



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-726

New Delhi: 01.10.2020

श्री विनोद चौरसिया

मध्य प्रदेश

विषय: आरटीआई अधिनियम 2005 के तहत प्राप्त आपके मूल आवेदन के सम्बन्ध में जानकारी प्रदान करना।

संदर्भ: आपका आरटीआई आवेदन दिनांक 27.09.2020.

उपरोक्त आवेदन के सन्दर्भ में संबंधित कार्यालय से एकत्र की गई जानकारी आपको प्रदान की जा रही है। जो इस प्रकार है:

क्रमांक	मांगी गई सूचना क्रम संख्या	उपलब्ध सूचना
1	आरटीआई आवेदन दिनांक-27.09.2020	संबंधित नीति परिपत्र संलग्न हैं
2	के द्वारा मांगी गई सूचना	ऐसा कोई दिशा-निर्देश उपलब्ध नहीं है
3		मांगी गई जानकारी सूचना का अधिकार (आरटीआई) अधिनियम 2(f) के अंतर्गत नहीं आती है

आशा है उपरोक्त जानकारी पूर्ण और संतोषजनक है। यदि नहीं, तो आप अपीलीय प्राधिकरण को पत्र की प्राप्ति के 30 दिनों के भीतर अपील कर सकते हैं, जिसका नाम और पता इस प्रकार है;

सुश्री आर० पी० छिब्बर

समूह महाप्रबंधक / प्रशासन, DFCCIL,

5 वीं मंजिल, सुप्रीम कोर्ट मेट्रो स्टेशन बिल्डिंग,

प्रगति मैदान, नई दिल्ली -110001

(एस. के. राय)

उप. महाप्रबंधक / प्रशा. (ज. सू. अ.)

011-23454707

01-10-2020

संलग्न:- 25 पृष्ठ।

पंजीकृत एवं कॉर्पोरेट कार्यालयपंचवा 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:23454700-11-91+ :, Fax 23454701-011 :Web :www.dfccil.gov.in CIN :U 60232 DL2006 GOI155068

Chapter- X

Medical Rules

1. Short Title & Commencement:

These rules shall be called as "The DFCCIL Medical Rules 2010" and shall come into effect from **29.12.2009**, in supersession of the existing Medical Policy/Rules.

2. Scope and Applicability:

- a) These Rules shall be applicable to:
 - (i) All regular employees of the company and their "Family"
 - (ii) Deputationists opting for Medical benefits of the company,
- b) These Rules shall not apply to Consultants, advisors, casual/daily rated employees and those on service contract.
- c) All employees including deputationists have to submit the option/ family composition as in **Annexure-I** to become eligible for Medical benefits.

3. Definitions:

- a) "Family" for the purpose of these rules shall include:
 - (i) *Spouse.*
 - (ii) *Children* till they get married or employed, whichever is earlier.
 - (iii) *Widowed mother* of the employee, residing with and dependent upon the employee. If both husband and wife are employee of the company, only one of them may avail the medical benefit for the family. However, dependent widowed mother of both, residing with them, will be included independently for the purpose of these benefits
- b) "*Dependent*" shall mean a person whose income from all sources does not exceed the minimum family pension plus dearness relief thereon, prescribed by Central Government from time to time. At present, the minimum family pension prescribed is Rs.3500 + DR Rs.945 @ 27% as on 01.07.2009 i.e. **Rs. 4445 per month.**
- c) "*Authorized Medical Attendant*" (AMA) means a medical officer, if any, in the service of the Company or any medical practitioner duly qualified in the Allopathic, Homeopathic or Ayurvedic systems of medicine, and registered with the appropriate schedule of the State and acceptable to the Company.

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4. Medical Treatment:

a) Outdoor Treatment

- (i) Medical Allowance shall be part of the 50% basket of allowances towards expenses on outdoor treatment.
- (ii) The deputationist shall be paid Outdoor Medical Allowance equivalent to one-month basic pay in a year to be paid through salary on monthly proportionate basis.
- (iii) All employees shall furnish a utilization certificate towards the end of the financial year.
- (iv) Apart from the outdoor medical allowance, the expenses incurred by the employees towards investigations including pathological investigations, radio diagnosis, etc. in cases of specific occasions of presence of symptoms to rule out a disease or otherwise, if prescribed by AMA shall be reimbursable on submission of a copy of AMA's prescription and original bills.

(Rule-4(a)(iv) was inserted vide HR's letter no. HQ/HR/3/Medical Rules/4 dated 16.12.2010)

b) Indoor Treatment

- (i) Indoor treatment means treatment taken during hospitalization for which room rent is charged by the hospital. For this purpose the treatment should be taken from any Govt./Private/Trust hospital/Nursing Home registered with Local Bodies or State Govt.
- (ii) All expenses for a particular treatment leading to indoor admission, upto 30 days prior to admission and follow-up treatment upto 30 days after the date of discharge from hospital, shall qualify as indoor treatment to be claimed as in **Annexure-II**.
- (iii) The indoor expenses shall include consultation, diagnostics, medicines, ambulance charges, surgery/OT charges, equipments like pacemaker, coronary stents, intra ocular lenses, artificial limbs and implants, essential cosmetic treatments in the cases of burns, disfiguring in accidents, etc.
- (iv) Reimbursement on account of Room Rent, based on original receipts, shall be as per the following entitlements:

SN	Levels	Room Type	Room rent ceiling /day
1	MD/Directors	Suite / Deluxe Room	Rs. 7500
2	ED/GGMs/GMs	Deluxe Room	Rs. 6500
3	AGMs/JGMs/DGMs/ Mgrs/AMs	Single Room	Rs. 4500
4	Sr.Executive / Executive	Double / Three bedded room	Rs. 3000
5	Below Executives	General Ward	Rs. 2500
6	All levels	ICU charges	As per actuals.

