



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. 2021/HQ/Admin/RTI-701

New Delhi: 13.08.2021

Sh. Pappu Kumar
Rajasthan

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

Reference: Your online RTI application dated 27.07.2021 (Registration No. DFCCIL/R/E/21/00549) received through DOPT.

Please connect your online RTI application dated 27.07.2021. As advised through DOPT portal on 29.07.2021, you have online deposited the required stationery charges on 09.08.2021. Now, the 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 to the original RTI application dt. 27.07.2021	Copy of the Duty list for Multi-Tasking Staff as circulated vide letter dated 21.02.2020 is attached.
2.	2		MTS has common Cadre and the duty roaster of MTS is prepared by respective controlling officer as per duty list as specified in letter no. HQ/HR/Duty list/MTS dated 21.02.2020.
3.	3		Duty hour of MTS is being followed by duty roaster as prepared by controlling officer with a maximum of 8 hours per shift.
4.	4		No such guidelines/policy is available in DFCCIL.
5.	5 & 6		RTI Act does not cast on the public authorities to answer queries in which the applicant elicits answers to questions. Leave Rules of DFCCIL are attached along with Circular No.52/2018 dated 04.10.2018 and dated 28.02.2014

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.

DA: 17 pages

13/8/2021

(S.K. Roy)

Dy. G.M./Admn.(PIO)

E-mail: skroy@dfcc.co.in

011-23454707

पंजीकृत एवं कॉर्पोरेट कार्यालयांचवा तल : सुप्रीम कोर्ट मेट्रो स्टेशन बिल्डिंग कॉम्प्लेक्स, नई दिल्ली 110001 -

Regd. & Corporate Office: 5th Floor, Supreme Court Metro Station Building Complex, New Delhi-110001

Tel: 91 - 11+23454700, Fax No. 91-11-23454701 Web : www.dfccil.com, CIN :U60232DL2006GOI155068



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लिमिटेड

भारत सरकार (रेलमंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Ltd.

India (Ministry of Railways) Enterprise

No.HQ/HR/Duty-List/MTS.

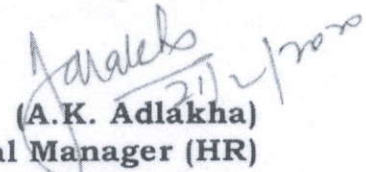
Dated: 21.02.2020.

Sub: Duty list of Multi-Tasking Staff (MTS).

In order to provide MTS with broader knowledge base across all disciplines so as to have versatile skills, it has been decided to adopt a common cadre and seniority for all Multi-Tasking Staff (MTS) posted across/recruited for various departments. Accordingly, the duty list of MTS is enclosed as Annexure-A.

2. This issues with the approval of the Competent Authority.

DA/As above.


(A.K. Adlakha)
Dy.General Manager (HR)

Copy to: 1. Secy. to MD for kind information of MD.

2. Director/PP, Director/Fin., Director/OP&BD, Director/Infra & CVO.
3. ED/EDFC, ED/WDFC.
4. All GGMs/GMs/CGMs/GM (Co-ord).
5. DGM/HR, All HR officials (CO & Units)
6. Manager/IT.
7. Cadre File.

Regd. & Corporate Office: 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi-110001

Tel.: +91-11-23454700, Fax: 011-23454701, Web: www.dfccil.gov.in CIN: U60232 DL 2006 GOI 155068

