



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-635

New Delhi: 20.09.2019

Sh. Narendra Mishra
Telangana

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

Reference: Your RTI Application dated 14.09.19 received through DOPT.

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

Appellate Authority 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: 03 sheets.

Note

No. HQ/HR/8/Training/RTI

Dated: 20.09.2019

Name of the Applicant - Sh. Narendra Mishra		
Specific details of required information to be given		
SNo	Query	Reply
1.	Is there any provision to provide HRA to executive employees during induction training, if yes, then why executive S&T who are doing their induction training at IRISSET did not get their HRA yet please attach supporting documents also	HRA will be admissible to employees from the date of posting in field units. Copy of policy is attached for reference.

Ref: No. 2019/HQ/ Admin/RTI-635

Damma
20/9/19
Manager/HR

DGM/PIO

[Handwritten signature]
20/9

RECEIVED OFFICE
Dy. No.: 1068/2019
Date: 19/9/19
Sign.:



डेडीकेटेड फ्रेट कोरीडोर

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

No. HQ/HR/8/Trg Policy/201800294

Dated: 05.07.2019

Circular No 18/2019

Sub: Guidelines for leave/allowances for employees during induction training for Direct Recruits

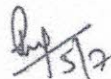
In order to streamline the issues related to leave/allowances of employees during period of Induction Training, following guidelines are issued : -

1. Headquarter during Training -

During the period of Institutional Training, the headquarter of the candidates is Corporate Office, whereas, during field training period, the headquarter of the candidates is their place of posting/respective CGM unit. In cases where Foundation training is followed by field training and then Technical Training, the Headquarter of the candidate will be Corporate Office only for the first phase of the training, i.e during Foundation Training. For field and technical training (phase 2 and 3 respectively), the headquarter will be place of posting/CGM unit. Allowances will be paid accordingly.

2. Leave for employees during training-

- i. During training period, leave should not normally be granted to an employee. However, in case of exceptional circumstances to meet immediate exigencies, like illness of self/immediate family member, marriage of self/family member etc., employees may be permitted to avail leave (CL/LAP/LHAP). No long leave will be granted during training period.
- ii. Wherever, no leave is due to an employee, in such cases, period of absence will be treated as "without pay".
- iii. Director/Dean of the Institute will be the controlling officer for sanction of leave during Institutional training period.
- iv. The Institute will send monthly absentee statement indicating the details of absconding employee/ employees who are absent from training without sanction of leave, (attendance period from 16th of previous month


5/7

Certificate (on letterhead)

Name /Employee Code/Roll No/DFCCIL has successfully completed the foundation/technical training (Course No.) atto..... from

During the training period, he/she has availed leaves as per details mentioned below-

S.No	Nature of leave	Dates

Signature

Date

Name

Course Director.....