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c) Special Diseases

- (i) The following diseases shall be considered as special diseases:
Cancer, Cardiac Ailments, Kidney ailments, Treatments arising out of accidents/fire etc., Diabetes, Mental Diseases, Poliomyelitis, Cerebral Palsy and Spastics, Tubercular diseases, Thalassaemia major, AIDS, Hypertension, Neurological diseases, Thyroid, Rheumatoid Arthritis, Epilepsy, Ovarian Cyst* and Growth Hormone Disorder*. (*Inserted vide HR's letter no. HQ/HR/3/Med.Rules/4 dated 16.02.2012.)
- (ii) Reimbursements towards expenses incurred like consultation, diagnostics, medicines, etc. shall be allowed as per actual based on production of original receipts and copy of the prescriptions of the AMA as in **Annexure-III**. The nature of special diseases must be properly and legibly mentioned on the prescription by AMA in all the system of treatment. Reimbursement for only one system of treatment for a particular disease at a time shall be admissible.
- (iii) The list of special diseases may be reviewed with the approval of MD from time to time.

d) Medical equipment/treatment without indoor admission.

Hearing Aid

- (i) Expenses incurred towards Hearing Aid shall be reimbursed with ceiling upto Rs.20,000 for Bilateral Hearing Aid and upto Rs. 10,000 for one-sided Hearing Aid. In special circumstances, Digital Hearing Aid with ceiling upto Rs.30,000 per Ear shall be reimbursed on production of original receipt.
- (ii) The use of hearing aid and its type should have been recommended by any ENT specialist registered with appropriate Govt. authority or an ENT specialist of a hospital/clinic/nursing home, registered with the local authority.
- (iii) However, the digital hearing aid shall be permitted under the following two special circumstances duly mentioned by the ENT specialist in his prescription:
 - Moderate to Severe Sensory Neural Hearing Loss with Aided Speech Discrimination Score, Which cannot be improved to 70% by use of Analog Hearing Aid.
 - Sharply sloping audiogram seen on Pure Tone Audiometry, inverted V audiogram or U shaped audiogram involving 2000 Hz.
- (iv) Replacement of Hearing Aid may be allowed only after Five(5) years on the recommendation of an ENT specialist as at (ii) above.

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Ophthalmic

- (v) The expenses towards Ophthalmic (cataract) surgery shall be reimbursed as per actual with cost ceiling for Intra Ocular Lens upto Rs.10,000 for each Eye.

Dental

- (vi) The expenses towards Dental treatment for Extraction, Scaling & Gum treatment, Filling of teeth, any major dental treatment involving jaw bones, operation of gums, removal of wisdom teeth, Root Canal Treatment shall only be allowed for reimbursement as per actual, subject to cost ceiling for crown upto Rs.3000 per tooth.
However, supply of artificial denture, cleaning/polishing of teeth, filling of teeth with gold or other expensive materials or orthodontic treatment for cosmetic reasons shall not be reimbursable.

Artificial limbs and appliances

- (vii) Artificial limbs and appliances used shall be reimbursed as per actual.

e) Executive Health Check-up Scheme(EHCS)

- i) Employee and spouse shall be permitted comprehensive medical checkup at Company's expenses every alternate year between the age of 45 (40 years in case of female employees and wife of male employees) and 55 years and every years above 55 years of age of the concerned employee/spouse till superannuation/retirement of the employee in the Government Hospital, Government aided hospitals, Trust hospital operating on a no profit no loss basis and Hospital/Nursing Home registered with the local bodies/state government including reputed hospitals like Apollo, Escorts etc.
- ii) Reimbursement towards expenses incurred shall be allowed as per actual based on the production of original receipts and copy of test reports as in the enclosed format (**Annexure-IV**).

5. Medical Advance:

Advance for the purpose of Indoor medical treatment may be sanctioned subject to the following conditions:

- a) Employee shall furnish an estimate of the likely expenditure from the hospitals where treatment is proposed to be taken.
- b) Advance shall be released through a cheque/draft in favour of the Hospital. In exceptional circumstances the advance may be released in favour of the employee with the approval of MD.