Duties of MTS:-

Brief duties of MTS includes but not limited to the followings:-

1. Opening & closing of rooms. Cleaning of rooms/areas, fixtures & dusting of furniture etc. Cleaning including housekeeping of buildings at the stations, IMDs, IMSDs, staff quarters, service buildings, running rooms, etc.
2. Upkeep of parks, lawns, potted plants, etc., if required.
3. Carrying tools/plants from one place to another for attending maintenance work.
4. Minor digging & earthwork works during maintenance if required in case of exigencies.
5. Responsible for delivering of dak and Carrying of files & others papers from one place to other or delivering to someone in the office/unit or some other place outside the office/unit.
6. Assisting in routine office work like diary, dispatch etc. including working on computer.
7. Doing the Print, Photocopy & sending of FAX etc.
8. Proper upkeep of hard records of installations/sections/stations/office, if any.
9. Others non-clerical work in the Section/Unit.
10. Entertaining official and Visitors.
11. Driving of vehicles, if in possession of valid driving license.
12. Minor painting works if needed.
13. Oiling and greasing of mechanical part of signaling, LC gate, electrical, P-way fittings like switches, SSDs, SEJs etc. & other similar gears.
14. General lookout of the section from safety point of view and informing in case of any intrusion or outside interference or unusual to the reporting officer.
15. Regular patrolling during any season as directed by the superior authority so as to avoid any intrusion or outside interference.
16. Schedule patrolling of beat as per requirements of track, OHE, S&T cables, gears & installations etc.
17. General cleanliness & upkeep of the Track, Bridges, Stations, Colonies, IMDs, IMSDs, S&T and Electrical Installations, gears, equipment rooms, etc.
18. Work to the level of his/her ITI qualifications in areas of his/her duties.
19. Cleaning of equipment pertaining to S&T, Electrical and Civil and duly taking necessary precaution in regards to safety.
20. Cleaning, top up etc for batteries upkeep.
21. Changing of light fittings.

Jalal
2/7/2020

22. Attending to works pertaining to operation & maintenance of Civil Engineering Assets, OHE, TSS etc.
23. Operation of electrical equipment including DG sets & its related activities at stations and in between sections as per order of in charges.
24. Working with track & other testing machines.
25. Attending to maintenance sites, removal & recoupmnt of ballast, manual packing of track & turnouts, related earth works, recoupmnt of missing fittings, recouping of missing signage, replacement/maneuvering of sleepers, cess repair, etc.
26. Attending rail/weld fractures and distressing associated with it.
27. Drainage maintenance including improving drainage, cleaning of drains of Track including at RUBs.
28. Jungle cleaning and de-weeding, if needed.
29. Water supply and sanitation works.
30. Cleaning of water ways and attending structures of the bridge.
31. Keeping points & switches clean of obstructions & ballast.
32. Handing over paper authorities to train crew.
33. Cranking of points. Clamping & padlocking of switches.
34. Loco attachment/detachment, resumption of break power including related activities like connecting hose pipes, securing hanging parts, if any and any other rolling stock related activities.
35. Assisting in preparation of vehicle consists, taking numbers & assisting the executives in train operations.
36. Any other work assigned by the superior authority.

J. Patel
21/2/2022

Chapter-XI

Leave Rules

01.Short Title and Commencement:-

- (a) These Rules may be called DFCCIL Leave Rules' 2008.
- (b) They shall come into force from 26.12.2008. However, Leave on Average Pay (LAP) and Leave on Half Average Pay (LHAP) already earned by the regular employees of the Company prior to commencement of these Rules shall be credited to their Leave Account.

02.Extent of Application:-

- (a) These Rules shall apply to all regular employees in the permanent strength of the Company and such other category of employees brought under these Rules by special order.
- (b) These Rules shall NOT apply to the employees working on Deputation terms from Indian Railways and other Government Departments/Organizations. These Rules shall also NOT apply to the employees appointed on Contract terms, those on casual employment and those engaged as Consultants.
- (c) In the matter of leave, the employees appointed on Contract terms or as Consultants, etc shall be governed by the mutually agreed terms and conditions of their appointment.

03.Procedure in case of Deputationist:-

- (a) In terms of Rule No.-2016 and 2023-(6.6)-(c)-(iii) & (6.7) of Indian Railway Establishment Code (Volume-II), all Railway Employees on deputation to DFCCIL shall be regulated by the Leave Rules of their Parent Organization. Employees from other Govt. Deptt. on deputation to DFCCIL shall also be governed by the Leave Rules of their Parent Organization. DFCCIL shall pay Leave salary contribution (except for the period of leave availed while on deputation with DFCCIL) in favour of such deputationist, along with Foreign Service Contribution (FSC) towards the cost of their Pension.
- (b) The procedure for making application for leave and grant of leave for a Deputationist shall be same as followed for regular employees of the Company. However, the Leave sanction order indicating the details of the Leave availed by such deputationist, while on deputation with DFCCIL, shall be periodically sent by HR/Corporate Office to the Pay and Accounts Office of their parent organization for making necessary debit in their Leave Account. A copy of such leave sanction shall invariably be endorsed to the deputationist and to the Finance/Corporate Office for making necessary adjustments while calculating the Leave salary contribution. The Leave Salary and Foreign Service Contributions shall be determined as prescribed in Rule No.-2007 and 2008 read with Appendix-I of the Indian Railway Establishment Code (Volume-II) and

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also be issued in consolidated form for each category of employee in suitable frequency. A copy of each such sanction shall be placed in the Personal File of the employee and necessary debit entry shall be made in the Leave Account.

