

No. 2020/HQ/Admin/RTI-784

New Delhi: 02.12.2020

Sh. Amit Kumar  
Jharkhand

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

Reference: Your RTI application dated 19.10.2020 received through DOPT.

Information as obtained from the concerned record holding office is provided herewith as under;

S.No	Point No.	Information sought for	Information provided
1.	1	Refer the original application dt. 19.10.2020.	Circular dated 09.05.16 on the subject is attached (annexure-I) page-01.
2.	2		Children education allowance is dispensed w.e.f 09.09.2019 as per circular No 23/2019. (copy attached) (annexure-II) page-05.
3.	3		Information sought is not covered under Section 2 (f) of RTI Act.
4.	4		There is no policy for job to family member after death of staff. NPS policy is attached (annexure-III) page-04.
5.	5		Information sought is not covered under Section 2 (f) of RTI Act.
6.	6		Relevant policy attached (annexure-IV) page-13.
7.	7		Relevant policy circular is attached (annexure-V) page-02.

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: 25 sheets



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

Annexure - I

S. (H-5)

 डेडीकेटेड फ्रेट कोरीडोर	डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि. Dedicated Freight Corridor Corporation of India Limited (भारत सरकार का उपक्रम) (A Govt. of India Enterprises) 5 <sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001
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No. HQ/HR/3/Social Security/1

Dated: 09.05.2016

Sub: Financial assistance in case of death of an employee.

The Board of Directors (BoD) in their 53<sup>rd</sup> meeting held on 05.02.2016 has approved the financial assistance to be provided to the family of the employee in case of death while in harness as well as in case of accident on duty as under:-

(i) **Funeral expenses:**

Rs.10,000/- ( Rupees Ten Thousand Only). - Lump sum funeral expenses may be granted to the next of kin (spouse if alive) of the employee on his death. Payment will be given on verification of a serving employee.

(ii) **Lumpsum Ex-gratia payment:**

- (a) Rs.5 Lakhs ( Rupees Five Lakhs Only) - In the case of death of an employee due to accidents in the course of performance of duties only. It may be granted to the spouse and if, spouse not alive to the children and if, unmarried to the dependant parents of the deceased employee on production of death certificate.
- (b) Rs.1 Lakh( Rupees One Lakh Only)- In the case of death of an employee due to natural reasons, which may be granted to the spouse and if, spouse not alive to the children and if, unmarried to the dependant parents of the deceased employee on production of death certificate.

2. The detailed procedure for payment of the above financial assistance will be issued separately.

3. MD has been authorized to decide/clarify the provisions, issue necessary administrative instructions and procedural order etc. for implementation of the above policy.



(R.S. Rawat)  
DGM/HR

E-Mail to:

- 1. Secy. to MD - for kind information of MD
- 2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
- 3. ED/EDFC & ED/WDFC
- 4. All GGMs/GMs/CPMs and all officials under them for information.
- 5. AGM/HR, JGM/HR-I&II, AGM/Fin.,JGM/Fin.-II, DGM/HR-II, AM/Fin.
- 6. Company Secretary.
- 7. Notice Board.

*Amber*

**Circular No. 23 /2019**

**Sub:** Revision of perks and allowances other than basket, lodging charges, daily allowances and lease accommodation ceiling limit as per 3rd PRC in respect of Board level and below board level executives of DFCCIL.

Competent Authority has reviewed the following perks / allowances/ reimbursements being granted to the employees ( regular/ deputationists) and have approved the revision of the same as shown here under:-

**1. Hard and Soft furnishing;**

Category	Recommended by NRC
CMD/MD	Rs. 250000/-
Director	
ED (E9)	Rs. 225000/-
GGM/GM	Rs. 200000/-
AGM (E7)	Rs. 150000/-
JGM (E6)	Rs. 125000/-
DGM (E5)	Rs. 100000/-
E4 – E0	Rs.75000/-

- i) Employees will be eligible to purchase any household items like; A/C, Inverter, Multi-functional printer, Heat convector, Furniture, Television, Carpet, Mattresses, Curtain, Refrigerator etc.
- ii) Regular employees are entitled to two times in their whole tenure including the period of deputation with a minimum gap of 5 years between the two purchases.
- iii) Five years period for next purchase is to be counted from the date of first purchase of any of the furnishing items by the employee including the period of deputation/extended period of deputation.
- iv) Deputationists will be entitled to the furnishing reimbursement once in their tenure.
- v) Where an officer on deputation takes permanent absorption, he will be eligible for the next purchase only after a gap of 5 years.
- vi) The depreciated cost for the above items will be 60% for the first year, 40% for the second year, 20% for the third year, 10% for the fourth year and nil for the fifth year. If an officer is leaving the organization, he/she will be allowed to purchase the items at the depreciated value indicated above. The existing cases, if any, will also be dealt at mentioned rates.
- vii) At the time of leaving the organization the employees will be allowed to buy back the items at the depreciated value indicated in item (vi) above without GST.
- viii) The official (GM and above) who have already availed the furnishing allowance as per the existing rate may avail the difference between the existing and the revised rates.
- ix) The existing pending cases will be dealt as per the above policy.