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- c) It will be the responsibility of the employee to ensure that the unutilized portion of the advance is returned by the hospital/himself within a week after discharge.
- d) Original bills/vouchers shall be submitted within 30 days from the date of discharge from the hospital failing which recovery of the advance would be made from the salary.
- e) Reimbursement Procedure: All medical expenses including medical advance, other than medical allowance paid through salary, shall be reimbursed as per SOP.
- f) **The monetary ceiling for various treatments/equipments shall be reviewed periodically; say for every two years as per the prevailing market conditions.**

6. Interpretation / Relaxation:

- a) In case of any doubt or dispute regarding interpretation of these Rules, the decision of Managing Director shall be final. He may also relax, delete, modify and revise any of the provisions of these rules as required from time to time.
 - b) Managing Director may at his discretion review and check the veracity of any claim or treatment and the decision of MD taken after such review shall be final.
 - c) Misuse, fraudulent use, false declaration, or false claims for reimbursement, by any employee under these Rules will render the employee liable to refund the amount with penal interest besides initiation of disciplinary action as per rule.
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5th Floor, Pragati Maidan, Metro Station Building Complex, New Delhi- 110001

Registered Office: 101 A, Rail Bhawan, New Delhi- 110001, Web: www.dfccil.org

No.HQ/HR/3/Multi-Purpose Advance Rules

Dated 07/08/2015

C I R C U L A R

Sub: DFCCIL Multi-Purpose Advance Rules

The Board of Directors in their 48TH Meeting held on 12/02/2015, has approved Multi-Purpose Advance Rules for DFCCIL employees.

Accordingly, a copy of DFCCIL Multi-Purpose Advance Rules is enclosed herewith for information of all concerned.

DA: As above.

(R.S. Rawat)
Dy.GM/HR

E-Mail to:

1. Secretary to MD – for kind information of M.D.
2. Dir. (Infra.), Dir. (PP), Dir. (Fin.), Dir. (OP&BD) and C.V.O. – for information.
3. All GGMs/GMs/AGMs/DGMs and employees working under them – for information.
4. All CPMs/ACPMs and employees working under them – for information.
5. Company Secretary.

DFCCIL MULTI-PURPOSE ADVANCE RULES

It has been decided to introduce Multipurpose Advance facility to employees of DFCCIL.

1.0 PURPOSE

The Multipurpose Advance would provide financial assistance to the employees for their various needs like marriage of self or children, education of self or children, purchase of household appliances including computer, furniture and home furnishing requirements etc. except **HBA & Conveyance Advance**.

2.1 SCOPE:

These rules shall apply only to the regular employees of the company and shall not apply to Deputationists, Consultants, or Re-employed or those working on daily wages, Outsourced manpower or contractual basis.

2.2 ELIGIBILITY:

- Regular employees of the company who have completed their probation period (two years) as on date of application for advance will be eligible to be granted advance under these rules.
- Employees joining DFCCIL on Immediate/permanent absorption shall also be eligible if they have completed 5 yrs. of continuous service, including the service in previous PSU/Govt. Deptt.

2.3 SOURCE OF FUND

A budgetary allocation of Rs.2.25 crores to start with will be provided by DFCCIL.

2.4 AMOUNT OF ADVANCE:

The amount of advance to be sanctioned would be as under:

- i. Upto Rs. 3.0 lakhs for below Executive level;
- ii. Upto Rs. 3.5 lakhs for Executive to Manager level;
- iii. Upto Rs. 4.0 lakhs for DGM to Addl. General Manager; and
- iv. Upto Rs. 5.0 lakhs for General Manager & above.

The advance sanctioned for payment would be subject to repaying capacity of the employees and budget allocation for multipurpose advance every financial year.

2.5 CEILING OF ADVANCE:

- The advance may be drawn partially in maximum 3 installments. The balance amount remains at the credit of the employee till he utilizes the entire advance.
- The advance is restricted to 2 times in entire service, subject to repayment of previous advance so drawn and not earlier than expiry of 5 years from the date of drawal of first advance. Subsequent advance will be granted only after full recovery of the previous advance including accrued interest.

2.6 INTEREST:

The rate of interest for Multipurpose Advance sanctioned under these rules would be 7.5%. The advance shall carry simple interest from the month of payment of advance. The amount of interest shall be calculated on the balance outstanding on the beginning of each month. The advance shall be recovered from the month following the month in which first installment of advance is drawn.

The advance shall be recovered in maximum 84 installments (Principal + interest) from the salary, subject to remaining number of months of service of the employee.

Company reserves the right to change the rate of interest at any time.

2.7 REPAYMENT

The capacity of the applicant to repay the advance shall be worked out before grant of advance in order to ensure that the principal together with interest thereon, is fully recovered before the applicant retires from the service.

The total deductions towards all advances should not exceed 50% of the total gross emoluments which does not include statutory/voluntary deductions and further in any case, total deductions including statutory deductions viz. PF, Income tax. etc. should not be more than 75% of total gross emoluments.

2.8 MODE OF PAYMENT:

The employee shall have the option of pre-payment of the entire outstanding balance in one installment at any time during the currency of the loan, subject to realization of interest as applicable till that month.

2.9 SECURITY:

The security shall be obtained in the form of Agreement & Surety Bond. A surety bond from two employees shall be furnished by the applicant who have completed at least 5 years of service and who is of a status equal to or higher than that of the applicant before the sanctioned advance or any part thereof is disbursed.