- (g) Leave Account: - A leave account shall be maintained in the format as prescribed at **Annexure-II** for each employee of the Company in the HR/Corporate Office. The Leave Account may either be manually maintained in an alphabetical register framed in the format prescribed at Annexure-II or may be maintained in a suitable software developed for the purpose. The custodian of leave account shall put up every leave application (sanctioned or recommended), after verifying the admissibility of leave, to the designated HR officer, on page-2 of the leave application form, for formal sanction. The leave account shall be put up along with the applications and the designated HR officer shall also make an initial in the leave account against the relevant entry as a token of having ensured proper debit in the leave account.
- (h) Extension of Leave: - An employee who desires to extend his leave shall apply to the sanctioning authority giving reasons for extension well in time so as to reach the sanctioning authority before the expiry of leave already granted. Excepting in the case of an emergency, the employee shall not avail the leave for the extended period before it is sanctioned by the leave sanctioning authority.
- (i) Absence after expiry of Leave: - Willful absence after expiry of leave/extended leave or Unauthorized absence from duty shall render an employee liable to disciplinary action. An employee who remains absent from duty after expiry of leave unless it is extended shall not be entitled for leave salary for the period of such absence and such period shall be debited as leave without pay i.e. against the EOL. However, if the employee proves to the satisfaction of the leave sanctioning authority that his absence was on account of sickness or other valid reasons, that authority may at his discretion regularize his absence into any leave due with or without pay.
- (j) Recall from Leave: - In case the Company finds it necessary to recall an employee to duty before the expiry of sanctioned leave, it shall be obligatory for the employee to comply with the orders and report for duty.
- (k) Grant of Leave on Medical grounds: - An application for grant of leave or extension of leave, on medical grounds, must be accompanied by a Medical Certificate from any "Authorized Medical Attended" nominated by the Company or by any medical practitioner duly qualified in the Allopathic, Homeopathic or Ayurvedic systems of medicines and registered in the appropriate schedule of the State and acceptable to the Company. An employee who has been sanctioned leave or an extension of leave on medical grounds shall not resume duty unless he produces a "Fitness Certificate" from the aforesaid medical authority or any other higher Medical Authority/Medical Board as may be required by the leave sanctioning authority.

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the required amount of cheque along with its details shall be periodically sent by Finance/Corporate Office to the Pay and Account Office of their parent office, under intimation to the deputationist.

04. General Conditions and procedures for Grant of Leave:-

- (a) Right to Leave: - Leave cannot be claimed as a matter of right. The competent authority shall not alter the kind of leave due and applied for except at the written request of the employee. Leave of any kind may be refused or revoked by the authority competent to grant Leave to ensure that no dislocation in the normal working of the establishment is caused.
- (b) Combination of different kinds of Leave: - Except as provided otherwise under these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave. Casual Leave (CL) shall not be combined with any other kind of leave admissible under these rules.
- (c) Combination of Holidays with Leave: - Holiday or a series of holidays (including Restricted Holidays) falling before commencement of the leave or after expiry of the leave may be prefixed and/or suffixed with leave.
- (d) Employment during Leave: - The employee on leave shall not take any service or accept any employment without the previous sanction of the competent authority in the Company.
- (e) Application for Leave: - An application for grant of leave or for extension of leave shall be made to the Controlling officer in the **format as prescribed at Annexure-I**. Except in an emergency, leave for three days or less shall be made at least twenty-four hours prior to the start of the requested leave and if the leave is required for more than three days, the leave application shall be made seven days prior to the start of the requested leave.
- (f) Grant of Leave: - The leave shall be sanctioned by the authority in accordance with the powers delegated in the Schedule of Powers (SOP)-Schedule-III (Estt. Matters) of the Company. Leave shall not be granted to an employee whom the competent authority has decided to dismiss, remove or compulsorily retire from service. All application for Leave (except CL), shall be submitted through the controlling officer for the orders of the Leave sanctioning authority on the prescribed leave application form. In case the CPM or GGM or GM is the leave sanctioning authority for the kind and duration of leave applied for, that authority may sanction the leave, subject to its verification by HR as regards admissibility of the leave. Such leave application, duly sanctioned, shall be sent to HR/Corp. Office for verification of admissibility, making necessary debit in the leave account and to convey the formal sanction of leave to finance and other concerned. Where the leave sanctioning authority for the kind and duration of leave applied for is an authority higher than CPM or GGM or GM, the recommendations or otherwise for grant of leave shall be sent to HR/Corp. Office for obtaining the orders of the appropriate leave sanctioning authority and for issue of the formal leave sanction order to all concerned. In case large number of leave applications is to be dealt with, the Leave sanction orders may