*Ruf*

**2. Reimbursement limit on entertainment Expenses:**

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

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

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

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

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

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

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

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

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



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

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

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

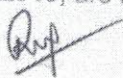
S.No	Level	Ceiling for Lodging Charges		
		X	Y	Z
i.	MD	Ashoka Hotel Suite	90% of the rate of Ashoka Hotel Suite	80% of the rate of Ashoka Hotel Suite
ii.	Director			
iii.	ED	10000	9000	7500
iv.	GGM/GM	10000	9000	7500
v.	AGM/JGM	7500	6000	5000
vi.	DGM	6000	5000	4000
vii.	Jr. Mgr to Mgr	3000	2500	2000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

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

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

10. **Lease Accommodation**

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



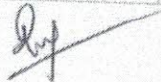
Level	DFCCIL Monthly rental ceiling for Third Party			in Rs.
	X	Y	Z	
MD	74263	NA	NA	
Director	69010	NA	NA	
ED	62381	43815	25356	
GGM	57183	40208	23340	
GM	50711	35646	20688	
AGM	42118	29599	17187	
JGM	34585	24401	14110	
DGM	34373	24189	14004	
Manager	33737	23764	13792	
AM	28114	19839	11458	
Jr.Mgr	26629	18778	10821	
Sr.Exe	22809	16126	9336	
Exe.	15065	10609	6153	

**Note:**

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

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

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




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

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

### 12. Brief case:

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

  
(R.K. Goyal)

Group General Manager/HR-II

### Copy to:

1. MD
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
3. EDs/GGMs/GMs/AGMs
4. All CGMs – for information of all employees working under them.
5. Company Secretary.
6. Notice Board.
7. AM/IT- for placing on intranet.



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.  
Dedicated Freight Corridor Corporation of India Limited  
(भारत सरकार का उपक्रम)  
(A Govt. of India Enterprises)

HQ-HR0COPO(HRP)/2/2020-HR-COORD AND POLICY/NPS

Dated: 01.05.2020

**CIRCULAR**

**Sub: Introduction of National Pension Scheme (NPS) in DFCCIL.**

The issue of introducing the National Pension Scheme (NPS) for the regular employees of DFCCIL was under consideration for quite some time following approval of the same by the BOD in its 65th meeting held on 13.08.2018.

For obtaining administrative approval of the scheme, the decision was referred to the Ministry of Railways. The Ministry of Railways, vide their letter dated 10.02.2020 as indicated below have conveyed the sanction of the President of India for implementation of the NPS Scheme in DFCCIL w.e.f 01.01.2017.

Accordingly, policy on the National Pension Scheme (NPS) for the regular employees of the DFCCIL is hereby notified (\*) for information of all concerned and for its implementation.

**Authority:** Ministry of Railway's letter No 2015/PL/61/2 dated 10.02.2020.

**DA: 03 sheets (\*)**

(Susanta Kumar Panda)  
Dy. General Manager/HR& Admn.

**Copy to -**

1. Secy to MD, for kind information of MD
2. Director/PP, Director/OP&BD, Director/Finance
3. ED/EDFC, ED/WDFC
4. All GGMs/GMs /CGMs/GM-CO for information of all employees
5. Manager/IT - for placing the order on intranet.
6. Concerned policy file.



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## DFCCIL Employee's Pension Scheme - NPS

### 1. Short Title and Commencement:

- a) The scheme will be called **DFCCIL Employee's Pension Scheme-NPS.**
- b) They shall come into force w.e.f **01.01.2017.**

### 2. Application:

The scheme shall be applicable to:

- i. All regular employees of the company.
- ii. These rules shall not apply to Deputationists, Consultants, Advisor, casual/daily rated employees and those on contract.

### 3. Contribution:

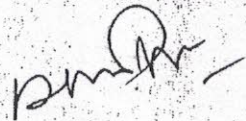
- a) The contribution of the employer will be @10 % of BP+DA.
- b) The employer's contribution @ 10% of BP+DA will commence from 01.01.2017, for regular employees as on 01.01.2017. For employees who have joined DFCCIL as regular employees after 01.01.2017, the contribution of the employer @10% of BP+DA will commence from date of their joining.
- c) Employees are given an option to contribute voluntarily. In such cases, the voluntary contribution of employee will commence from the month following the enrolment of the employee under NPS and allotment of Permanent Retirement Account Number (PRAN).