2.10 PROCEDURE OF SANCTION:

- Sanctions will normally be done on **first come first served basis** by the HR Department limited to budget allocation for the year, satisfactory evidence of the purpose of utilization of loan submitted by the employee.
- GM/HR will be the authority for sanction of the advance, subject to availability of funds in the budget.
- Application for Advance shall be made by the employees in the prescribed format as per Annexure – 1 hereto.
- Documentary support required alongwith loan application (Annexure-II)
- Evidence of utilization e.g. in case of purchase of vehicles, equipments, fee payment, purchase of furniture/furnishing items, copies of invoices will be submitted within 30 days of drawal of loan, failing which loan should be returned immediately and on any delay, penal interest at 3% will also be charged and advance recovery can be accelerated/made of any dues.
- In case of large number of applicants, HR Department reserves the right to prioritize cases to be sanctioned.
- **The amount of Multipurpose Advance so granted shall be minus the existing advances other than HBA/Conveyance Advance taken by the employee.**

2.11 INTERPRETATION/RELAXATION/DELETION/ MODIFICATION

In case of any doubt or dispute regarding interpretation of these rules, the decision of Managing Director shall be final. He will also have the power to frame rules from time to time and relax/delete/modify/revise, etc any of the items of the provisions of these rules found necessary to be recorded in writing. The Managing Director, DFCCIL is also empowered to increase the budgetary allocation from time to time. Any substantial /significant change in the Multi-Purpose Advance Rules will be informed to Board.

DFCCILAPPLICATION FOR MULTIPURPOSE ADVANCE

1. Name of the Applicant :
2. Employee Code :
3. Designation :
4. Place of Posting :
5. Present basic pay :
6. Pay scale :
7. Purpose for advance :
- 7(a). Contact No. :
8. (a) Date of appointment :
- (b) Date of Birth :
- (c) Date of superannuation :
- 9 (a) Amount of advance required :
- (b) Earlier advances, if any, amount of advance & interest accrued thereon (on the date of application) :
10. No. of installments in which the Advance is desired to be repaid :
11. Whether Multipurpose Advance availed earlier with balance Outstanding. :
12. Names & signatures of Sureties 1. 2.
- a) Designation :
- b) Basic Pay :
- c) Date of superannuation :
- 13 a) Certified that the information furnished above is correct.
- b) Certified that I have read the rules and will abide by them.

I hereby authorize the company to recover any outstanding amount from my settlement/final dues.

(Signature of Applicant)

Dated :

Certified that particulars given above and the case is recommended. (to be signed by HR Department).

(Note : Papers attached with application should be duly signed by employee).

Annexure-II

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

1. Photocopy of latest pay slip.
2. For Marriage of self or children – Marriage card/Invitation card & dependent certificate.
3. Education of children – Details of Expenditure from the Institute.
4. Purchase of Electronic appliances including computer & other domestic requirements – Quotation
5. Furnishing/furniture for House – Estimate.



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लिमिटेड
भारत सरकार (रेलमंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India Ltd.

A Government of India (Ministry of Railways) Enterprise
Corporate and Registered office:

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

Tele: 011-23454700 FAX: 011-23454701

Corporate Identity Number: U60232DL2006GOI155068

No.HQ/HR/LTC Policy/20 (201302245)

New Delhi; 12.10.2018

परिपत्र सं.Circular No.47/2018

विषय: डी एफ सी सी आई एल के समेकित संशोधित एल टी सी नियम।

Sub: **Consolidated Revised DFCCIL LTC Rules .**

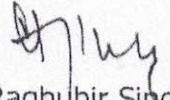
संदर्भ/Ref: इस कार्यालय का दि. 27.01.2010 का परिपत्र सं.HQ/HR/3/LTC Rules/20
This office Circular No.HQ/HR/3/LTC Rules/20 dt 27.01.2010.

The Revised LEAVE TRAVEL CONCESSION RULES (Chapter-XII of DFCCIL HR Manual) is enclosed herewith for information.

This is issued with the approval of the Competent Authority.

Hindi version is being issued separately.

Encl: Revised Chapter-XII of HR Manual.


(Raghubir Singh Rawat)
Joint General Manager/HR

Copies for information to:

1. Secretary to MD for information of MD.
2. Dir/OP&BD, Director/Infra, Director/PP, Dir/Finance & CVO.
3. All GGMS/GMs/AGMs/DGMs and their subordinate officers.
4. All CPMs/Addl. CPMs and their subordinate officers.
5. Company Secretary.
6. Notice Board
7. GM/IT (skbehra@dfcc.co.in) and AM/IT-I (prakashkumar@dfcc.co.in) for uploading the letter on intranet under 'circulars' hyperlink.

Chapter-XII
DFCCIL (LEAVE TRAVEL CONCESSION) RULES

1. Short title & Objective:

- (a) These Rules shall be called the "**DFCCIL (Leave Travel Concession) Rules**".
- (b) These Rules are meant to provide financial assistance to employees of DFCCIL in meeting the expenses of travel involved while availing of rest and recreation with their family away from their headquarters at their Home Town or elsewhere periodically.