Kinds and Amount of Leave admissible:-

(5) Leave on Average Pay(LAP):-

- (a) The employees shall be entitled to 30 (thirty) days Leave on Average Pay (LAP) in a calendar year. The Leave Account of every employee shall be credited with LAP in advance, in two installments of 15 days each on the first day of January and July of every calendar year. LAP account of the employees shall be maintained in two parts i.e. Encashable Leave and Non-Encashable Leave. The LAP earned shall be credited in ratio of 50:50 under the above two parts on 1st of January and July every year. Any part or whole of Encashable leave may be availed of as Leave and it is not necessary that it should be Encashed.
- (b) During the half yearly period in which appointment was made, LAP shall be credited to the leave account @ 2 ½ days for each completed calendar month of service which he is likely to render in that half year. Similarly, during the calendar half year in which an employee is due to retire or resign from service or is removed or dismissed from service or dies while in service, credit of LAP to his leave account shall be afforded @ 2 ½ days per completed calendar month. In both the cases the period of 15 days or more shall be taken as one month and less than 15 days shall be ignored.
- (c) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 (three hundred) days.
- (d) During employment only the leave in the Encashable Leave Account can be encashed once a calendar year, on the employee actually availing himself of an equal amount of LAP. The requirement of actual availing of LAP is subject to ceiling of 30 days and it can be relaxed if the leave is not granted by the sanctioning authority on account of exigencies of work.
- (e) The maximum accumulation of total LAP at credit shall not exceed 300 days at any given point of time out of which the ceiling under the Encashable Leave Account shall be 150 days. The maximum amount of LAP that can be granted at a time to an employee shall be 150 days.
- (f) An employee who proceeds on Leave on Average Pay (LAP) shall be entitled to leave salary equivalent to that he/she was drawing immediately before proceeding on LAP.

(6) Leave on Half Average Pay(LHAP):-

- (a) The employees shall be entitled to Leave on Half Average Pay (LHAP) of 20 days in respect of each completed year of service. The account of LHAP of every employee shall be credited with LHAP in advance, in two installments of 10 days each on the 1st day of January and 1st day of July of every calendar year. LHAP can be accumulated to any extent in the leave account of an employee.
- (b) The LHAP shall be credited to the leave account @ 5/3 days for each completed calendar month of service which the employee is likely to render in the half-year

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of the calendar year in which he/she is appointed. Similarly, the credit for half year in which the employee is due to retire or resign from service shall be allowed @ 5/3 days per completed month upto the date of retirement or resignation. However, when an employee is removed or dismissed or dies while in service, credit of LHAP shall be allowed @ 5/3 per completed calendar month upto the end of calendar month preceding the calendar month in which the employee is removed or dismissed from service or dies while in service. In all these cases fraction of a day shall be rounded off to the nearest day.

- (c) The amount of LHAP that can be availed of in one spell irrespective of its being combined with any other kind of leave or not shall be limited to 24 months.
- (d) An employee who proceeds on LHAP shall be entitled to leave salary equal to **half** of that he /she was drawing immediately before proceeding on such leave.

