

No. 2019/HQ/Admin/RTI-411

New Delhi: 05.07.2019

Sh. Rahul Yadav
Rajasthan

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

Reference: Your RTI Application dated 08.06.19 received through DOPT.

The information received is provided herewith as under;

S.No	Point No.	Information sought for	Information provided
1.	1	Refer the original application dt. 08.06.19	Being third party information, the required pay slip of a third party (Executive) can not be provided under clause 8(j) of RTI Act 2005.
2.	2	-do-	Copy of IDA Pay scale Structure & Allowances is attached.
3.	3	-do-	Copy of extant Promotion Policy and further amendment for Executive and above level posts in DFCCIL is attached (10 pages).
4.	4	-do-	There is no policy on Pension as on date in DFCCIL.
5.	5	-do-	Not available.

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: 19 pages.

Chapter-VIII

IDA Pay Scale Structure & Allowances

Implementation of IDA Pay Scales and Allowances.

1. The following IDA Pay scales, shall be operated below Board level.

A)

Grade	Post*	IDA Pay Scale(Existing as per 2 nd PRC) (Effective from 01.01.2007)	IDA Pay Scale(Revised as per 3 rd PRC) (Effective from 1.1.2017)
E9	Executive Director	62000-80000	150000-300000
E8	GGM/GM	51300-73000	120000-280000
E7	AGM	43200-66000	100000-260000
E6	JGM	36600-62000	90000-240000
E5	DGM	32900-58000	80000-220000
E4	Manager	29100-54500	70000-200000
E3	Asst. Manager	24900-50500	60000-180000
E2	Junior Manager	20600-46500	50000-160000
E1	Sr. Executive	16400-40500	40000-140000
E0	Executive	12600-32500	30000-120000

*Employees with different designations will be allowed IDA scales comparable to the above posts. (HRs Circular 41/2018, file no. HQ/HR/3rd PRC/1) dated 14.8.2018)

B) IDA Pay Scale Structure below Executive (E0) level as under:-

Level	Categories	Grade	IDA Pay Scale(Existing as per 2 nd PRC) (Effective from 01.01.2007)	IDA Pay Scale (Revised as per 3 rd PRC) (Effective from 1.1.2017)
Skilled Staff	Jr. Executive-Grade I	N7	12000-30000	29000-91000
	Jr. Executive-Grade II	N6	11000-27500	28000-80000
	Jr. Executive-Grade III	N5	10000-25000	25000-68000
Multi Tasking Staff	Multi Tasking Staff (MTS)-Grade I	N4	9000-22500	22000-63000
	Multi Tasking Staff (MTS)-Grade II	N3	8000-20000	21000-60000
	Multi Tasking Staff (MTS)-Grade III	N2	7000-14000	18000-52000
	Multi Tasking Staff (MTS)-Grade IV	N1	6000-12000	16000-45000

(Reference: HRs Circular dated 29.01.2014 from file no. HQ/HR/3/Pay.Fix. Pol/1-IDA)&

(HRs Circular 58/2018, file no. HQ/HR/3rd PRC/1) dated 30.11.2018)



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया लि.
भारत सरकार (रेल मंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India Ltd.
A Govt. of India (Ministry of Railways) Enterprise

HQ/HR/ 3rd PRC/1

Date: 14.08.2018

Circular No. 41/2018

Sub: Revision of Pay scales in respect of Board level and below Board level Executives w.e.f 01.01.2017.

In pursuance to Department of Public Enterprises OM No. W-02/0028/2017-DPE (WC)-GL-XII/17 dated 03.08.2017 and dated 04.08.2017, the proposal for revision of scale of pay w.e.f.01.01.2017 for Board level and Below Board Level Executives governed by IDA scale of pay, approved by the Board of Directors, was sent to Ministry of Railways for issuance of Presidential Directives on the subject.

2. Ministry of Railways vide letter No.2017/PL/61/9 dated 05.07.2018 have issued the Presidential Directives for revision of pay scale and Allowances under "Cafeteria Approach" w.e.f. 01.01.2017. Further, BOD in their 64th meeting held on 13.08.2018 have approved the basket of items under 'Cafeteria Approach' with its distribution.