2. Scope and Applicability:

- (a) These Rules shall apply to:
 - (i) Full time functional directors of the company
 - (ii) All regular employees of the Company with at least one year of continuous service in the company on the date of journey.
 - (iii) The deputationists from Central/State Government, Railways and other Public Sector Undertakings on permanent absorption in the company. The LTC facility will be in addition to the facility of post retirement complementary Railway passes or such facilities from previous employer. The deputationists on their permanent absorption in DFCCIL will be entitled for LTC without the condition of one year continuous service thereafter.
 - (iv) The employees from Central/State Government (except railway employees) and other Public Sector Undertakings working in the Company on deputation terms shall be eligible for LTC facility as per the rules in parent organization and the costs will be borne by the company on certification by the concerned organization.
- (b) These Rules shall not be applicable to:
 - (i) Casual or daily rated employees.
 - (ii) Persons engaged on contract basis including retired employees re-engaged as consultant.
 - (iii) Persons not in the whole time employment of the company, including outsource persons.
 - (iv) Persons who are eligible for any other form of travel concession from their parent organization as a part of service conditions.

3. Definitions:

- (a) "Competent Authority" means Managing Director, Director or any other officer of the company, having delegation of powers.
- (b) 'Family' means:
 - (i) Employee's spouse,
 - (ii) Two surviving unmarried children / step children / adopted children wholly dependent upon the employee, whether residing with the employee or not.

Explanation:

The restriction of the concession to only two surviving children or step children shall not be applicable in respect of (i) those employees who already have more than two children prior to the coming into force of this restriction i.e. 20.10.1997; (ii) children born within one year of coming into force of this restriction; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

- (iii) Married daughters, who have been divorced, or separated from their husbands, if residing with and wholly dependent upon the employee.
 - (iv) Unmarried brothers, unmarried sisters, divorced / separated sisters from husbands or widowed sisters residing with and wholly dependent upon the employee provided their parents are either not alive or are themselves wholly dependent on the employee.
 - (v) Parents and/or step parents (step-mother & step-father) wholly dependent upon the employee, irrespective of whether they are residing with the employee or not.
- (c) The "Dependency" will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon. In other words, a member of the family of the employee other than the spouse, shall be treated as wholly dependent upon the employee if his/her income from all sources does not exceed the minimum family pension prescribed from time to time + dearness relief thereon.
 - (d) All employees are required to give a declaration of dependent family members in the form given in **Annexure-I** at the time of appointment in DFCCIL and changes thereafter, if any, should be intimated to the HR/Corporate Office within one month of such changes.
 - (e) "Home Town" shall be the place declared as such by the employee at the time of appointment/absorption in the company, where the employee was or near relations are still residing or where the employee owns immovable property or is a member of a joint family having such property. The declaration of home town shall be given in the prescribed form as per **Annexure-I**. Such a declaration shall be subject to acceptance by the competent authority. The hometown once declared and accepted by the competent authority shall be treated as final. In exceptional circumstances, the MD may authorize a change in such declaration provided that such a change shall not be made more than once during the entire service of an employee.
 - (f) The term 'shortest route' under the scheme means the fare by the shortest direct route irrespective of whether journey was performed by any other route.

4. General Conditions for grant of LTC:

- (a) The LTC shall be admissible during any kind of leave including Casual Leave.
- (b) LTC, however, cannot be availed claiming regular leave and resigning without returning to duty.
- (c) Where husband and wife are both DFCCIL employees, option will be available to choose separate home towns and may also claim LTC separately under the rules for their respective families. If either of them avails the facility as a member of the family of other the concession will not be permitted for self independently. The children shall be eligible for the benefit in one particular block as member of the family of one of the parents only.
- (d) An employee under suspension cannot avail of LTC as no leave of any kind is permitted. However, since the employee continues to be in service, the family members shall be entitled to LTC during the period of suspension.

5. Admissibility and Type of LTC:

- (a) The LTC to home town shall be admissible irrespective of the distance between the headquarter of the employee and the home town, once in a block of two calendar

years. The block year of the employee for the purpose of LTC will be as per the block year prescribed by DoP&T. The current four year block is 2018-21 while two year block is 2018-19 & 2020-21.

- (b) The LTC to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarter of the employee, once in a block of four calendar years.
- (c) The employee and his/her family can avail one All India LTC in exchange of one of the two hometown LTCs in a block of 4 years.
- (d) An employee whose family (spouse, children etc.) lives in home town or unmarried employee having left wholly dependent parents, sisters and minor brothers in home town, may avail of LTC **for self only** to visit the **home town every year**. This concession will be in lieu of all other LTC facilities admissible under this scheme, including the LTC to visit any place in India once in a block of four years.
- (e) **Fresh Recruit:**
 - (i) Fresh recruits from the open market in the company will be allowed LTC to their Home Town along with their family on three occasions in a block of four years and to any place in India on the fourth occasion. Accordingly, the entitlement of new recruits shall be different during the first two blocks of four years (i.e. during their first 8 years of service) **as per Annexure-A**
 - (ii) Entitlement of LTC may be carried forward in case of a previously serving in Central/State/PSUs who joins after having submitted Technical Resignation. In case of government employee who resigns within 08 years of his/her appointment and joins DFCCIL after Technical Resignation, the employee shall be treated as a fresh recruit for a period of 08 years from the date of his/her initial appointment under Central/State/PSUs. Thus if a direct recruit joins DFCCIL after serving in previous Government department for 04 years, he will be treated as a fresh recruit for 04 years in the corporation.
- (f) LTC to visit North-East Region (NER), Jammu and Kashmir (J&K) and Andaman and Nicobar Islands (A&N) by Air in lieu of a Home Town will be governed by the instructions/guidelines of DoP&T issued from time to time.

