



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

New Delhi: 31.05.2024

No. 2024/HQ/Admin/RTI-425

Ms. Nitu Kumari
Bihar

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

Reference: RTI application dated 02.05.2024 (Registration No. DFCCIL/R/E/24/00386) and received through DOPT portal.

Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought	Information provided
1.	1	Refer to the original RTI application dt. 02.05.2024	Revevant DFCCIL policy circular 34/2019 dated 19.11.2019 is attached.
2.	2		The information sought is not clear. Please specify the level and Department.
3.	3		This does not come under section 2(f) of RTI Act, 2005.
4.	4		Management reserves the right to review the policy of DFCCIL on periodical basis with approval of BoD.

First Appeal if any may be made to the First Appellate Authority within 30 days of receipt of reply. The name, designation & address of the First Appellate Authority is as under;

Mr. Gaurav Sharma
GM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001

(S.K. Panda)
AGM/Admn.(PIO)
Mob.-9717636811
E-mail: skpanda@dfcc.co.in

No.HQ/HR/51/Probation

Dated 19/11/2019

CIRCULAR NO. 34 /2019

Sub - Revised policy and procedure for Probation Clearance.

While considering the probation clearances of the employees it is observed that probation confirmation is considered by the committee on the basis of APAR only. The probation cases are processed only on finalization of APAR of 2 years due to which considerable delays takes place in cases where employees joining the Company in mid of the year. Similarly, if it is extended for 6 months then such cases are reviewed after finalization of next year APAR which is further delayed about one year.

In order to avoid delay in probation clearance cases, Competent authority has approved the following revisions in the rules and procedure for probation confirmation.

1. APARs FOR 02 YEARS.

- (a) Employees minimum grading should be 'Very Good' and above for 02 years.
- (b) Where employee complete 02 years in mid of the year and only 01 APAR is available, **Special Working Report (SWR)** will be taken as on 30th June, 30th Sep and 31st Dec, as the case may. The Performa of the SWR is enclosed at **Annexure-I**.

Concerned Unit/ Functional Heads in C O will submit the **SWR** of the probationers in the prescribed format within 20 days after above due dates positively, to the Corporate office/HR for further action in the matter.

- (c) A probationer, who is not making satisfactory progress, should be informed on his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self improvement.

2. LEAVE / ABSENCE FROM DUTY

If an employee does not complete 75% of the total duration prescribed for probation i. e. 2 years on account of availing any kind of leave as permissible to a probationer under the Rules, his / her probation period may be extended by the length of the leave availed, but not exceeding double the prescribed period of probation.

3. VIGILANCE / D&A Clearance

The employee should be free from D&A and Vigilance angle. If he/she is not free from D&A/Vigilance angle then he/she will be taken up under the D&A Rules of the Company.

4. PROCEDURE

The revised procedure for clearance of probation period will be as under:

<u>Ratings of APR</u>	<u>Process for Probation Clearance</u>
In all the cases where rating of employees is 'Very Good and above in two years APAR/SWR	The probation period of such employees will be cleared automatically on obtaining D&AR and vigilance clearance. An Office Order to this effect will be issued by HR.
In all the cases where grading is less than 'Very Good' in any of the APAR/SWR	In such cases, the probation period will be extended for six months automatically and the case for probation clearance will then be reviewed based on next APAR/SWR, as the case may be, after six months If the employee is not found suitable for probation clearance even after 02 such extended period of probation, such cases will be referred to the Standing Committee/ Committee who can recommend termination of service as 'discharge simpliciter' which will not amount to a punitive disciplinary action. The recommendation of the committee will be put up to MD for decision on discharge of the employee or otherwise


(Raghuraj Singh Rawat)
Jt. General Manager/HR

Encl Annexure-I

Copy to :

- 1) Secy. to MD – for information
- 2) Director/PP, Director/Finance, Director/OP&BD & CVO
- 3) ED/EDFC, ED/WDFC
- 4) All GGMs/GMs/AGMs, CS in CO
- 5) All CGMS in the Units – for wide circulation among the employees working under them
- 6) AM/HR, CO (dealing with APAR)– He will ensure that special working Report of concerned employees due for probation clearance are received within the prescribed time.
- 7) Notice Board

SPECIAL WORKING REPORT FOR PROBATION CLEARANCE

(For the period from _____ to _____)

01. Employee Code
02. Name of Employee
03. Date of Birth
04. Designation
05. Grade
06. Date of appointment
07. Place of posting
08. Whether SC/ST/OBC
09. Date of Joining DFCCIL
10. Date of Joining the present project
11. Education Qualification
12. Report on Performance
 - (a) Brief statement of the work handled
 - (b) Technical ability
 - (c) Physical fitness for strenuous work
 - (d) Amenability to discipline
 - (e) Deficiencies/short comings noticed, if so, whether these have been informed in writing to the employee and result thereof.
 - (f) An assessment whether he can be Classified Outstanding/Very Good/Good/Fair/Below Par
 - (g) Integrity
 - (h) Fitness for probation clearance
 - (i) General Assessment

13. Leave Availed during the period
(other than C.L / R.H) :

(List may be attached if required)

14. **DAR & Vigilance case. If any :**

Reporting Officer :

Name

Design

Date

Remarks of Reviewing Authority

Signature :

Name :

Design. :

Date :

Remarks of accepting authority:-

Signature:

Name :

Design.:

Date :