3. Accordingly the revised IDA pay scales and allowances for Board Level and below Board level Executives would be as under:

1. Revision of IDA Pay Scales

The revised pay scales for Board level and Below Board level Executives governed by IDA pay scales w.e.f 01.01.2017 would be as under;

Grade	Existing Scale	Revised Scale
E0	12600-32500	30000-120000
E1	16400-40500	40000-140000
E2	20600-46500	50000-160000
E3	24900-50500	60000-180000
E4	29100-54500	70000-200000
E5	32900-58000	80000-220000
E6	36600-62000	90000-240000
E7	43200-66000	100000-260000
E8	51300-73000	120000-280000
E9 (ED)	62000-80000	150000-300000
Director {Sch.'A'}	75000-100000	180000-340000
CMD/MD {Sch.'A'}	80000-125000	200000-370000

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2. Fitment Benefit

2.1 A uniform fitment benefit@ 15% on existing basic pay (IDA) drawn by the employee as on 31.12.2016 + DA @ 119.5% as applicable on 01.01.2017 would be provided to all Board level and below Board level officers as on 01.01.2017. The aggregate amount would be rounded off upto next Rs.10/- and pay fixed in the revised scale.

2.2 Methodology for pay fixation

To arrive at the revised Basic Pay as on 1.1.2017 fitment methodology shall be as under:

A		B		C		D [Revised BP as on 1.1.2017] *
Basic Pay+ Stagnation increment(s) as on 31.12.2016 (Personal Pay/ Special Pay not to be included)	+	Industrial Dearness Allowance @119.5% applicable on 1.1.2017 [under the IDA pattern computation methodology linked to All India Cumulative Price Index (AICPI) 2001 = 100 series]	+	15% of (A+B)	=	Aggregate amount rounded off to the next Rs.10/-.

2.3 In case revised BP as on 01.01.2017 arrived so is less than the minimum of the revised pay scale, pay will be fixed at the minimum of the revised pay scale.

2.4 In case of employees, who have been granted increment as on 01.01.2017 in pre-revised scale will be eligible for increment on 01.01.2017 in revised pay scale.

2.5 In the case of employees who have taken absorption in DFCCIL on or after 01.01.2016 after availing 7th CPC scales of pay, the following procedure will be adopted for fixation of pay in revised pay as per 3rd PRC:

- (i) Employees who have taken absorption between 01.01.2016 and 31.12.2016 and availed 7th CPC scales of pay, their basic pay in IDA as on 31.12.2016 will be taken and applicable IDA on the date (119.5%) will be added to the basic pay for fixing the pay in the revised scale as per 3rd PRC w.e.f 01.01.2017.
- (ii) The pay of the employees absorbed w.e.f 01.01.2017 onwards will be re-fixed in reference to their Cadre pay of 7th CPC.
- (iii) In respect of employees in Vigilance Department who have opted for IDA pay scale, their cases will also be dealt as per (i) and (ii) above.

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3. Increment

A uniform rate of 3% of Basic Pay will be applicable for both annual increment as well as Promotion Increment and rounded off to the next multiple of Rs. 10/-

4. Stagnation Increment

In case of reaching the end point of pay scale, an Executive (all employees of DFCCIL) will be allowed to draw stagnation Increment, one after every two years upto a maximum of three such increments and rounded off to the next multiple of Rs. 10/-, provided executives gets a performance rating of 'Good' or above.

5. Dearness Allowance

100% DA neutralization will be adopted for all the Employees who are on IDA pattern of scales of pay w.e.f. 01.01.2017. The periodicity of adjustment will be once in three months as per the existing practice for these categories. The quarterly DA payable from 01.01.2017 will be as per new DA scheme as given below:

Effective Date	Rate of Dearness Allowance (in percentage)
01.01.2017	0
01.04.2017	-1.1
01.07.2017	-0.2
01.10.2017	2.20
01.01.2018	3.40
01.04.2018	3.50
01.07.2018	3.80

6. House Rent Allowance (HRA)

The House Rent Allowance payable to the employees of the Company will be at the following rates from the date of issue of Presidential Directive i.e. 05.07.2018:

Classification of Cities	Rate of HRA
X-Class (Population of 50 Lakh and above)	24% of Basic Pay
Y-Class (Population of 5 Lakh to 50 Lakh)	16% of Basic Pay
Z-Class (Population Below 5 Lakh.)	8% of Basic Pay

Note:

The rates of HRA will be revised to 27%, 18% and 9% for X, Y & Z class cities respectively when IDA crosses 25% and further revised to 30%, 20% and 10% when IDA crosses 50%.