6. Declaration of place of visit under LTC to any place in India:

Declaration of place of visit under LTC shall be made in advance to the controlling officer. The declaration may be changed before the commencement of the journey with the approval of controlling officer, but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the employee.

7. LTC in different groups and at different times:

- (a) An employee and members of family availing of LTC may travel in different groups at different times during a block of two or four years, as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey by the first group is performed, even if the return journey was performed after the expiry of the block of two years or four years. This will also apply to availing of LTC carried forward in terms of Rule-8.

- (b) During All India LTC, the employee and the family members may travel to different places of their choice at different times during a block of four years.

Note: It is clarified that full reimbursement as per the entitlement of the employee shall be allowed for the journey (s) performed on LTC by the family members from any place in India to Headquarters/place of posting of the employee and back. When such journey is performed from Home Town, the LTC shall be counted against "Home Town" LTC and in case the journey is from any other place in India, then it shall be counted against "Any place in India" LTC.

8. Carry forward of LTC:-

- (a) In case, the employee is unable to avail LTC for home town in any particular block of 2 years, the same may be allowed to be carried forward and availed of before the expiry of the first year of the succeeding block of two calendar years.
- (b) Similarly, the all India LTC once in a block of four years if not availed of in any block, the same may be allowed to be carried forward and availed of before the expiry of the first year of the succeeding block of four calendar years.
- (c) No Carryover of LTC to the next year is allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

9. Restricted Concession:

The LTC will be restricted to one way journey only when:

- (a) A dependent son gets employment or a dependent daughter gets married after completion of the outward journey or remains at the outstation for studies or for any other valid reason.
- (b) When the family having completed the outward journey does not intend to complete the return journey.
- (c) The employee's newly married wife coming from Hometown to headquarters station or a wife who has been living away from the employee travels to the headquarters station only on the "return" journey.
- (d) A child completes the fare-paying age only at the time of travel on the return journey.
- (e) A child adopted by the employee while on a visit to another station travels to the headquarters.
- (f) When the employee and his/her family travels to home town on his/her proceeding on Leave Preparatory to Retirement or terminal leave or within two months of retirement, provided the LTC is otherwise admissible.

10. LTC to Visit Home Town outside India:

LTC is restricted for visits to places in India only. If the Home Town of an employee is located outside the country, the LTC will be limited to journeys to and from the railway station nearest to the home town/ port of embarkation/ disembarkation in India.

11. Travel Entitlement on LTC:

For travel under the scheme of leave travel concession the entitlement shall be as under:-

Level of Officer	Entitlement
By Air mode	
GGMs & above	Economy
GMs/AGMs	Economy
DGM & above	Economy
AM & above	Economy
By Rail (including Rajdhani/Shatabdi)	
DGM & Above	AC-I/Executive Class
Sr. Executive to Manager	AC-II /CC
Below Sr. Executive	1st class/AC-III/CC
By Road	
GM & above	AC Bus / AC Taxi as per actual
Sr. Executive to AGM	AC Bus/Non-AC Taxi
Below Sr. Executive	Non-AC Public Bus as per actual / Auto rickshaw
By Sea/River Steamer	
AM & above	Highest Class/Deluxe Class
Below AM	Next lower class

Note:

- (i) The entitlement for Air Journey during LTC will be governed by the instructions issued by the Ministry of Finance and DOP&T from time to time.
- (ii) Travel entitlement as above shall be according to the status of the employee on the date of journey. No Daily allowance shall be admissible.
- (iii) Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining on notional basis when the journey is actually undertaken by some other mode.
- (iv) LTC shall be admissible in respect of journeys by chartered railway coach but the reimbursement of fare shall be restricted to the cost of fare by the shortest / direct route for his entitled class.
- (v) In case a journey is performed by a longer route or in higher than the entitled class, the reimbursement will be calculated by the shortest route as per his entitlement.
- (vi) Where an employee and / or his family avail(s) of the concessional circular tour tickets offered by the Railways in conjunction with LTC, the fare at the normal rate for the entitled/lower class actually used between headquarters and home town/place of visit by the shortest route, shall be reimbursed.
- (vii) In all cases of travel by AC Taxi, Taxi or Auto-rickshaw or Bus, production of fare receipt /tickets is necessary. The word "as per actual" mentioned in the table under Rule-12 (Road Journey) means - the expenditure incurred in actual (as per money receipts/bills), expenditure admissible to distance travelled on the basis of certain rates.
- (viii) Reimbursement shall not cover incidental expenses and expenditure incurred in local journeys.
- (ix) LTC partly by rail and partly by road on tours conducted by ITDC / State Tourism Development Corporations or local bodies would be permissible subject to the condition that the amount of reimbursement will in no case exceed to the rail/bus fare by the shortest/direct route for his entitled class.