(7) Commuted Leave:-

Commutated leave not exceeding half the amount of LHAP due may be granted, on **Medical Certificate**, to the employees with the following conditions:-

- (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- (b) When commuted leave is granted, **twice** the amount of such leave shall be debited against the LHAP due;
- (c) There is no limit to the number of days of commuted leave to be availed of during the entire service;
- (d) Where an employee who has been granted commuted leave and resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as LHAP and the difference between the leave salary in respect of commuted leave and LHAP shall be recovered. However, no such recovery shall be made if the retirement is compulsorily thrust upon him by reason of ill health incapacitating the employee for further service or in the event of his death;
- (e) Commuted leave may be granted at the request of the employee even when LAP is due to him.

(8) Extraordinary Leave (EOL) i.e. Leave without Pay :-

- (a) Extraordinary leave (EOL) i.e. leave without pay may be granted to an employee in special circumstances, when no other leave is admissible to him.
- (b) EOL shall not be granted to an employee on probation and to those re-employed with the company.
- (c) Two spells of EOL, if intervened by any other kind of leave, shall be treated as one continuous spell of EOL.
- (d) Where an employee fails to resume duty on the expiry of the EOL sanctioned to him/her, admissible under these rules, he/she shall be deemed to have resigned from the service, unless the competent authority of the Company in view of the exceptional circumstances of the case otherwise determines.

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- (e) An employee who proceeds on Extraordinary Leave (EOL) shall **not** be entitled to any leave salary.

(9) Leave Preparatory to Retirement(LPR):-

- (a) An employee not desirous of encashment of Leave on Average Pay (LAP) at his credit at the time of retirement on superannuation may be permitted by a competent authority to take leave preparatory to retirement to the extent of LAP due, not exceeding 180 days together with HLAP due, subject to the condition that such leave extends only upto and includes the day preceding the date of retirement.
- (b) The leave granted as leave preparatory to retirement shall not include EOL.

(10) Maternity Leave:-

- (a) A female employee with less than two surviving children may be granted maternity leave for a period of **180 days** from the date of its commencement, on production of medical certificate.
- (b) A further period of leave upto **two year** of leave due to her (including commuted leave upto 60 days and Leave Not Due) may be granted, without production of medical certificate.
- (c) A total period of Maternity Leave on account of Miscarriage/Abortion/Abortion induced under the Medical Termination of the Pregnancy Act'1971 shall be restricted to 45 days in the entire career of a female employee.
- (d) Maternity leave may be combined with any other kind of leave.
- (e) The maternity leave shall not be debited against the leave account.

(11) Child Care Leave(CCL):-

- (a) Women employees having minor children may be granted Child Care Leave(CCL) by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two eldest surviving children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall be granted to women employees having minor children below the age of eighteen years (18).
- (b) Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.
- (c) The leave is to be treated like the LAP and sanctioned as such. Consequently, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also count for Child Care Leave, as in the case of LAP.
- (d) The CCL can be availed subject to the following further conditions:
- i) CCL may not be granted in more than 3 spells in a calendar year.
 - ii) CCL may not be granted for less than 15 days.
 - iii) CCL should not ordinarily be granted during the probation period except in the case of certain extreme situations where the leave sanctioning

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authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.

- (e) During the period of CCL, the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. It may be combined with leave of the kind due and admissible. The leave account for child care leave shall be maintained in the proforma as at Annexure IV, and it shall be kept alongwith the Service Book of the concerned women employee.
- (f) Leave Not Due only for the purpose of Maternity Leave and Child Care Leave, if required, may be granted by the competent leave sanctioning authority based on the medical certificate. LND in such cases shall be debited against the LHAP due to the women employee.

(12) Paternity Leave:-

- (a) A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife i.e. upto 15 days before or upto 06 months from the date of delivery of child and if such leave is not availed of within this period, it shall be treated as lapsed.
- (b) It shall not be debited against the leave account and may be combined with any other kind of leave.
- (c) This leave may not normally be refused to the employee.
- (d) It shall be sanctioned only in a single spell.
- (e) During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(13) Special Disability Leave:-

- (a) Special disability leave may be granted to an employee, who is disabled by injury accidentally incurred in, or in consequence of due performance of his official duties or in consequences of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.
- (b) Such leave shall not be granted unless the disability manifested itself within 03 months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice.
- (c) The period of leave shall be such as certified to be necessary by the proper medical authority/authorized medical attended of the company, however, the maximum period of such leave **shall not exceed 24 months** in consequence of any one disability.
- (d) Special disability leave may be combined with any other kind of leave. Such leave shall not be debited against the leave account.
- (e) Leave salary during such leave for the first 120 days shall be allowed equal to the leave salary while on LAP; and for the remaining period of any such leave, leave salary shall be equal to that admissible during LHAP.