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7. Allowances under 'Cafeteria Approach'

7.1 The recommendation of 3rd PRC, duly accepted by the Government, has retained the concept of "Cafeteria Approach" for payment of allowances to CPSE employee with a change only in the maximum limit @ 35% of the new basic pay instead of existing 50%.

7.2 Accordingly, the revised items in basket under 'Cafeteria Approach' and its distribution subject to a ceiling of 35% of Basic Pay for IDA employees of DFCCIL w.e.f. 01.01.2017 will be as under;

S.N	Allowances	Proposed
1	Transport Allowance	4
2	Professional updation - cum-education allowance	15
3	Electricity Allowance	6
4	Recreation Allowance	6
5	Special Personal Allowance	4
6	House upkeep allowance	4
7	Fitness Allowance	6
8	Medical Allowance	4

Note:

- i. For the period from 01.01.2017 to 31.07.2018, the revised ceiling of 35% will be adjusted against the existing items of allowances under the basket proportionately.
- ii. The revised basket of items, as above, will be effective from 01.08.2018.
- iii. The employee can either choose allowances from the above basket of allowances or may opt for lump sum payment as per their entitlement w.e.f. 01.08.2018.
- iv. Employees can change their choice of allowances in the month of April every year.
- v. In case of officers below board level having official transport, the maximum permitted allowances under "Cafeteria Approach" will be further reduced by 4%. This will be effective from 01.01.2017.
- vi. Tax will be applicable as per the income Tax Act, or as amended from time to time.

8. Superannuation Benefits

The existing provisions regarding superannuation benefits have been retained as per which CPSEs can contribute upto 30% of Basic Pay plus DA towards Provident Fund (PF), Gratuity, Post-Superannuation Medical Benefits (PRMS) and Pension of their employees.

9. Gratuity

The ceiling of gratuity is raised from Rs 10 lakhs to Rs 20 lakhs with effect from 01.01.2017 and the funding for the entire amount of Gratuity would be met from within the ceiling of 30% of Basic Pay plus DA. Besides, the ceiling of gratuity shall increase by 25% whenever IDA rises by 50%.

10. Club Membership

Board level executives will be allowed Corporate Club membership (upto maximum of two clubs), co-terminus with their tenure.

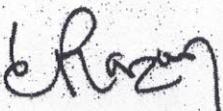
11. General

- a) Arrears of pay will comprise pay fixation benefits, allowances under Cafeteria, Dearness Allowance etc. w.e.f. 01.01.2017.
- b) Payment of arrears on account of revision of pay and allowance shall be subject to normal deductions towards Provident fund, Income Tax etc.
- c) A declaration in the prescribed format for opting set of allowances/perks, as per **Annexure-I** shall be submitted to Finance/ Pay Roll in the beginning of the each Financial Year i.e. by 20th of April. The declaration once submitted by employee to Finance department, will not be changed till end of the financial year and the employee will continue to draw the same set of allowances/perks during the currency of the financial year. However, officers who are promoted or transferred from one station to another or revision of pay scales may be permitted to change or resubmit their option a fresh. The declaration in the prescribed format for the present financial year may be submitted to Finance Pay Roll through the concerned CPM with change data by 25th August, 2018.
- d) The excess amount, wrong payments, incorrect fixation, clerical and arithmetical errors in calculation of the arrears shall be subject to corrections, adjustment and recoveries from the amount due to such employees.
- e) All the employees who were on the rolls of the company in IDA pay scale as on 01.01.2017 but subsequently ceased to be in service on account of superannuation, resignation, termination of employment, death, repatriation etc. would be eligible for the benefits of the revised scales and allowances of pay upto the period they were in employment with the Company.
- f) Anomalies, if any, arising as a result of fixation of pay in the revised scale, he/she may make a representation for consideration and decision by the management. All controlling Heads before forwarding such representation should invariably attach service particular certifying its authenticity in respect of such employees.

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12. **Other Perks & Allowances:** Other Perks & Allowances will continue as per existing policy.

13. Separate Orders will be issued for revised scales/allowances for Non-executives.


(Hari Krishan) /4 08
General Manager/HR 2018

Copy to:

1. Secy. to MD - for kind information of MD
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
3. EDs/GGMs/GMs/AGMs
4. All CPMs - for information of all employees working under them.
5. DGM/Fin/PR
6. Company Secretary.
7. Notice Board.
8. AM/IT- for placing on intranet.

