

Sh. Mukesh Kumar Jaga
Rajasthan

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

Reference: Your RTI Application dated 24.07.2020 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	Refer the original application dt. 24.07.2020	The details of Arrear calculation in available with the Payslip which is self explanatory.
2.	2	-do-	Calculation of Monthly Tax Paid by Employee is computed on the basis of the value of Housing perquisite at the rate 15% of the salary or the actual amount of lease rental payable by the employer, whichever is lower, as reduced by any amount of rent paid by the employee under section 17 of Income Tax Act, 1961.
3.	3	-do-	Available circulars on subject are attached.
4.	4	-do-	Available policy circular is attached.
5.	5	-do-	As per policy No. HQ/S&T/Mobile phone/T-21 dated 30.07.2020 "MTS Staff" will be placed in Railway CUG facility (Plan E) and Reimbursement of Rs. 200/- per month towards mobile call charges.

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

DA: 08 sheets


(S.K. Roy)
Dy. G.M./Admn.(PIO)
E-mail: skroy@dfcc.co.in
011-23454707



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन 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

CIRCULAR No - 22/ 2017

Subject: GUIDELINES FOR MUTUAL TRANSFER FOR EMPLOYEES OF DFCCIL

1. Mutual transfer rules shall be applicable to:
 - i) All permanent employees of the DFCCIL.
 - ii) These rules shall not apply to Deputationists, Consultants, Advisor, Casual/daily rated employees and those on Service Contract.
2. Mutual transfer shall be allowed between two employees holding same grades and cadre (viz Civil/S&T/Elect, etc) only i.e. an Executive/Civil or a Jr. Executive/S&T can seek mutual transfer with another Executive /Civil or a Jr Executive/S&T respectively.

3. Procedure to be followed for mutual transfers in DFCCIL:-

S.No	Activity	Time Limit
i.	Forwarding of application by CPM unit in Project Offices / Controlling officer in Corporate office to Corporate Office HR. The forwarded application should convey the approval of the CPM/Controlling officer for the mutual request.	20 days
ii.	Processing of file by Corporate HR for obtaining approval of Competent authority as defined in SOP for transfers.	15 days
iii.	Issue of Transfer order to Concerned Units/Deptt concerned in CO by Corporate HR after receipt of Approval from the competent authority.	05 days
iv.	Relieving / Sparing:- Once a transfer order is issued, employees should be relieved within 01 month of the date of issue of transfer order by Corporate HR. This would be the responsibility of C.O. / Head of Department concerned under whom the staff is working.	One month
v.	Dispatch of LPC / No dues by the relieving unit/office :- HR nominated Official at the Unit will ensure that LPC / No dues are sent along with Relieving orders to the new Unit/Office etc.	One Month

4. **General Rules:**

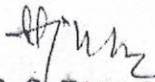
- (a) Application for mutual transfer between employees working in different sub areas of a unit shall be dealt by the concerned CPM of that unit as per SOP on transfers.
- (b) There will be no effect on the seniority of the employees who undergo mutual transfer, since centralized seniority is maintained at DFCCIL.
- (c) No transfer benefits shall be admissible on mutual transfer.

- (d) As the mutual transfers are ordered with the consent of both the employees, it should be made clear right at the time of forwarding the applications that no request for backtracking from mutual exchange arrangement will be entertained under any circumstances.

In case, any official backtracks from the mutual request, he shall be debarred for three years from requesting for any type of transfer.

- (e) Once a mutual transfer request has been approved and implemented, the official cannot request for another mutual transfer, till the time he is working in the same Unit for which his mutual transfer was accepted in the first place.
- (f) It may be ensured that forwarding of application in enclosed format is done only by CPMs in Units and Controlling official in Corporate office. No application should be sent directly to Corporate HR without proper forwarding and recommendation of the CPM/Controlling officer.
- (g) All applications for mutual transfer should be forwarded in the enclosed format to Corporate Office by 20th of every month along with D&AR/Vigilance Clearance of the officials.

DA : Format for mutual transfer application.


(R. S. Rawat)
JGM / HR

No. HQ/HR/TRANSFER POLICY/I

Date:-28.11.2017

Copy for kind information and necessary action to :-

1. Secy to MD for kind information of MD/DFCCIL.
2. Director/Fin, Director (PP), Director (OP&BD), Director (Infra) & CVO
3. ED/EDFC & ED/WDFC
4. All GGMS/GMs/CPMs
5. All AGMs/ACPMs/JGMs/DGMs - for wide circulation.

