level 4)	Working in analogous grade N6 (28000-80000)	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 1.3 (c))

1.2 Note

- a) Managerial service will be counted w.e.f date of grant of IDA Pay scale of Rs 50000-160000 or CDA pay scale of Level 8/ date of entry to Group "B".
- b) The maximum age of the applicant for absorption to the posts of AGM & below shall be 55 (Fifty-Five) years and that for the post of GM maximum age will be 57 (Fifty-Seven) years. The age will be reckoned as on the date of notification calling for application (Para 2.1 (a)) in case of deputationists seeking permanent absorption. In case of immediate absorption, the age will be reckoned as prescribed in the advertisement.
- c) 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.

2. Selection Method

2.1 Notification of vacancies

a. Permanent Absorption

- i. Assessment of vacancies will be undertaken as on 1st January and 1st July every year.

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- ii. The vacancies will be notified after assessment on 1st February / 1st August of the year. The last date of receiving applications in corporate office HR for permanent absorption in DFCCIL will be 10th February and 10th August of every year.
- iii. GGMs/GMs/CGMs may forward the applications of the employees for permanent absorption in DFCCIL as per the above schedule accordingly.

b. Immediate Absorption

- i. After assessment of vacancies, advertisement seeking applications for immediate absorption will be displayed on company's website and/or published in Employment News & other newspapers.
- ii. Normally, applications forwarded through proper channel would be considered. In cases where NOC/forwarded application/APARs is not received from the employer before the interview, the candidate would be provisionally interviewed based on self-certified copies of APARs and can be provisionally selected, subject to receipt of letter of acceptance of resignation from the competent authority in parent organization before joining DFCCIL.

2.2 Scrutiny Committee

a. Permanent absorption

Scrutiny Committee will not be required in case of permanent absorption as applicants are already working on deputation.

b. Immediate Absorption

Scrutiny Committee shall be nominated by the Appointing Authority as per SOP.

2.3 Composition of Selection Committee

a. Permanent Absorption

Level of posts/category	Selection Committee
E3 & Below	Committee Of GM/GGM Level including GM/GGM of concerned department to be nominated by MD
E4, E5, E6	Committee of EDs to be nominated by MD
E7, E8	Committee of Directors to be nominated by MD

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b. Immediate Absorption

Level of posts/category	Selection Committee
E3 & Below	Committee of GM/GGM Level including GM/GGM of concerned department to be nominated by MD
E4, E5, E6	Committee of EDs to be nominated by MD
E7, E8	Committee of Directors to be nominated by MD

2.4 Selection Criteria

a. Permanent Absorption

APARs (3 years)	Additional Professional qualification in the relevant field	Professional competence & managerial qualities/ Attributes (through presentation)	Personality, General awareness & communication skills (through interaction)	Total marks	Qualifying marks
30	10	30	30	100	75

*The qualifying marks shall be 75% in each component / attribute as well as in total.

* Where one or more APAR is not available out of 03 (three APARs), as prescribed, the Selection Committee may consider the APARs of preceding period.

* Applicant will not be considered in absence of APARs of 3 years.

b. Immediate Absorption

APARs (3 years)	Additional Professional qualification in the relevant field	Professional competence & managerial qualities/ Attributes (through presentation)	Personality, General awareness & communication skills (through interaction)	Total marks	Qualifying marks
30	10	30	30	100	75

*The qualifying marks shall be 75% in each component / attribute as well as in total.

* Where one or more APAR is not available out of 03 (three APARs), as prescribed, the Selection Committee may consider the APARs of preceding period.

* Applicant will not be considered in absence of APARs of 3 years.

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2.5 **Recommendations of Selection Committee**

The Selection Committee after assessment of the employees shall prepare Select List/Panel. The recommendations of the Committee shall be put up to MD for approval.

2.6 **Approval of Panel**

The recommendation of Selection Committee will be put up to MD for approval.

2.7 **Notification of Panel**

List of candidates approved on recommendation of selection committee shall be notified.

2.8 **Currency of the Panel**

The currency of the panel shall be for a period of 06 months.

2.9 **Offer of appointment**

a. Permanent Absorption

Offer of appointment will be issued after approval of Competent Authority. The validity of the offer will be for a period of one month. In case employee does not accept the offer of Appointment within one Month, the Offer of Appointment will be deemed to have lapsed. After acceptance of the offer, the case will be referred to parent department for acceptance of technical resignation. Parent department should accept technical resignation within a period of 3 months, however If the parent department does not accept the technical resignation within 3 months from date of submission, then, case would be put up to MD/DFCCIL for extension of period for acceptance of technical resignation by parent department or cancellation of the absorption offer. Permanent absorption in DFCCIL shall be effective from the date following the date of acceptance of resignation by the parent organization.

b. Immediate Absorption

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. The validity of the offer will be for a period of One month. In case employee does not accept the offer of Appointment within one Month, the Offer of Appointment will be deemed to have lapsed.

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3. **Other conditions:**

- a) In terms of the DOP&T and DPE's instructions, in the case of deputation followed by absorption, the absorption in DFCCIL shall be effective from the date following the date of acceptance of resignation by the parent organization and in the case of immediate absorption, the date of joining shall be the date of absorption.
- b) Further, as per DOP&T/DPE's instructions, the absorbee shall sever all connections with the parent organization from the date of absorption in DFCCIL and he/she will not be allowed to revert to parent cadre. Such an absorbee will be governed by the rules/policies/instructions, etc. of DFCCIL in all respect.

4. **Pay Fixation**

- (i) The pay of the employee shall be fixed in IDA pay scale, in which absorbed, as given under Column 3 of Para 1.2, from the date of immediate absorption.
- (ii) In case of deputation, followed by permanent absorption, pay in the IDA pay scale in which absorbed shall be fixed based on the option exercised by the employee, either-
 - a. from the date of deputation on notional basis, i.e without arrears and actual from the date of permanent absorption, or,
 - b. from the date when he/she is granted the last higher scale in DFCCIL consequent upon his/her NBR / promotion in parent cadre on notional basis, without arrears and actual from the date of permanent absorption,
Or
 - c. from the date of absorption on actual basis.
- (iii) The benefit of one notional increment may be granted in fixation of pay to the employee joining on permanent/immediate absorption basis in case of movement from lower scale to the higher scale as per general principle of Fundamental Rules of DOP&T/DPE guidelines.
- (iv) Individual cases of fixation of pay not covered under the above rule will be decided as per the principle contained in Fundamental Rules of Government of India/Railways and DPE required for its application in DFCCIL, MD would be the Competent Authority to decide the same.

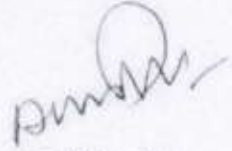
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5. **Interpretations:**

MD would be the competent authority to decide/clarify the provisions, issue necessary administrative instructions and procedural order, etc. for implementation of Absorption Policy. This policy may be reviewed periodically.



(S.K Panda)

Joint General Manager/HR

Email to -

1. Secy to MD, for kind information of MD
2. Director/Infra, Director/Finance, Director/OP&BD, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination
5. Company Secretary
6. Manager/IT - for placing the order on intranet