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(f) In the case of a person to whom the Workman's Compensation Act, 1923 applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under the said Act.

(14) Leave Encashment:-

(a) In case of death while in service: - In case an employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on LAP that would have been due and admissible to him but for the death, on the date immediately following the date of death, and in any case not exceeding leave salary (including DA) for 300 days, shall be paid to his family.

(b) In case of retirement on attaining the age of superannuation:- All employees retiring on superannuation shall be paid cash equivalent of leave salary in respect of LAP at their credit at the time of retirement. The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days of LAP and shall be paid in one lump sum as one time settlement. Cash payment shall be equal to leave salary as admissible for LAP and DA admissible on that leave salary @ in force on the date of retirement. No CCA and/or HRA shall be payable. The above rule shall not apply to the cases where an employee is dismissed, removed from service or compulsorily retired as a measure of punishment under DFCCIL (Discipline & Appeal Rules). The cash payment for unutilized LAP shall be made in the manner indicated below:

Cash Payment	=	Pay admissible on the date of retirement + DA admissible on that date.	Multiplied by the Number of unutilized LAP at credit on the date of retirement, subject to a maximum of 300 days.
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(c) In cases of Premature/Voluntary retirements/Termination from service:-

The employee who retires by giving notice to the Company or the employee is retired or his services are terminated by the Company by giving him the notice or pay and allowances in lieu of such notice in accordance with the terms and conditions of his service, may be allowed encashment in respect of LAP at his credit, subject to a maximum of 300 days. The amount shall be determined as at (b) above and shall be paid in one lump sum as a onetime settlement. No HRA or CCA shall be payable.

(d) In cases of retirement while under Suspension or D&A case Pending:-

In case of an employee retiring from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him at the time of retirement, the competent authority may withhold whole or part of cash equivalent of LAP payable to him, if in the view of such an authority there is possibility of some money recoverable from him on

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conclusion of proceedings against him. On conclusion of the proceedings, he will be eligible to the amount withheld after adjustment of Company's dues, if any.

(e) In cases of resignation or quitting of service:- In the cases of resignation or quitting of service, the employee may be granted cash equivalent in respect of LAP at his credit on the date of cessation of service to the extent of **HALF** of such LAP at his credit, subject to a maximum of **150 days**.

(f) Encashment of Leave on Half Average Pay (LHAP):-

The half pay leave shall be considered for encashment of leave alongwith LAP, subject to overall limit of 300 days. The cash equivalent payable for half pay leave shall be equal to leave salary as admissible for half pay leave plus Dearness allowance admissible on the leave salary without any reduction being made on account of pension equivalent of other retirement benefits payable. To make up the shortfall in LAP, no commutation of half pay leave shall be permissible. The cash equivalent for half pay leave component shall be calculated in the manner indicated below:-

Cash Payment in lieu of Half Pay Leave component =	Half Pay Leave salary admissible on the date of retirement + DA admissible on that date.	Multiplied by the Number of days of half pay leave at credit subject to the total of LAP and LHAP at credit not exceeding 300 days.
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(g) While availing LTC:-

The employees shall be permitted to en-cash leave on average pay upto 10 days at the time of availing of LTC while in service, subject to the condition that:

- i) A balance of at least 30 days of leave on average pay should be available to his credit after taking into account the period of encashment as well as leave availed of.
- ii) The total leave so encashed during the entire career shall not exceed 60 days in the aggregate subject to the condition that successive encashment cannot be made before a minimum period of two years has elapsed. The period of two years for the purpose of successive encashment of LAP shall be w.r.t. a two year block, the first one commencing from 01.09.2008 and ending on 31.08.2010 w.r.t. the outward journey performed. The next block would commence from 01.09.2010 and ending on 31.08.2012 and successive blocks would follow the similar pattern.
- iii) The cash equivalent shall be calculated as follows namely:-