Annexure to Circular No -22 / 2017 dated 28.11.2017

(A) APPLICATION FOR MUTUAL TRANSFER (To be filled by the Employee):-

1. Name :
2. Designation:
3. E.Code:
4. Grade & Scale of Pay:-
5. DOB:-
6. Date of Joining in DFCCIL:
7. Present Place of Posting & Date of joining:
at present place of posting:
8. Educational/Professional Qualification
9. Transfer sought to :
10. Awards Received, if any:-

Employee to
paste a recent
passport size
photograph,

11. Particulars of employee with whom mutual transfer is sought:-

- i. Name :
- ii. Designation:
- iii. E.Code:
- iv. Grade & Scale of Pay
- v. DOB:-
- vi. Date of Joining in DFCCIL:
- vii. Present Place of Posting & Date of joining
at present place of posting:
- viii. Educational / Professional Qualification:
- ix. Transfer sought to :
- x. Awards Received, if any:-

I have read the guidelines for mutual transfer circulated vide Circular No-22/2017 dated 28.11.2017 and will abide by them. I will not seek transfer back to my present place of posting or to any other place in future in case of acceptance of this request, neither will I claim for transfer benefits. The above particulars are correct to the best of my knowledge and if any discrepancy is detected at a later stage, I shall be held responsible for the same and will be liable to be taken up under D&AR Rules of DFCCIL.

Place:-

Date:-

(Signature)

(B) To Be filled by the Forwarding Office:-


The above particulars have been checked and found to be correct.

There is no D&AR /Vigilance case pending against
Shri Desig:..... on date.

His application is forwarded to Corporate HR for consideration.
Any other Remarks/Recommendations:

Dealing official of the Unit

CPM (Controlling Officer in CO)

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No. HQ/HR/Policy/Trans.

Date:- 15.09.16

CIRCULAR No.06/2016

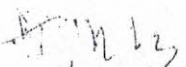
Sub: Guidelines for initial posting of newly inducted officials and request transfer of officials.

Ref: This office Circular no.01/2016 dated 15.07.16.

The revised guidelines for considering the issue relating to initial posting of newly inducted officials and request transfer of officials, are laid down as under:-

1. Place of posting of newly inducted officials will be decided considering administrative requirement, vacancies, option given by the officials and seniority of the officials in the select list. Senior officials will be given preference for place of posting over his/her juniors in the list.
2. Request transfer will not be considered unless officials have completed minimum two years of residency period at the place of posting except for the administrative reasons and exceptional circumstances to be recorded in writing. Any request for transfer on medical/humanitarian ground will be considered with the approval of MD.
3. Administrative requirement will always be of paramount importance in deciding the posting.

This has the approval of Competent Authority.


(R.S.Rawat)

Jt. General Manager/HR-III

Copy to/-

1. Secy. to MD for kind information of MD.
2. Director (OP & BD), Director (Infra), Director (PP); Director (Fin.).
3. CVO.
4. All GGMs/GMs/CPMs.
5. All AGMs/ACPMs/JGMs/DGMs: for wide circulation.



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(A Govt. of India Enterprises)
5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001

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No. HQ/HR/Policy/Trans.

Date - 15.07.2016

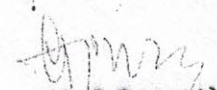
CIRCULAR No. 01/2016

Sub - Guidelines for initial posting of newly inducted officers/staff and request transfer of officials.

The issue relating to initial posting of newly inducted officers/staff and request transfer of officials has been considered and the following guidelines are laid down for considering such cases:-

1. Place of posting of newly inducted officers/staff will be decided considering administrative requirement, vacancies, option given by the officers/staff and seniority of the officers/staff in the select list. Senior officers/staff will be given preference for place of posting over his/her juniors in the list.
2. Request transfer will not be considered unless officers/staff have completed minimum three years of residency period at the place of posting except for the administrative reasons and exceptional circumstances to be recorded in writing.
3. Administrative requirement will always be of paramount importance in deciding the posting.

This has the approval of competent authority.