- (x) Where an employee or family travels by road, by private car or otherwise, the reimbursement shall be equivalent to what would have been admissible had the journey been performed by the entitled class, or the actual expenses, whichever is less.
- (xi) Journey by air is permissible to non-entitled officers for LTC subject to condition that reimbursement of fare would be restricted to the entitled class by rail. Also, reimbursement at the rates applicable for Rajdhani/Shatabdi express trains is permissible provided the employee is entitled to travel by such trains in such class and the places visited or the portion travelled by air is directly connected by Rajdhani/Shatabdi. In case, the fare paid for the air ticket on LTC is less than the fare being charged for Rajdhani/Shatabdi trains, the reimbursement would be limited to the actual expenditure.
- (xii) Travel by Premium Trains is not permissible on LTC Hence, the fare charged by the Railways for journeys performed by Premium Trains shall not be reimbursed for the purpose of LTC.
- (xiii) If an employee/his family members is entitled to concessional train fare such as Sr.Citizen, Student concession, children, then in case of air travel, the reimbursement would be restricted to the full train fare in entitled class including Rajdhani/Shatabdi if full air fare has been charged by the airlines.
- (xiv) Flexi fare (dynamic) applicable in Rajdhani/Shatabdi/Duranto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in case where a non-entitled employee travel by air and claims reimbursement for the entitled class of Rajdhani / Shatabdi / Duranto trains.

12. Grant of advance and adjustments thereof:

- (a) An employee proposing to avail of LTC may draw an advance limited to 90% of the estimated final claim. For this purpose an application in the form specimen at **Annexure-II** shall be submitted to competent authority. An employee can draw advance for LTC journey before the proposed date of the outward journey as under:-
 - (i) In case by Rail: 125 days.
 - (ii) By any other mode: 65 days

He/she should, however, produce the outward railway tickets within 10 days of the drawal of advance to the competent authority.

- (b) Advance can be separately drawn for self and different groups of family members if traveling separately.
- (c) Advance for both the outward and return journeys will be admissible only if the return journey is to be completed within prescribed time limit as per mode of travel availed.
- (d) The advance shall be refunded forthwith in one lump sum by the employee if the outward journey is not commenced within prescribed time frame of the drawal of the advance. No request for recovery of the advance in instalments shall be entertained.

13. Interest at penal rate:

If the conditions to the grant of advance including those relating to the recovery of amount are not complied with fully and / or the rules regulating the grant of these advances have been violated, the interest @ 2 % per month over the interest rate allowed on the Provident Fund balances shall be charged.

14. Reimbursement:

- (i) Reimbursement of expenses towards journey shall be allowed as per the entitlements for the shortest direct route on production of original tickets. This scheme shall not cover incidental expenses/local journeys except conveyance charges from residence to station/airport and back.
- (ii) For family members of employees of DFCCIL, aged between 5-12 years, the actual rail fare shall be reimbursed for LTC as per the choice of rail tickets purchased by the employees.

15. LTC Claims:

- (a) **Submission of LTC claim:** An employee availing LTC for himself and/or his family should submit his claim for reimbursement in Form **(Annexure-III)** within the prescribed time and along with supporting documents.
- (b) **Time Limit for Submission of LTC Claims:** Where LTC advance is availed, LTC claim is required to be submitted within one month of completion of the return journey and Where LTC advance is not availed, LTC claim may be submitted within 2 months of completion of the return journey.
- (c) **Furnishing of Evidence and Certificates:** An employee while submitting LTC claim should produce such evidence (like rail tickets, bus tickets in original, cash receipts, Boarding pass and Air tickets, etc.) as will confirm his and his family members having actually performed the journey. The employee is also required to submit a certificate in the claim form to the effect that the various conditions relating to admissibility of LTC have been complied with.
- (d) **LTC Claim in respect of Spouse:** In case the spouse of an employee is employed in an office other than the DFCCIL which provides LTC facilities and the employee prefers spouse's LTC claim, he shall certify in the claim form that the spouse has not made a claim with his/ her employer for the same journey.
- (e) **Forfeiture of claim:** A claim for reimbursement of expenditure incurred on journey under LTC shall be submitted within the prescribed time limit. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

16. Disciplinary action for Fraudulent claim of leave travel concession:

- (a) Decision to initiate disciplinary proceeding on the charge of preferring a fraudulent claim of LTC shall debar future LTC till finalization of such disciplinary proceedings.
- (b) Imposition of any of the penalties specified in DFCCIL (Conduct, Discipline and Appeal) Rules for misuse of LTC facility shall debar the next two sets of the leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. If the misuse is considered grave enough, more than two sets of LTC may be disallowed with reasons to be recorded in writing. Withholding of sets of LTC will be in addition to the penalty imposed. For this purpose, LTC to home town and to any place in India shall constitute two sets of LTC.
- (c) Full exoneration of the charge of fraudulent claim of LTC shall entitle the concession withheld earlier as additional set(s) in future blocks of years without attracting the provisions of lapsing of LTC facility not availed of within the first year of the next block. This should, however, be done before the normal date of superannuation.

