



केटेड फ्रेट कोरीडोर

Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

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

Corporate Identity Number U60232DL2006GOI155068

Web: dfccil.com

No. 2019/HQ/Admin/RTI-780

New Delhi: 19.12.2019

Sh. Pawan Kumar
Bihar

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

Reference: Your RTI Application dated 13.11.19 received through DOPT.

Information as obtained from the concerned record holding office is sent herewith.

The delay of 06 days is due to change in duties of HR officer.

Appellate Authority name and address is as under;

Shri Satish Kothari, GGM/Administration DFCCIL,
5th Floor, Pragati Maidan Metro Station Building,
New Delhi-110001.

(S.K.PANDA)

Dy. G.M/Admn.(PIO)

E-mail: skpanda@dfcc.co.in

9717636811

DA: 12 sheets

Note

No. HQ/HR/ 3/ policy (RTI)

Dated: 19.12.2019

Name of the Applicant - Sh. Pawan Kumar , Bihar		
Specific details of required information to be given		
SNo	Query	Reply
1.	What is the loan policy for DFCCIL employees	There is no such loan policy in DFCCIL. However, Multi Purpose Advance Policy and Conveyance Advance Policy is annexed for reference please.

Ref: No. 2019/HQ/ Admin/RTI-780

Damma
19/12/19

Manager/HR

~~DGM/PIO~~

Pawan
4/12

Or HO-1396/2019
Dated-19-12-19



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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.

Dated :

(Signature of Applicant)

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).

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.

RULES FOR GRANT OF ADVANCE FOR PURCHASE OF CONVEYANCE

TITLE AND SCOPE

- 1.1 These rules shall be called "DFCCIL RULES FOR GRANT OF ADVANCE FOR PURCHASE OF CONVEYANCE" and shall be deemed to have come into force from 30.07.2014.
- 1.2 These rules shall apply only to the permanent employees of the company and shall not apply to the employees on deputation or those on contract, engaged as consultant etc.
- 1.3 Employees who have not worked for at least one year as permanent employee in the DFCCIL and have less than three years to serve before superannuation from the date of application will, however, not be entitled for advance.

2. ELIGIBILITY

- 2.1 Permanent employees of DFCCIL will be eligible for grant of advance as indicated below:

i. MOTOR CAR ADVANCE

Assistant Manager and above

ii. MOTOR CYCLE/SCOOTER/MOPED ADVANCE

All permanent employees of DFCCIL

3. SANCTIONING AUTHORITY

The following will be the sanctioning authority for advance for purchase of conveyance, subject to availability of funds and satisfaction of repayment capacity of the employee.

a. Director/Op&BD/DFCCIL

For car advance.

b. GGM/GM /HR/DFCCIL

For Motor Cycle / Scooter / Moped advance

Note:

1. No authority shall sanction for himself, but seek the approval of the next higher authority not less than Director as the case may be.
2. Sanction will be subject to compliance with other existing provisions in the Rules relating to conditions of second / subsequent advance, mortgage, insurance, submission of proof of purchase/cash receipt within thirty days etc.
3. The disbursing authority is an authority which disburses salary to the employees.

4. AMOUNT OF ADVANCE:

The maximum amount that will be advanced for purchase of conveyance in each case will be as follows: -

i. MOTOR CAR

15 (fifteen) times the basic pay of the employee, or 90% of the estimated "on the road cost" or Rs. Five Lacs, whichever is less.

ii. MOTOR CYCLE / SCOOTER / MOPED

Rs. 40,000/- or 90% of the estimated "on the road cost", whichever is less.

Note:

Estimated "on the road cost" shall include one time registration and insurance charges, sales-tax and road tax at the time of purchase but excluding cost of accessories which are not an essential and integral part of the vehicle and on which the purchaser has a choice.

5. PROCEDURE FOR SANCTION OF ADVANCE

- i. Application for advance shall be made in the prescribed form and the advance will be sanctioned by the sanctioning authority after ascertaining the eligibility of the employee and the availability of funds.
 - ii. A copy of the sanction order will be sent by the sanctioning authority to the disbursing authority and the applicant advising him to execute an agreement in the prescribed form.
 - iii. Purchase of vehicle should be completed within thirty days from the date on which the applicant actually draws the advance failing which full amount of advance drawn with interest thereon will have to be refunded to the Company immediately. The sanctioning authority may, however, extend the above time limit for a period not exceeding one month on the merits of the case.
 - iv. As soon as vehicle is purchased and in any case within thirty days from the date of purchase, the applicant will submit to the sanctioning authority a mortgage deed in prescribed form mortgaging the vehicle to DFCCIL. After scrutiny, the sanctioning authority will forward the mortgage deed, duly accepted, to the disbursing authority for safe custody.
 - v. Sanctions that are not utilized within a period of four months from the date of sanction will automatically lapse.
 - vi. Cash receipt and agreement form shall be returned to the employees after the advance and interest thereon have been completely recovered.
- 5.1 An advance for purchase of a conveyance shall not be granted to an employee of the Company who has already purchased the conveyance and paid for it, unless the conveyance has been purchased within the last three months commencing from the date the advance was applied for and has been paid for by raising a temporary loan. In such case the agreement will have to be executed by the employee in specified format.