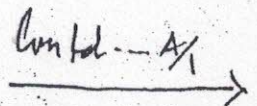
### 4. Operation of the Scheme:

The detailed guidelines/norms issued by Govt. of India (PFRDA) for NPS from time to time will be adopted for DFCCIL. The existing features adopted for operation of the scheme in DFCCIL is mentioned in Annexure A.

- ✓5. Charges payable for operation of the pension scheme will be borne by DFCCIL.

6. The scheme will be guided by the directives issued by PFRDA from time to time. Any changes and amendments issued subsequently in the NPS by the Govt. of India (PFRDA) will be adopted and notified.



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Annexure A

**Operation of the NPS Scheme**

1. The scheme has two Tiers i.e. Tier-I & Tier-II.
2. The contribution of the employer (DFCCIL) @ 10% of BP+DA and their investment return would be deposited in a non-withdrawal pension Tier-I account.
3. Tier II is a voluntary savings facility with the facility of withdrawal as per employee option. DFCCIL will not make any contribution to this tier-II account. Employees can contribute in Tier I and/or Tier II.
4. Central Record Keeping Agency (CRA), an entity authorized by PFRDA to act as an operational interface between PFRDA and other NPS intermediaries will be nominated from the Authorized CRAs published by PFRDA with the approval of MD.
5. Point of Presence (POP), a separate entity authorized by PFRDA to work as an interface between corporate subscriber (employee) and the NPS architecture will be nominated from the authorized list of POPs published by PFRDA after negotiating the service charges with the prospective POPs invited for bidding for NPS scheme in DFCCIL with the approval of MD.
6. Exit & Withdrawal from the Scheme:
  - (i) An employee covered under the scheme can exit at or after attaining the age of 60 years from the Tier - I of the system. At exit, it would be mandatory for the individual to invest 40 % of the pension wealth to purchase an annuity from an IRDA regulated life insurance company, which will provide for pension for the lifetime of the employee and his dependent parents/spouse at the time of retirement. The balance 60% is paid as lump sum payment to the subscriber. If the corpus is less than Rs.2 lacs complete withdrawal may be opted by the employee.
  - (ii) In the case of employee, who leaves the system before attaining the age of 60 years, the mandatory annuitization would be 80 % of the pension wealth to be utilized for purchasing an annuity for providing pension to the subscriber. The balance (20%) can be withdrawn in lump sum. If the corpus is less than Rs 1 lacs then complete withdrawal may be opted by the employee.
  - (iii) In case of death, the option of 100 % withdrawal from the scheme will be available to the Nominee.
  - (iv) The employee who have superannuated since 01.01.2017 onwards and before implementation of the scheme in DFCCIL will be enrolled under the scheme in case their corpus is more

*[Handwritten Signature]*

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than Rs 02 lacs, otherwise their contribution will be paid to them.

7. Investment Choice Asset Allocation:

i) The scheme provides for following options under Active Choice for investment by the employee:

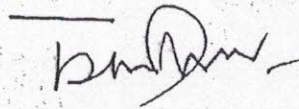
- ✓ **Asset Class E:** Investment in predominantly equity market instrument.
- ✓ **Asset Class C:** Investment in fixed income instruments other than Government securities.
- ✓ **Asset Class G:** Investment in Government Securities.
- ✓ **Asset Class A:** Investment in Alternate Investment Fund.

ii) The scheme also provides for an option to the Subscriber for investment under Auto choice option, where the investment across the asset classes E, C & G is made automatically based on age.

8. For Investment, the Company has decided to choose initially two Pension Fund Managers (PFMs) appointed by PFRDA viz. SBI and LIC out of the eight PFMs appointed by PFRDA, for investment in C&G Asset Classes with distribution of saving equally to minimise risk. The employee will have to choose anyone from the above two PFMs to commence with the scheme. Subsequently, the employee may change/choose different Pension Fund Managers (PFMs) from amongst the eight PFMs appointed by PFRDA, as well as the choice of the investment as per his option through the user id given by Central Record Keeping Agency for tracking and managing his funds.

9. For Annuity Service Provider (ASP), subscriber (employee) may choose the service provider from the nominated ASPs of PFRDA as per his/her choice.

10. For more details about NPS, their website [www.pfrda.org.in](http://www.pfrda.org.in) may be referred to.



Annex 1



डेडीकेटेड फ्रेट कोरीडोर

# डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.

## Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

5<sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001

**CIRCULAR No - 52 / 2018**

**Subject: Revised Leave Rules.**

BOD in its 65<sup>th</sup> 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)	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 1 <sup>st</sup> 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.	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.
Rule 5 (d)	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.	<b>Leave encashment</b> - 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.  The period of leave encashed shall not be deducted from the maximum quantum of leave encashable(300 days) at the time of retirement.