To,

Account Department,
Corporate Office,
DFCCIL.

Subject: Option for Perks & Allowances under the Cafeteria Approach.

Ref: Corporate office letter No. HQ/HR/3RD PRC/1 dated- /4.08.2018

With reference to the above, I hereby opt for the following Perks and Allowances under Cafeteria Approach.

S.No.	Item	%	Put Tick Mark
1	Transport Allowance	4	
2	Professional updation-cum-education allowance	15	
3	Electricity Allowance	6	
4	Recreation Allowance	6	
5	Special Personal Allowance	4	
6	House upkeep Allowance	4	
7	Fitness Allowance	6	
8	Medical Allowance	4	

I understand that the above option will be valid till the end of the present financial year.

I certify that Company car has been provided/not provided to me.
My salary may accordingly be charged.

Thanking you,

Yours faithfully

(Signature)

Name: _____

Designation: _____

Place of Posting: _____



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया
भारत सरकार (रेल मंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India
A Govt. of India (Ministry of Railways) Enterprise

HQ/HR/ 3rd PRC/1

Date: 30/11/2018

Circular No. 58/2018

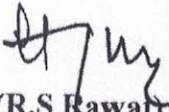
Sub: Revision of Pay scales in respect of Non-executive employees (below E0 level) w.e.f 01.01.2017.

Ref: This office Circular No. 41/2018 dated 14.08.2018.

In continuation of this office Circular No. 41/2018 dated 14.08.2018; BoD has approved revision of pay scales as per 3rd PRC for Non-executive employees (below E0 level) w.e.f 01.01.2017 as under:

S.N	Designations	Grade	Existing Scale	Proposed Revised Scale
1	Jr. Executive-Grade I	N-7	12000-30000	29000 - 91000
2	Jr. Executive-Grade II	N-6	11000-27500	28000 - 80000
3	Jr. Executive-Grade III	N-5	10000-25000	25000 - 68000
4	Multi-Tasking Staff (MTS) Grade I	N-4	9000-22500	22000 - 63000
5	Multi-Tasking Staff (MTS) Grade II	N-3	8000-20000	21000 - 60000
6	Multi-Tasking Staff (MTS) Grade III	N-2	7000-14000	18000 - 52000
7	Multi-Tasking Staff (MTS) Grade IV	N-1	6000-12000	16000 - 45000

All other Terms and Conditions will remain same as notified in above referred Circular No 41/2018.


(R.S Rawat)

Jt. General Manager/HR

Copy to:

1. Secy. to MD – for kind information of 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. DGM/Fin/PR
6. Company Secretary.
7. Notice Board.
8. AM/IT- for placing on intranet.

Chapter-IV

Promotion Policy

1. Objectives:

The basic objectives of the Promotion Policy is-

- a) To provide career advancement consistent with merit, suitability and performance.
- b) To have minimum hierarchy/responsibility levels while providing for adequate promotional avenues.
- c) To provide outstanding human resources support and service with appropriate skills and aptitudes so as to have effective leadership, professional expertise and quality consultation.

2. Sourcing and Cadre formation:

- a) The Company will induct qualified and experienced personnel from Railways, other govt. departments and PSUs on permanent/immediate absorption basis as per the Absorption Policy and induct fresh & experienced personnel from open market in various disciplines as per Open Market Recruitment Policy.
- b) The organizational/cadre structure of the company would be as decided from time-to-time.
- c) At present, centralized cadre structure and seniority will be maintained.
- d) Company reserves right to form new cadres or split cadres as per the prevailing functional needs. At present, the company shall have the following centralized Cadres:

Cadres	Infrastructure	Systems	Operations & BD	Finance & IT	HR & Admn.
Disciplines	<ul style="list-style-type: none"> • Civil Engg. 	<ul style="list-style-type: none"> • Electrical • S&T 	<ul style="list-style-type: none"> • Operations • Business Dev. • Mechanical-operations 	<ul style="list-style-type: none"> • Finance • IT 	<ul style="list-style-type: none"> • HR • Admn.
Functions	<ul style="list-style-type: none"> > Civil Engg. > Design > Bridges > SEMU > Contract > Land > P. Way 	<ul style="list-style-type: none"> > Signaling > Telecom. > Power supply > OHE 	<ul style="list-style-type: none"> > Transportation > Mechanical & ART > Safety & Security > Business Dev. > PR > Track Access Earnings 	<ul style="list-style-type: none"> > Budget > Accounting > Audit > Procurement > Track Access Accounting > IT/ERP 	<ul style="list-style-type: none"> > Sourcing > Training > HR Info. & welfare. > Admn. > Legal Services > RTI/PG

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Note 1: Promotions will be given on the basis of posts sanctioned for the different disciplines, for example Electrical, S&T, Civil, Finance, IT, Operations, etc.

