



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2020/HQ/Admin/RTI-700

New Delhi: 06.10.2020

Sh. Ratnakar Shetty
Delhi

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

Reference: Your RTI application dated 16.09.2020 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. 16.09.2020	Residual value for hard and soft furnishing is calculated as per details of depreciation percentage indicated in item 6 of Hard and soft furnishing of Circular No 23/2019 (copy enclosed).
2.	2		Residual value for mobile is calculated as per details of depreciation percentage indicated in item 11 of Reimbursement of expenses towards purchase of instruments of Circular No 23/2019 (copy enclosed). The residual value for the Laptop is calculated as per para 6 and 7 of the attached Laptop Policy dated 15th Jan'2019.

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.

06.10.2020

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

DA: 08 sheets

2. Reimbursement limit on entertainment Expenses:

Grade	Proposed limit for DFCCIL
Jr. Manager/Asstt. Manger/Manager (E2, E3 and E4)	Rs. 1500/- per occasion subject to a maximum of Rs. 20,000/- p.a.
DGM/JGM (E5 and E6)	Rs.4000/- per occasion subject to a maximum of Rs. 50,000/- p.a.
AGM (E7)	Rs.7500/- per occasion subject to a maximum of Rs. 90,000/- p.a.
GM /GM (Co-ord.)(E8)	Rs.10,000/- per occasion subject to a maximum of Rs. 1,20,000/-p.a.
ED/GGM/CGM	Rs.12,500/- per occasion subject to a maximum of Rs. 1,50,000/-p.a.

This will be reimbursed on submission of the bills, subject to ceiling.

3. The following existing allowances are to dispensed with w.e.f 01.09.2019;

- News Paper Allowance-CDA Employees
- Sumptuary-CDA employees
- Annual grants for technical journal / Magazine-CDA
- Club membership (Reimbursement of membership fee for club/societies/Library)
- Children education allowance

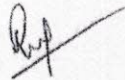
4. Professional updation-education allowance (part of basket in IDA): This allowance is payable @ 15% of the revised pay in 7th CPC for CDA employee's w.e.f 01.09.2019.

5. Transport Allowance(part of basket in IDA): In case of deputationists (CDA scale) the revised rates of Transport Allowance notified by Govt. of India (Ministry of Finance)will be payable at the following rates w.e.f. 1/9/2019:-

Level	Employees posted in X & Y cities as per Ministry of Finance(O.MNo.21/5/2017-E.II(B) dt.7-7-2017)	Employees posted in all other places
9 and above	Rs.7200 + DA thereon	Rs.3600 + DA thereon
3 to 8	Rs.3600 + DA thereon	Rs.1800 + DA thereon
1 and 2	Rs.1350 + DA thereon	Rs. 900 + DA thereon

The other conditions for grant of Transport Allowance will be as per Ministry of Finance, Government of India letter No. 21/5/2017-E.II (B) dt.7-7-2017.

6. Medical Allowance (Outdoor Treatment): The Medical Allowance for CDA employees (deputationist) is revised from 4% of BP to 7% of basic pay and dispensed with electricity allowance w.e.f 01.09.2019.



The allowance is admissible on reimbursement basis i.e. on submission of bills/ certification on monthly basis.

7. **Revised Basket of allowances under Cafeteria Approach for IDA employees:** The limit of outdoor medical allowance in the basket of allowances for IDA employees of DFCCIL increased from 4% to 7%. This allowance will be admissible on reimbursement basis.

8. **Lodging Charges (Hotel):** The revised rates are as under:

S.No	Level	Ceiling for Lodging Charges		
		X	Y	Z
i.	MD	Ashoka Hotel Suite	90% of the rate of Ashoka Hotel Suite	80% of the rate of Ashoka Hotel Suite
ii.	Director			
iii.	ED	10000	9000	7500
iv.	GGM/GM	10000	9000	7500
v.	AGM/JGM	7500	6000	5000
vi.	DGM	6000	5000	4000
vii.	Jr. Mgr to Mgr	3000	2500	2000
viii.	Sr.Exe./Exe.	2200	2000	1000
ix.	Skilled Staff (N5 to N7)	1500	1300	800
x.	TADK (N1 to N4)	1000	800	500

9. **Daily Allowance on Tour :** The revised rates of Daily Allowance on Tour are as under:

Category	Rate per day	in Rs
CMD/MD	2800/- or actual supported by Bill	
DIRECTORS	2300/- or actual supported by Bill	
ED	1500/-	
GGM/GM	1350/-	
AGM/JGM/DGM	1200/-	
Mgr.	1050/-	
AM/Jr Manager/Sr.Exe	900/-	
Executive	800/-	
Non-Executives(N5-N7)		
Skilled Staff	500/-	