17. Interpretation and Relaxation

In the event of any doubt regarding interpretation of these rules and relaxation of any provisions of these rules in individual cases of hardship, the decision of the MD shall be final and binding. MD shall also have the power to amend, modify, delete any of the provision of these rules, found necessary in future.

Handwritten signature or initials in black ink, appearing to be 'S/7/2'.

Annexure – I

Declaration of Home Town and dependent family members

I, (Name) _____ Designation _____
 : _____ Emp. No. _____ Scale of Pay _____
 Rate of Pay _____ DOA/Absorption _____ hereby
 declare that my Home Town for the purpose of LTC is
 _____ falling within the District
 _____ of State _____.

I further declare that my spouse and other family members who are wholly dependent* upon me consists of the following members with the relevant particulars shown against each in the table below. I shall notify the changes, if any, as and when arise.

S.No.	Name of Family members, including self	Sex	Date of Birth	Age	Relationship

*Please refer to Rule 3 (b) & (c) of the DFCCIL (LTC) Rules.

Place :

Sign:

Date:

Designation:

Controlling Officer

Annexure – II

Application Form for Grant of LTC Advance.

S.No.	Particulars	Details												
1.	Name & Designation of the Applicant (in block letter) / Emp. No.													
2.	Date of Joining DFCCIL.													
3.	Present Pay + Grade pay or present IDA Pay scale													
4.	Nature & period of leave sanctioned													
5.	Particulars of members of 'Family' (including self) in respect of whom LTC is proposed to be availed.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name & age</th> <th style="width: 40%;">Relationship</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name & age	Relationship										
Name & age	Relationship													
6.	a) Name of the place to be visited with the nearest railway station (in block letters) b) "Home Town" as declared under the rule. c) Specifically mention the block for which LTC is to be availed.													
7.	Probable date of commencement of the journey													
8.	Single rail fare / bus fare from the headquarters to home town / place of visit by shortest route in the entitled mode/class													
9.	Amount of LTC advance required													

A. Certified that:

- a) I am availing of the concession for the first time during the block years _____.
- b) The Family members in respect of whose journey(s) the advance is being claimed are entirely dependent upon me.
- c) That my wife/husband is not an employee of DFCCIL. He/She has not availed of the concession separately.
- d) That the journey(s) shall be performed by the class of accommodation for which the advance has been drawn.

B. I undertake:

- a) To refund the advance in full forthwith if the outward journey is not commenced within 30 days of the drawal of advance.
- b) To refund the Company one half of the advance forthwith where the advance has been drawn for both the outward and return journey and later it becomes clear that the period of absence from headquarters is likely to exceed 90 days.

- (c) To submit the LTC claim along with journey tickets / cash receipts, etc. against the advance drawn within 30 days after the completion of the return journey.

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to return the advance in one lump-sum, in case the outward journey is not commenced within 30 days of receipt of the advance.

Dated : _____

Signature of the Employee

Controlling Officer

For Official Use

Passed for payment of Rs. _____ against the block year of _____
for the Home Town/All India.

DGM/JGM (HR) (for CO)/Associate HR/Finance (for units)

Dealing Officer/HR

GM/HR/CPM (for approval)

Finance/Finance Head at CPM/Units (for payment)

LTC Claim Form

1.	Name of the employee	
2.	Date of appointment	
3.	Designation/Department	
4.	Employee No	
5.	Basic pay and scale	
6.	Period & nature of leave availed	
7.	(i) Block year during which the concession last availed of	
	(ii) Block years during which the concession now applied for	
8.	Please indicate the type of LTC i.e. Home Town or All India	
9.	Place of visit	

10. Details of journey undertaken (please enclose journey tickets, cash receipts, etc.)

S.No.	Name	Relationship and age	Date of journey	From	To	Distance	Mode	Fare
OUTWARD JOURNEY								
RETURN JOURNEY								

11. Amount of fare claimed as per rules : _____

12. Amount of advance taken, if any : _____

13. Balance amount payable / receivable: _____

Date: _____

Signature of the employee

Controlling Officer

For Official Use

Passed for payment of Rs. _____ against the block year of _____
for the Home Town/All India.

Dealing Officer/HR

DGM/JGM (HR) (for CO)/Associate HR/Finance (for units)

GM/HR/CPM (for approval)

Finance/Finance Head at CPM/Units (for payment)

Check list for Scrutinizing and processing of LTC claims:

The following points should be kept in view while scrutinizing and processing the LTC claims:

- (i) Whether the employee has completed one year of continuous service on the date of journey.
- (ii) Whether the claim has been preferred within one month / two months of the date of completion of the return journey.
- (iii) Whether the claim is for the journey performed within India.
- (iv) Whether the home town is the permanent home town recorded in the service book or as declared by the employee for this purpose.
- (v) Relationship of the members of the family and age.
- (vi) Whether the employee is entitled to the class of accommodation by which he has travelled.
- (vii) Whether the claim is by the shortest route.
- (viii) Whether the employee has previously intimated before the journey was undertaken.
- (ix) Whether proof of journey i.e. railway tickets / cash receipts / bus tickets, etc. submitted.
- (x) Whether the concession has been availed as per the entitlement in the relevant block year.
- (xi) Whether the advance taken has been adjusted in full or to be recovered /refunded.