Note 2: Employees working against isolated posts/small group of posts like Company Secretary and Secretarial Services will be promoted on fulfilling the requisite residency period subject to sanction of posts by the competent authority based on the need and justification. The posts in Vigilance unit shall be filled up by inducting staff as per instructions issued by DPE from time to time.

3. Initial Constitution of the cadres:

- a) All regular employees appointed to a post/grade in a cadre/discipline referred to in Para-2, either by direct recruitment or by permanent absorption, shall be members of the respective cadres/disciplines.
- b) The vacancies in any of the posts/grades in a cadre referred to in Para-2 shall be filled, after initial constitution of the cadres, in the manner as provided in Para-4 to 9 hereunder.

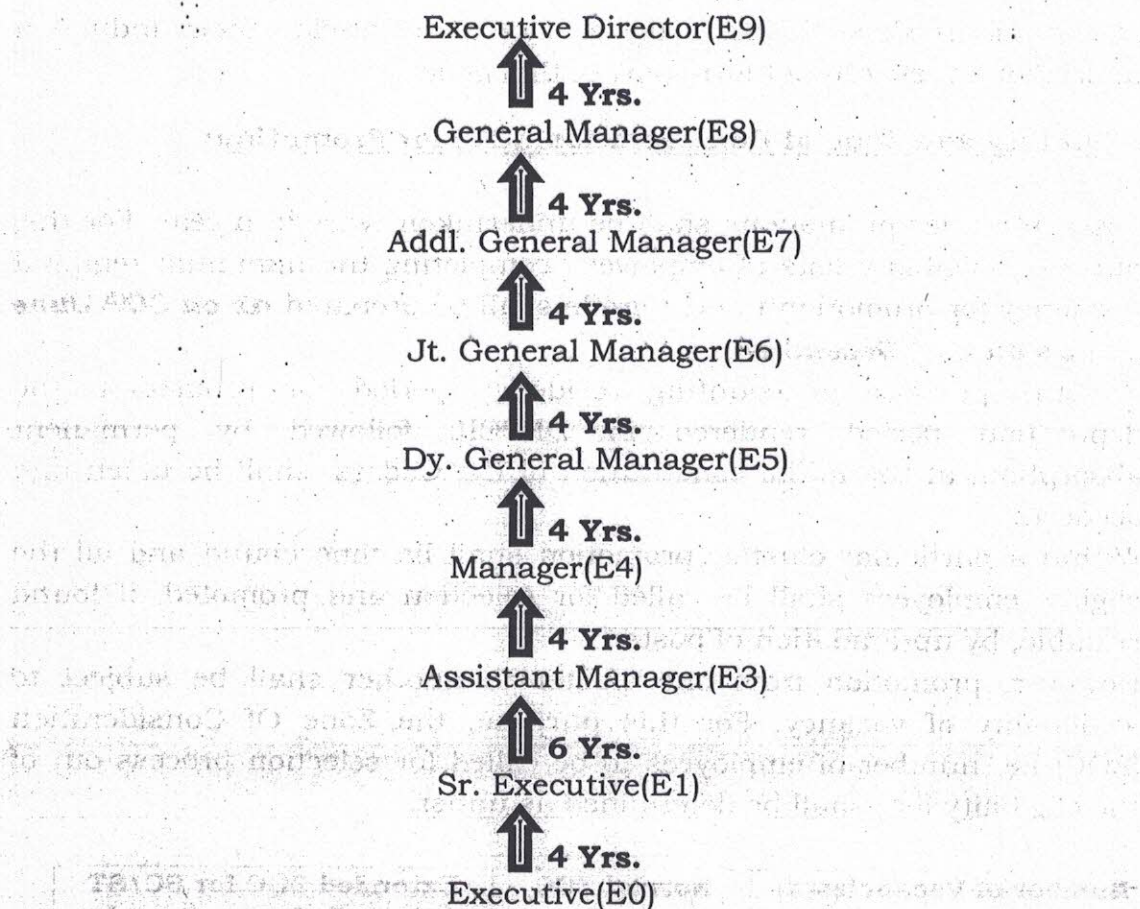
4. Hierarchy and cluster of Executive Posts:

- a) For the purpose of promotion within the executive posts from the level of E0 to E7, the various grades have been placed in three clusters viz. A, B & C as indicated in Para-(e) below. E8 and E9 posts are not part of any cluster.
- b) The number of posts in one cluster will be on floating basis.
- c) Within the cluster, promotion from one grade to another shall be considered on completion of requisite residency period, irrespective of availability of vacancy, as per the selection procedure contained in Para-9.1 & 9.2.
- d) Inter-cluster promotion from the highest grade of the lower cluster to the lowest grade of next cluster as well to the post of GM and ED shall be subject to availability of vacancy, as per the selection procedure contained in Para-9.1 & 9.2.
- e) The hierarchy and cluster shall be as under:

Grade	Post/Hierarchy	IDA Pay Scales	Cluster
E9	Executive Director	62000-80000	-
E8	General Manager	51800-73000	-
E7	Addl. General Manager	43200-66000	C
E6	Jt. General Manager	36600-62000	
E5	Dy. General Manager	32900-58000	
E4	Manager	29100-54500	B
E3	Assistant Manager	24900-50500	A
E1	Sr. Executive	16400-40500	
E0	Executive	12600-32500	

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5. Minimum residency for promotion to various grades shall be as under:



6. Mode of filling the vacancies at various levels:

Grade	Post/Hierarchy	Mode of filling vacancies
E9	Executive Director	Generally by promotion.
E8	General Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E7	Addl. General Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E6	Jt. General Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E5	Dy. General Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E4	Manager	100% normally by promotion, shortfall if any, by Absorption or Deputation
E3	Assistant Manager	(i) 50% by Direct recruitment (ii) 50% normally by promotion, shortfall if any, by Absorption or Deputation
E1	Sr. Executive	100% normally by promotion, shortfall if any, by Absorption or Deputation
E0	Executive	(i) 50% by Direct Recruitment (ii) 50% normally by promotion, shortfall if any, by Absorption or Deputation

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7. Below-Executive Categories:

The outsourced staff, staff below Executive levels, their induction method, promotion, etc. do not form part of this policy.

8. Eligibility and Zone of Consideration(ZOC) for Promotion:

- a) 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 next grade shall be prepared **as on 30th June** and **as on 31st December**.
- b) For the purpose of counting residency period for promotion, the deputation period rendered in DFCCIL followed by permanent absorption, at the initial constitution of the Cadres, shall be taken into account.
- c) Within a particular cluster, promotion shall be time bound and all the eligible employees shall be called for selection and promoted, if found suitable, by up-gradation of posts.
- d) However, promotion from one cluster to another shall be subject to availability of vacancy. For this purpose, the Zone Of Consideration (ZOC) i.e. number of employees to be called for selection process out of the eligibility list, shall be determined as under:

Number of Vacancies(X)	Normal ZOC	Extended ZOC for SC/ST (AM and below posts only)
Upto 10	2X+4	5X
More than 10	1.5X+3 but not less than 24.	5X

- e) The Departmental Promotion Committee (DPC) after assessment of the candidates shall recommend the employees as "Fit" or "Unfit". Those who are graded "Fit" by the DPC shall be included in the select panel for promotion. Those who are graded "Unfit" by the DPC shall not be included in the select panel.
- f) For promotion to the Assistant Manager and below levels, reservation of posts for SC/ST and relaxation in the qualifying marks shall be provided as per the instructions issued from time to time by Ministry of Railways.

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9. Procedure for promotion:

9.1 Method:

The method for grant of promotions to various grades shall be as under:

Promotion From/to	Method		
	Written Test	Presentation	Interview
GM to ED	-	√	√
AGM to GM	-	√	√
JGM to AGM	-	-	√
DGM to JGM	-	-	√
Mgr to DGM	√	-	√
AM to Mgr	-	-	√
Sr. Exe. to AM	√	-	√
Exe. to Sr. Exe.	-	-	√

9.2 Weightage in Selection:

- a) The Weightage for different components in the selection process for promotion shall be as under:

Selection Stages	Exe. to Sr.Exe.	Sr.Exe. to AM	AM to Mgr.	Mgr. to DGM	DGM to JGM	JGM to AGM	AGM to GM	GM to ED
Written Test (Max Marks)	-	200	-	200	-	-	-	-
Qual. Marks	-	60%	-	60%	-	-	-	-
Interview (weightage)								
Presentation	-	-	-	-	-	-	20	20
APAR	50	50	50	50	50	50	25	25
Personality traits	15	15	15	15	15	15	25	25
Professional/ Managerial ability	35	35	35	35	35	35	30	30
Max Marks	100	100	100	100	100	100	100	100
Qualifying Marks	60%	60%	60%	60%	60%	60%	60%	60%

- b) For the purpose of assessing the suitability of the employees for promotion in every grade, the DPC shall award the marks against APARs for the four(4) preceding years. The DPC should not be guided merely by the overall grading and should make its own assessment on the basis of entries under various parameters or attributes in the APARs. After such assessment, where the maximum marks prescribed for APARs is 50, DPC may award marks for APARs by taking Outstanding = 12.5, Very Good = 10, Good = 7.5, Average = 5 and Below Average = 2.5 and where the maximum marks prescribed for APARs is 25, DPC may award the marks by taking Outstanding = 6.25, Very Good = 5, Good = 3.75, Average = 2.5 and Below Average = 1.25 for each year.

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- c) The qualifying marks for SC/ST candidates in written test as well as in the Interview for the post of AM and below shall be 50%.

9.3 Composition of DPC:

- a) Managing Director shall be the authority to nominate Departmental Promotion Committee (DPC) and its recommendation for promotion would be put to appointing authority as per SOP.

- b) Composition of the DPC for various grades shall be as under:

For promotion to	DPC Composition
GM and ED	Three Directors including Director in-charge of HR.
AGM and below level posts	Three GGM/GMs, one each from HR, the concerned department and sister departments.

- c) For promotion to the post of Assistant Manager and below grades, it shall be mandatory to have a member belonging to SC/ST in the DPC.

9.4 Written Test (WT):

- a) Written Test (WT) for promotion wherever prescribed shall comprise of two papers of 100 marks each. First paper will be for the subject matter related to the concerned discipline. The second paper will cover general topics like, Contracts, Arbitration, Project Management, Materials Management, Quality Management, HR, Finance, General Awareness, English and 'Rajbhasha'.
- b) The qualifying marks in the WT for promotions shall be 60% in Paper-I, 60% in Paper-II and 60% in gross total of both the papers, by allowing 10% relaxation to SC/ST candidates. The WT will be of qualifying nature only.
- c) Two GGM/GM level officers shall be nominated, one for setting the question paper and another for evaluating the answer books, by the appointing authority as per SOP.

9.5 Presentation:

The candidate will be required to make a presentation before DPC about his/her professional/managerial achievements/abilities. An external expert may also be associated in the committee with the approval of MD.

10. Seniority:

- a) The seniority shall be maintained in every grade in each cadre/discipline separately. The seniority among the incumbents in a grade shall be governed by the date of induction in the grade in the manner prescribed below.
- b) The relative seniority of employees appointed by permanent/immediate absorption shall be determined in accordance with the date of their permanent/immediate absorption in DFCCIL. A person absorbed in a particular grade on a particular date would rank senior to the ones who are absorbed at a later date. However, if the date of absorption of two or more persons in a particular grade is same, their inter-se-seniority will be based on the length of service in the substantive grade in their parent cadres i.e. the employee with longer length of service in the parent grade will rank senior to those with lesser length of service on the date of absorption.
- c) In the E0 and E3 grades where the posts are filled partially by direct recruitment and partially by promotion, the criterion for determination of seniority shall be the date of regular promotion after due process in the case of promotee and the date of joining in the case of direct recruit. When the dates of entry into a grade of promoted employees and direct recruits are the same they shall be put in alternate positions, the promotees being senior to the direct recruits, maintaining inter-se-seniority of each group.
- d) When an employee is absorbed in the event of non-availability of candidates by promotion, all absorbee selected against shortfall arising through promotion mode, shall rank below all such promotees.
- e) The relative seniority amongst the direct recruits shall be in the order of their merit in which they are selected for such appointment, subject to the condition that selected candidate joins within the stipulated time. Those who seek extension of time for joining shall lose seniority vis-à-vis who joins before them. When two or more candidate get the same merit figure, the relative seniority shall be based on date of birth, the older candidate assigned higher seniority.
- f) The relative seniority of the employees promoted through a particular DPC shall be in order of their inter-se seniority in the feeder grade. Where, however, an employee is considered "Unfit" for promotion and is superseded by a junior, such employee shall not, if he is subsequently

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found suitable and promoted, take seniority in the higher grade over the junior employee who had superseded him.