10. **Lease Accommodation**

Third Party lease: Base Lease Rates as on 01.07.2019, are as under:-

[Signature]

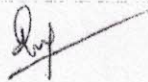
Level	DFCCIL Monthly rental ceiling for Third Party		
	X	Y	Z
MD	74263	NA	NA
Director	69010	NA	NA
ED	62381	43815	25356
GGM	57183	40208	23340
GM	50711	35646	20688
AGM	42118	29599	17187
JGM	34585	24401	14110
DGM	34373	24189	14004
Manager	33737	23764	13792
AM	28114	19839	11458
Jr.Mgr	26629	18778	10821
Sr.Exe	22809	15126	9336
Exe.	15065	10609	6153

Note:

- 6.5%, 4 % and 1.5% of the employees' basic pay will be added to the base lease rate to arrive at the maximum lease entitlement of the employee. The amount so arrived is to be rounded off to the extent of next 10 in case of Rs.5 and above and to previous 10 if it is less than Rs.5.
- Rent recovery will be @ 7.5%, 5% and 2.5% of the Basic pay for X, Y and Z class cities respectively.
- Lease rates shall be revised to the extent of an increase of @ 3% annually on 1st July
- In addition to the above, base lease rate shall be enhanced to the extent of 25% for main areas of Delhi (A, B and C categories of colonies as per Delhi Govt. notification).
- Tax on housing perquisites value will be borne by DFCCIL@ average tax rates as per Income tax rules.
- The concept of self-lease has been withdrawn. The employees who are owners (fully/partial) of the property will be eligible to draw HRA only. All other properties will be treated as 3rd party lease.
- All the employees having Lease/Self Lease already in operation may continue the same as per current lease rates as well as rate of recovery till the expiry of the current Lease.

11.Reimbursement of expenses towards purchase of Instruments (Mobile / Landline) :

Category	Rate(once in 2 years)	
	Mobile	Landline/code-less phone
ED	30000	5700
GGM/GM	27000	5700
AGM	21000	2990
JGM	18000	2990
DGM	15000	2990

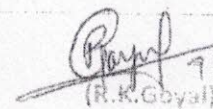


Mgr (E4)	12000	0
Jr. Mgr/Asst. Mgr	10000	0
Sr.Exe./Exe.	8000	0
Skilled Staff (N7 to N5)	6000	0
MTS (N4 to N1)	6000	0

DEPRECIATION: Depreciation (SLM) @ 47.5% pa, 5% being scrap to be paid by the concerned employee to DFCCIL. This is inclusive of GST. This will be applicable on the purchase of mobile instruments under revised rate w.e.f 01.01.19.

12. Brief case:

Category	Revised rate (once in 2 years)	in Rs.
ED (E-9)		9500
GGMs (E8)		9000
GMs (E-8)		8000
AGM (E-7)		7000
JGMs (E-6)		6000
DGMs (E-5)		5000
Mgr (E4)		4000
AM /Jr.Mgr E-3) & (E-2)		3000
Sr. Executive (E-1)		2000
Executive (E-0)		2000
Below Executives (N1 to N7) (E-0)		1500


(R.K. Goyal)

Group General Manager/HR-II

Copy to:

1. 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. Company Secretary
6. Notice Board.
7. AM/IT- for placing on intranet



Dedicated Freight Corridor Corporation Of India Limited
(A Govt. Of India Undertaking)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi- 110001

No. HQ/IT/Policy/01

15 / 01 / 2019

POLICY FOR LAPTOP FOR DFCCIL OFFICIALS

Ref: Earlier Policies no. HQ/IT/Policy dated 17.06.2011, 19.06.2011, 24.02.2012, 28.02.2012, 30.04.2014, 13.10.2014, 28.10.2016 and 18.12.2018.

In suppression of earlier all Laptop Policies and its amendments for DFCCIL, following **Laptop Policy** has been approved by Competent Authority.

1. For the purpose of this policy, Laptop, Notebook, Netbook and Tablet are considered in the same class. They are referred to as 'Laptop' in this policy. 'Laptop' includes all its accessories.
2. All Officials including deputationists but excluding Trainees / Contract employees will be eligible for Laptop.
3. Following shall be the Cost ceiling of Laptops. Ceiling limit will also include cost of **Software, accessories and all applicable taxes / duties etc.:**

SN	Level of Officer	Maximum Entitlement of Cost (Excluding Taxes)
1	MD / Director / CVO	Rs.1,35,000/-
2	ED / GGM / GM / CGM / GM(CO) / CPM	Rs.80,000/-
3	AGM / JGM / DGM	Rs.65,000/-
4	MGR / AM	Rs.45,000/-
5	Sr. Executive / Executive	Rs.35,000/-

Officer concerned shall bear the cost over and above the prescribed ceiling limit.