Cash equivalent =	Pay in the respective pay scale/band plus grade pay admissible on the date of availing of LTC plus dearness allowance admissible on that date	X	Number of days of leave on average pay subject to the Maximum 10 days at one time.
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- No House Rent Allowance or Transport Allowance shall be payable;
- iv) The period of leave encashed shall not be deducted from the maximum quantum of leave encashable (300 days) at the time of retirement.
 - v) Where, both husband and wife are the employees of DFCCIL, the entitlement for encashment of leave equal to ten days at the time of availing of LTC will be available to both, subject to a maximum of 60 days each during the career.

(15) Casual Leave and Restricted Holidays:-

- (a) Casual Leave may be granted to an employee subject to exigencies of the work. A total of 08 CL is admissible to the employees in a calendar year. Half a day's CL can also be granted, if requested by the employee.
- (b) CL shall not be combined with any other kind of leave; however, it can be prefixed and suffixed with holidays.
- (c) An employee on CL shall be treated as on duty for the purpose of drawal of salary.
- (d) CL shall be sanctioned by the concerned controlling officer of the employees only in the CL/RH Card prepared in the proforma as at **Annexure-III**. The CL record as reflected in the CL/RH card shall be maintained by the employees themselves. However, the controlling officers before sanctioning CL shall satisfy himself/herself of the proper maintenance and admissibility of CL to the concerned employee. The loss of CL card by the employee shall be treated as ZERO balance in the employee's CL account.
- (e) In addition to the CL, the employees shall be entitled to avail 02 Restricted Holidays (in the CL/RH Card itself) to be chosen from a list of RH notified by the Central/State Govt. where the office of DFCCIL is located.

(16) Amendments and Interpretations:-

- (a) Where any doubt arises to the interpretation of these Rules, it shall be referred to the HR/Corporate Office for a decision by the Competent Authority, which shall be final.
- (b) The Company may amend, Delete or Add to these rules, from time to time, and all such amendments, deletion or additions shall take effect from the date stated therein.



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 - 52 / 2018

Subject: Revised Leave Rules.

BOD in its 65th meeting held on 13.08.2018 has accorded approval towards the following modifications in the Leave Rules contained in Chapter - XI of DFCCIL's HR Manual :-

Rule No	Existing Rule	Revised Rule
Rule 5 (a)	<p>The employees shall be entitled to 30 (thirty) days leave on average pay (LAP) in a calendar year. The leave account of every employee shall be credited with LAP in advance, in two installments of 15 days each on the first day of January and July of every calendar year. LAP account of the employees shall be maintained in two parts i.e. Encashable Leave and Non-Encashable Leave. The LAP earned shall be credited in ratio of 50:50 under the above two parts on 1st of January and July every year. Any part or whole of Encashable leave may be availed of as Leave and it is not necessary that it should be Encashed.</p>	<p>The employees shall be entitled to 30 (thirty) days leave on average pay (LAP) in a calendar year. The leave account of every employee shall be credited with LAP in advance, in two installments of 15 days each on the first day of January and July of every calendar year.</p>
Rule 5 (d)	<p>During employment only the leave in the Encashable Leave Account can be encashed once a calendar year, on the employee actually availing himself/herself of an equal amount of LAP. The requirement of actual availing of LAP is subject to ceiling of 30 days and it can be relaxed if the leave is not granted by the sanctioning authority on account of exigencies of work.</p>	<p>Leave encashment - During employment only, the employee would be allowed to encash upto 50% of LAP to his/her credit as on the date on which he/she applies for encashment, once a calendar year provided that he/she is left with atleast 30 days LAP to his/her credit after such encashment as on the date of such application.</p> <p>The period of leave encashed shall not be deducted from the maximum quantum of leave encashable(300 days) at the time of retirement.</p>

Rule
14
(g)

Leave Encashment

While availing LTC): The employees shall be permitted to en-cash leave on average pay upto 10 days at the time of availing of LTC while in service, subject to the conditions that:

(i) A balance of at least 30 days of leave on average pay should be available to his/her credit after taking into account the period of encashment as well as leave availed of.