**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 =	Pay in the respective scale/band grade admissible on the date of availing of LTC plus dearness allowance Admissible on that date	plus pay on LTC 30	Number of days of leave on average pay subject to the maximum 10 days at one time
	<b>X</b>		

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.

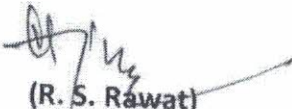
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(3)

	<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

Date : 04.10.2018

**No. – HQ/HR/Leave Encashment**

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

Annexure-11

## Chapter-XI

### Leave Rules

#### 1. 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.

#### 2. 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.

#### 3. 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 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.

**4. 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 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/her 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/her absence was on account of sickness or other valid reasons, that authority may at his/her discretion regularize his/her 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/she 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.

**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/she 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/her 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/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.
- (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 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 /she was drawing immediately before proceeding on such leave.

### 7. **Commutated 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/her 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/her 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.

- (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/her 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 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/her 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/she 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/her official duties or in consequences of his/her official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post which he/she 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.
- (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/she 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/her 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.
	30	

- (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/her 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/her service, may be allowed encashment in respect of LAP at his/her credit, subject to a maximum of 300 days.

## HR Manual of DFCCIL

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 conclusion of proceedings against him. On conclusion of the proceedings, he/she 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/her credit on the date of cessation of service to the extent of **HALF** of such LAP at his/her credit, subject to a maximum of **150 days**.
- (d) **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.
	30	

- (e) **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/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 blocks would follow the similar pattern.

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

$$\text{Cash equivalent} = \frac{\text{Pay in the respective pay scale/band plus grade pay admissible on the date of availing of LTC plus dearness allowance admissible on that date}}{30} \times \text{Number of days of leave on average pay subject to the Maximum 10 days at one time.}$$

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.





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भारत सरकार (रेल मंत्रालय) का उपक्रम

**Dedicated Freight Corridor Corporation of India Limited**

A Govt. of India (Ministry of Railways) Enterprise

No. HQ/HR/BOND POLICY (201801597)

Dated: 29.05.2019

Circular No..11./2019

**Sub:- Amendment in the existing Bond Policy.**

The Board of Directors (BoD) in its 68<sup>th</sup> Meeting held on 16.04.2019 has approved amendment in the relevant provisions of existing policies on Service Agreement-cum-Bond and Forwarding of Applications, as given under:-

S.No.	Existing Bond Policy (Applicable to Direct Recruits & Immediate/Permanent Absorption)			Approved amendments in Bond Policy (Applicable to Direct recruits)		
	Category	Period	Amount (in Rs.)	Category	Period	Amount (in Rs)
1	DGM & Above	5 yrs	10 lacs	Executive (E0) level to AM (E 3)	3 yrs	04 lacs + GST
2	Manager & AM	5 yrs	8 lacs	Below E0 level (Jr. Executive/ MTS)	3 yrs	02 lacs + GST
3	Below AM	5 yrs	6 lacs			

- For all employees inducted through Immediate Absorption basis, Bond amount shall be Rs. 3.0 lakhs + GST.
- No bond is required for employees inducted through Permanent Absorption basis.
- All employees shall have to serve minimum period of 3 years irrespective of their mode of induction.
- If an employee leaves the company during the bond period on completion of 02 years' service, proportionate bond amount to be recovered with the approval of MD only.
- In regard to forwarding of applications for outside employment, the same shall be forwarded as per DOPT guidelines.
- The bond is transferable.
- The revised policy shall be effective from the date of notification of the instructions.
- The revised policy shall be applicable to the existing employees also.

contd.../-

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

(from pre-page)

2.1 The items (e) i.e. forwarding of applications for outside employment as per DoPT guidelines and (f) i.e. bond is transferable, shall be governed as per follows:

- i) **Forwarding of applications:** Applications of DFCCIL employee for outside employment shall be forwarded as per DoPT guidelines contained in their OM No. 28011/1/2013-Esttt (C) dated 23.12.2013 and further instructions issued from time to time.
  - ii) **Transfer of bond:** The instructions of DPE contained in their OM No. 15(2)/2003-DPE(GM)/GL-57 dated 29.07.2004 and further instructions issued from time to time regarding transfer of bond in respect of employees of PSUs who leave the services of one undertaking to join another Undertaking/Government will be applicable.
3. Individual cases decided earlier will not be re-opened/reviewed on the basis of above amendment.
4. This issues with the approval of Competent Authority.



(Amit Kumar)  
DGM/HR

Email to:-

1. Secretary to MD- For kind information of MD.
2. Dir. (Infra), Dir. (OP&BD), Dir. (Fin.) & Dir. (PP) and CVO.
3. ED/WDFC, ED/EDFC, All GGMs/GMs/and CGMs.
4. All HR Officials.
5. Company Secretary.
6. IT Cell for display on DFCCIL's Intranet portal.