4. The Laptop should have only Genuine / Licensed Operating system and application softwares. Hindi Fonts to be loaded from Rajbhasha Website.
5. The eligible amount for, repair, maintenance for 3 years period is as under:

Corporate Office :- 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001
Tel :- +91-11-23454700 fax +91-11023454701 web: dfccil.gov.in (CIN) - U60232DL2006G01155068

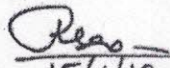
Level of Officers	Amount Eligible towards repairs and maintenance (Excluding Taxes)
MD / Director / CVO	Rs. 25,000/-
ED / GGM / GM / CGM / GM(CO) / CPM / AGM (in NFSAG)	Rs. 20,000/-
Officers below the level of GM / CPM	Rs. 15,000/-

6. The **Codal life** of Laptops shall be taken as **three (03) years**. The depreciation of the laptop will be as follows.

Description	Year-1	Year-2	Year-3	Residual value at any point of time beyond end of 3 rd year.
Depreciation at the end of year	60%	84%	90%	10%
Residual value after the end of year	40%	16%	10%	10%
Pro-rata percentage of Residual Value within year	5% per Month	2% per Month	0.5% per Month	--

7. For Calculating depreciation for a part of year, proportionate depreciation prescribed for that year can be divided by 12 for arriving at a value for a particular month within that year. This shall be proportionally added to the cumulative depreciation prior to that year, to arrive at the final depreciation. The residual so arrived shall be inclusive of all applicable taxes.
8. The ceiling amount stipulated for repair & maintenance shall cover: warranty extensions, Insurance, local repairs and maintenance activities, AMC contracts, purchase of spares, replacement of batteries and other hardware, subscription of Software, Anti-virus etc., facility management services like installation / reinstallation of software.
9. The cost of 02 years extended warranty may be adjusted with admissible repair & maintenance cost and paid along with purchase of Laptop.
10. The Officials will be entitled for replacement of Laptop on expiry of the lifespan subject to deposit of residual value of the earlier laptop.
11. The issued Laptop will be the property of DFCCIL and the invoice must reflect the ownership of DFCCIL and shall contain the Model number and Serial number of the system so procured.
12. The Laptop shall be completely owned by the DFCCIL till such time the Officer deposits its residual value, and takes ownership of the same as laid down in this policy, irrespective of the cost of the Laptop and its method of procurement etc.
13. The officer should give an undertaking at the time of claiming reimbursement for procurement, repairs & maintenance that:
- Laptop has been actually procured / got repaired & maintained by him / her;

- Reimbursed amount is liable to be recovered from him / her in case of false declaration detected at a later date.
 - Complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with the concerned official claiming reimbursement and not the sanctioning authority.
14. Unauthorized / objectionable contents must not be loaded in the Laptop. For use of any unauthorized software, the official concerned will be responsible. DFCCIL will neither be responsible nor liable for any contractual, legal and statutory issues arising out of the purchase / repairs & maintenance.
 15. The Official shall be responsible for the security of the Laptop including safety and upkeep, careful handling, protection from damage & theft etc. In case of theft / loss of Laptop, the Official concerned shall lodge the First Information Report (F.I.R.) with the Police and inform controlling Official.
 16. No expenditure on repairs & maintenance etc shall be permitted beyond the codal life of the old Laptop.
 17. To comply with Audit requirement as well as Stock verification, the laptops shall physically be produced before the IT department at Corporate Office, if required.
 18. The Laptop procured will remain with the Official in the event of transfer within DFCCIL. However, Official leaving DFCCIL, deputationist on repatriation to parent department / VRS / Retirement etc. has to compulsory deposit the residual value of Laptop.
 19. In case an Official becomes eligible for Laptop of higher cost limit on promotion, the Laptop of higher cost limit shall be provided only after completion of codal life of Laptop already with the official.
 20. In case of any clarification w.r.t. interpretation of any provisions of this Laptop Policy, the matter should be referred to Managing Director, whose decision shall be final. The Managing Director may make modification and amendments to the Laptop Policy.
 21. This Laptop Policy shall come to effect from the date of issue.


 15/1/19
 General Manager/IT

Copy to:

- Secretary to MD for kind information of MD.
- Director/PP, Director/Infra, Director/Finance, Director/OP&BD, CVO.
- All EDs / GGMs / GMs at CO, All CGMs.