(R S Rawat)
Jt. General Manager/HR-III

Copy to:-

1. Secy. to MD for kind information of MD.
2. Director (OP & BD), Director (Infra), Director (PP), Director (Fin.)
3. CVO
4. All GGMS,/GMS/CPMs,
5. All AGMS/ACPMs/JGMS/DGMs: - for wide circulation



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HQ/HR/3/Allow.Pol./2

Dated: 25.01.2016

Sub: Perks & Allowances attached to the Non-Executive posts below E0 level in IDA/CDA pay scales.

The Board of Directors (BoD) in their 52nd meeting held on 27.11.2015 has approved the allowances attached to the Non-Executive posts (i.e. below E0 level in IDA/CDA Pay Scales) as per Annexure-A.

(R.S. Rawat)
DGM/HR-I

Copy to:

1. Secy. to MD for kind information of MD.
2. Director (OP & BD), Director (Infra), Director (PP), Director (Finance), CVO.
3. All GGMs/GMs, CPMs
4. AGM/HR, JGM/HR-I & II, JGM/Fin. II & DGM/Fin. II.
5. Company Secretary - for information.



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HQ/HR/3/Allow.Pol./2

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(R.S. Rawat)
DGM/HR-1

Copy to:

1. Secy. to MD for kind information of MD.
2. Director (OP & BD), Director (Infra), Director (PP), Director (Finance), CVO.
3. All GGMs/GMs, CPMs
4. AGM/HR, JGM/HR-I & II, JGM/Fin.II & DGM/Fin.II.
5. Company Secretary – for information.

ANNEXURE-A

ALLOWANCES ATTACHED TO THE NON-EXECUTIVE POSTS i.e. BELOW E0 LEVEL IN IDA/CDA PAY SCALES.

The perks and allowances for Non-Executive employees i.e. in below E0 scales, IDA for regular employees and corresponding CDA scales for deputationists are as under:

1 HRA:

Cities/Towns	Rates of House Rent Allowance
X	30%
Y	20%
Z	10%

2 The items contained in the basket will be applicable for IDA scales below E0 i.e. N1 to N7 also. Presently the items included are:

- (a) Medical Allowance
- (b) Transport Allowance
- (c) Furnishing Allowance
- (d) Children Education Allowance
- (e) Sumptuary Allowance
- (f) Electricity Charges
- (g) Newspaper/Magazine
- (h) Professional Updation
- (i) Club Membership
- (j) Canteen Allowance/Voucher
- (k) Special Personal Allowance

3 Room Entitlement-Medical Rules: As per Medical Rules defined in HR Manual.

4 LTC: As per LTC Rules as per travel entitlement for performing official duties.

5 Reimbursement of expenses for Residential Telephones/Mobile Phones/Broadband Connection:

Level	Entitlement for call charges (Project offices only)		Instruments (Both for Project & CO)	
	Landline	Mobile	Landline (Every 3 Yrs.)	Mobile (Once in a year)
Skilled Staff	450	600	400	1500
Multi Tasking Staff	0	0	0	0

In order to enable greater flexibility and optimal use of the communication network, for employees working in the project offices, reimbursement (on submission of bills) shall be made by clubbing the charges for Landline+Mobile usage taken together.

Note: Reimbursement of call charges for below Executive will be for specified category of staff with approval of MD.

6 Travelling and Daily Allowance for travel on duty:

Level	Travelling Allowance (Field & CO)	Daily Allowance		
		Field Units	Corporate Office	
		Actual movement basis beyond 8 km from HQ	Beyond 60 Km from HQ	Within 60 Km of HQ (CTA)
Skilled Staff	Actual expenditure as per the entitled mode of travel for journey away from HQ	400	400	-
Multi Tasking Staff		300	300	-

7 Travel Entitlement and Transport Allowance:

Mode	Designation	Travel entitlement on official tour
By Rail including Rajdhani Shatabdi	Jr.Executives Gr. I,II & III, MTS Gr. I & II	AC-3 Tier
	MTS Grade III & IV	Sleeper Class
By Road	Jr.Executives Gr. I,II & III, MTS Gr. I & II MTS Grade III & IV	Non-AC/Public Bus as per actual/Auto rickshaw

8 Lodging Charges:

Level	Upper Ceiling for Lodging Charges (exclusive of taxes and surcharge)		
	X Class City	Y Class City	Z Class City
Skilled Staff (N5 to N7)	1500	1300	800
Multi Tasking Staff (N1 to N4)	1000	800	500