- g) For promotion to the post of ED, a common seniority list of all the GMs from all cadres/disciplines shall be maintained and promotion will be based on such common seniority list.
- h) Lien of the employees of DFCCIL holding post below Board level shall be retained for a period not exceeding 05 years when they are appointed to posts at the Board level in DFCCIL or in any other Central PSE (Authority: Presidential Directive contained in Railway Board's letter no.2011/PL/51/2 dated 01.09.2011)

11. 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.

No. HQ/HR/3/Prom.Pol./13

Dated: 16.05.2019

Circular No. 07 / 2019

Sub: Amendment in Promotion Policy for E0 and above grade employees.

The Board of Directors (BoD) in their 68th meeting held on 16.04.2019 has approved the amendment in the existing provision of Rule 8(C), Rule 9.1 and Rule 9.2 (a) of Chapter-IV of HR Manual on Promotion Policy for E0 and above grade employees. The amended provisions of Rule 8(C), Rule 9.1 and Rule 9.2 (a) are as under:

Chapter-IV Promotion Policy	Amended Rule provision																														
Rule 8 (C)	Rule 8(c) - For promotion within the cluster, all the eligible employees shall be called for selection and promoted, subject to suitability, by up-gradation of posts.																														
Rule 9.1	<p>Rule 9- Procedure for promotion: Rule 9.1- Method: The method for grant of promotions to various grades shall be as under:</p> <table border="1"> <thead> <tr> <th>Promotion From/to</th> <th>Presentation</th> <th>Interview</th> </tr> </thead> <tbody> <tr> <td>GM to ED</td> <td>√</td> <td>√</td> </tr> <tr> <td>AGM to GM</td> <td>√</td> <td>√</td> </tr> <tr> <td>JGM to AGM</td> <td>√</td> <td>√</td> </tr> <tr> <td>DGM to JGM</td> <td>√</td> <td>√</td> </tr> <tr> <td>Mgr to DGM</td> <td>√</td> <td>√</td> </tr> <tr> <td>AM to Mgr</td> <td>-</td> <td>√</td> </tr> <tr> <td>JM to AM</td> <td>-</td> <td>√</td> </tr> <tr> <td>Sr. Exe. to JM</td> <td>-</td> <td>√</td> </tr> <tr> <td>Exe. to Sr. Exe.</td> <td>-</td> <td>√</td> </tr> </tbody> </table>	Promotion From/to	Presentation	Interview	GM to ED	√	√	AGM to GM	√	√	JGM to AGM	√	√	DGM to JGM	√	√	Mgr to DGM	√	√	AM to Mgr	-	√	JM to AM	-	√	Sr. Exe. to JM	-	√	Exe. to Sr. Exe.	-	√
Promotion From/to	Presentation	Interview																													
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AM to Mgr	-	√																													
JM to AM	-	√																													
Sr. Exe. to JM	-	√																													
Exe. to Sr. Exe.	-	√																													

Rule 9.2 (a)

Rule 9.2 -Weightage in Selection:

(a) The Weightage for different components in the selection process for promotion shall be as under:

Selection Stages	Exe. to Sr.Exe.	Sr.Exe. to JM	JM to AM	AM to Mgr.	Mgr. to DGM	DGM to JGM	JGM to AGM	AGM to GM	GM to ED
Interview (weightage)									
Presentation	-	-	-	-	20	20	20	20	20
APAR	50	45	45	50	25	25	25	25	25
Personality traits	15	25	25	15	25	25	25	25	25
Professional/ Managerial ability	35	30	30	35	30	30	30	30	30
Max Marks	100	100	100	100	100	100	100	100	100
Qualifying Marks	60%	60%	60%	60%	60%	60%	60%	60%	60%

R.K. Goyal
(R.K. Goyal)

Group General Manager (HR) - II

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. AGM/HR, JGM/HR, all DGMs/Managers/AMs of HR & Fin. Deptt.
6. Company Secretary
7. Notice Board.

पंजीकृत एवं कॉर्पोरेट कार्यालय: पांचवा तल, प्रगति मैदान, मेट्रो स्टेशन बिल्डिंग कॉम्प्लेक्स, नई दिल्ली - 110001

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