6. SECOND / SUBSEQUENT ADVANCE

- 6.1 For second and subsequent advance, the limit would be restricted to the difference between the "estimated on road price" of the vehicle to be purchased and the sale proceeds of the old one left over with the employee of the Company after repayment of the earlier outstanding advance (Principal plus interest), if any, subject to the amount not exceeding the limit prescribed in Rule 4.

Note : -

- a. A second advance will be granted only after 5 years from the date the first one was granted except in exceptional circumstances at the discretion of the sanctioning authority.
 - b. In all the above cases, if the 'actual on road cost' of the vehicle paid by the employee is less than the amount of advance, he shall refund the balance forthwith.
- 6.2 The number of occasions on which the advance can be granted to an employee shall not exceed 3 each for motor car / motor cycle / scooter / moped during his entire service.
- 6.3 The restriction of five years will not, however, apply when advance has been allowed earlier for the purchase of Moped / Motor Cycle / Scooter but it is desired to draw an advance for the purchase of Motor car.

7. INSURANCE

- i) The vehicle purchased with the advance given by DFCCIL should be comprehensively insured within one month from the date of purchase, and the Insurance Policy should be furnished to the sanctioning authority along with the mortgage deed for verification. The amount for which the vehicle is insured should at no time be less than the outstanding balance of the advance plus interest. The insurance should be renewed from time to time till the full amount of advance, including interest is liquidated.
- ii) The applicant should also furnish to the Insurance Company in prescribed form informing the Insurance Company that DFCCIL has interest in the vehicle. The sanctioning authority will countersign and forward the original to the Insurance Company and obtain the latter's acknowledgement.
- iii) The employee should produce renewal policies to the sanctioning authority for verification until the advance is fully liquidated.

8. MORTGAGE BOND

The Mortgage Bond will be executed in a prescribed format in compliance with Rules.

9. INTEREST

The interest rates on advance sanctioned to the employees for purchase of Motor Car shall be 7.5% and for Motor Cycle/ Scooter/Moped shall be 6.5%.

- i) Recoveries on account of simple interest will be made after all the recoveries on account of principal have been completed.
- ii) The total amount of interest due from the employees shall be recovered in the minimum number of monthly instalments, the amount of each such instalment being not more than the amount of instalment by which the principal amount is repaid.
- iii) Provided that the advance together with the interest will be recovered before the date of leaving service in the Company due to retirement or any other reason.

Note: Calculation of interest on outstanding advance - on acceptance of resignation of employees and calculation of settlement dues.

In cases of resignation where the payable settlement dues to the employee are more than the recoverable outstanding dues, then the interest on outstanding conveyance advance will be calculated till the date of relieving of the employee by the projects / corporate office, as the case may be.

However, in case outstanding recoverable dues are more than the payable settlement dues then the interest on outstanding advances will be calculated up to the date of final release of settlement dues.

10. REPAYMENT OF ADVANCE

- i) The advance for purchase of a Motor Car will be recovered in not more than 120 equal monthly instalments, if it is a first advance and in not more than 90 equal monthly instalments, in case it is a second or subsequent advance.
- ii) The advance in the case of Motor Cycle / Scooter will be recoverable in not more than 60 equal monthly instalments in the case of first advance and in not more than 50 equal monthly instalments in the case of second or subsequent advance.
- iii) In the case of Moped, the advance will be recoverable in not more than 50 equal monthly instalments in the case of first advance and 40 equal monthly instalments in the case of second or subsequent advance.
- iv) The amount recoverable in each instalment will be in whole rupees, except the last instalment. The instalment once fixed cannot be altered, except with the permission of the sanctioning authority.
- v) Recoveries of the advance will commence from the salary for the month following that in which the advance is drawn.

11. SALE OF CONVEYANCE BEFORE COMPLETE REPAYMENT OF ADVANCE

- 11.1 If an employee desires to sell the vehicle before the advance received from the Company with interest thereon has been fully repaid, he will do so only after obtaining permission from the sanctioning authority. In such case, he will surrender the balance of the advance outstanding to his credit immediately after carrying out the transaction.
- 11.2 If, however, an employee desires to apply for re-appropriation of sale proceeds before the purchase of another vehicle, the management, may permit the same, provided:-
- i) The amount outstanding shall not be permitted to exceed the cost of the new vehicle obtained;
 - ii) The amount outstanding will continue to be repaid at the rate previously fixed;
 - iii) If the amount outstanding is less than the cost of new vehicle, the balance advance will be surrendered forthwith; and
 - iv) The new vehicle is insured comprehensively and mortgaged to the Company and all conditions and rules will apply in such case.

12. PENALTY

If an employee does not produce proof of purchase / cash receipt along with registration certificate, insurance details, etc. within the time specified in Rule 5 or does not return the advance with interest as provided for in the Rules, he will have to pay penal interest at the rate of double the normal interest on such advance in addition to attracting action under the Conduct, Discipline & Appeal Rules of the DFCCIL.

13. IMPLEMENTATION AND INTERPRETATION

In case of any doubt or dispute regarding interpretation of these rules, the decision of Managing Director shall be final. The Forms/Mortgage deed/Surety bonds will be framed/finalized/amended with the approval of Managing Director.