(ii) The total leave so encashed during the entire career shall not exceed 60 days in the aggregate subject to the condition that successive encashment cannot be made before a minimum period of two years has elapsed. The period of two years for the purpose of successive encashment of LAP shall be w.r.t. a two year block, the first one commencing from 01.09.2008 and ending on 31.08.2010 w.r.t. the outward journey performed. The next block would commence from 01.09.2010 and ending on 31.08.2012 and successive.

(iii) blocks would follow the similar pattern.

(iv) The cash equivalent shall be calculated as follows namely:-

Cash equiv alent = Admissible that date	Pay in the respective pay scale/band plus grade pay admissible on the date of availing of LTC plus dearness allowance Admissible on that date 30	Number of days of leave on average pay subject to the maximum 10 days at one time
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No House Rent Allowance or Transport Allowance shall be payable;

(v) The period of leave encashed shall not be deducted from the maximum quantum of leave encashable (300 days) at the time of retirement.

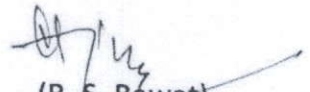
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	<p>(vi) Where, both husband and wife are the employees of DFCCIL, the entitlement for encashment of leave equal to ten days at the time of availing of LTC will be available to both, subject to a maximum of 60 days each during the career.</p>	
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Accordingly, the Leave Rules of DFCCIL stand modified as above in DFCCIL's HR Manual with immediate effect. All other terms and conditions and instructions issued vide this office circular number HQ/HR/3/Leave Rules/14 dated 28.02.2014 remain unchanged.

This has the approval of the competent authority.


(R. S. Rawat)
JGM/HR

No. – HQ/HR/Leave Encashment

Date : 04.10.2018

Copy for kind information and necessary action to:-

1. Secy to MD for kind information of MD.
2. Director (Infra), Director (OP&BD), Director (PP), Director (Fin) & CVO
3. GM /IT – is requested to kindly incorporate the above changes in SAP by modifying the Leave encashment program in SAP.
4. All CGMs/GM(Co-ordination)/GMs/CPMs - all units - for wide circulation
5. Shri Prakash Kumar, AM/IT- for placing on DFCCIL Intranet for wide circulation.
6. Notice Board

No. HQ/HR/3/Leave Rules/14

Dated: 28.02.2014

CIRCULAR

Sub: Amendment to Leave Rules - transfer of leave from previous organization and vice-versa.

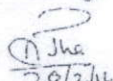
The Board of Directors in their 439th Meeting held on 20.01.2014 has approved insertion of the following fresh provision in DFCCIL Leave Rules related to transfer of leave from previous organization and vice-versa:-

Para 16

- (a) Wherever an employee, joins the services of DFCCIL after leaving the services of any Public Sector Enterprise, the Company will accept the transfer and the amount of Leave on Average Pay (LAP) subject to a maximum of 300 days and Leave on Half Average Pay (LHAP) already earned by him under his previous employer provided applications having been routed through proper channel and the management of both the concerns have concurred in.
- (b) Wherever an employee leaves the services of DFCCIL and joins the services of any Public Sector Enterprise the amount of Leave on Average Pay (LAP) subject to a maximum of 300 days and Leave on Half Average Pay (LHAP) already earned by the employee, will be transferred to the new employer subject to the condition that the applications have been routed through proper channel and the new employer agrees to accept such amount. Such transfer should take place with the consent of DFCCIL and the other employer.
- (c) The transferor organization should liquidate its liability by making lump-sum payment to the borrowing organization in respect of leave salary for Leave on Average Pay (LAP) and Leave on Half Average Pay (LHAP).
2. Existing Para 16 be renumbered as Para 17.
3. The above provision will also be applicable to those recruitment cases wherein offer letters have been issued to candidates for joining DFCCIL on and after 24.09.2013 through immediate absorption.

E-mail to:

1. Secy. to MD - For kind information of MD.
2. Dir (OP&BD), Dir (Intra), Dir (PP), Dir (Fin.) & CVO.
3. All GGMs/GMs/CPMs and all officials under them for information.
4. Portal


28/2/14
(Ajay Jha)
DGM/HR-III