

No. 2019/HQ/Admin/RTI-807

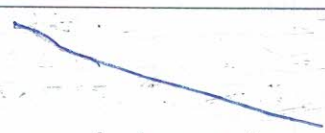
New Delhi: 16.12.2019

Shri Prem Chand Kumar
Bihar

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

Reference: Your Application dated 26.11.19 received through DOPT.

The information received is provided herewith as under;

S.No	Point No.	Information sought for	Information provided
1.	1	Refer the original application dt. 26.11.19	The ASM/SMs/Pointsman (Operating) will work in Essential Intermittent roster (12 hr shift) File No. 2018/HQ/HR/T&P/OPTG (Annexure-A).
2.	2	-do-	Reply is being collected from the concerned department. On receipt the same will be sent.
3.	3	-do-	Reply not received from concerned department. On receipt the same will be sent.
4.	4	-do-	Reply not received from concerned department. On receipt the same will be sent.
5.	5	-do-	Duty list is enclosed as Annexure-B.
6.	6	-do-	 In case of grievance for non payment of TA/DA and Medical, presentation to be given to CGM/Tundla.
7.	7	-do-	At present there is no promotion policy available for MTS/OP & BD.
8.	8	-do-	Copy of LTC Policy is enclosed.
9.	9	-do-	The application of the employee is registered at SN 6 transfer registration register.
10	10	-do-	Tie, badges are provided by HQ on submission of request from applicant and identy card issued by CGM/Tundla unit.

Appellate Authority's 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



Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi - 110001**OFFICE ORDER No – P &A-169/2019**

The following orders are issued with immediate effect:-

1. Shri B. S. Chouhan, Dy PM/Traffic/Tundla is redesignated as **Area Manager/ Tundla** to work as **Nodal Operating Officer** for New Khurja-New Bhadan section.
2. Shri Sudip Kumar, APM/Traffic/Tundla is re-designated as T.I Safety.
3. Shri Arjun Kumar Saxena, APM/Traffic is nominated as **Sectional Traffic Inspector** for New Khurja-New Bhadan section.
4. Further, the following Operating employees are temporarily transferred and posted under CGM/Tundla with immediate effect for commissioning of New Khurja – New Bhadan section in August 2019:

ASM/SMs/E-3/E-0/E-1 LEVEL

S.No	E.Code	Name	Designation	Present Location	New posting under CGM/Tundla unit
01	101094	KSHIROD KUMAR NATHSHARMA	EXECUTIVE	JAIPUR	New Khurja Jn
02	101096	RAKESH KUMAR	EXECUTIVE		New Tundla Jn
03	101099	SANDEEP KUMAR	EXECUTIVE		New Tundla Jn
04	101143	KARTEEK RAO GANGINENI	EXECUTIVE		New Tundla Jn
05	101144	BHANU PRATAP SINGH	EXECUTIVE		New Bhadan
06	101312	RAVINDRA KUMAR JHA	SR. EXECUTIVE		New Bhadan
07	101520	AZAD MISHRA		Tundla	
08	101429	RAM GOPAL KUMAWAT	Re-employed Sr. Executive	JAIPUR	New Tundla
09	101427	SURENDER SINGH BHATTI			

Following officials are transferred on regular basis and posted at locations as specified below:-

S.No	E.code	Name (S/Sh)	Desig	Present Station	Posted At
10	100951	ASHOK KUMAR SINHA	APM/TRAFFIC	ALD_W	Under CGM/ALD_East as CHC/OCC (PRAYAGRAJ)
11	101488	RAMBIR SINGH			Under CGM/ALD_East as SCNL/OCC (PRAYAGRAJ)
12	101521	PANKAJ KUMAR	Re-employed Sr.	TUNDLA	
13	100876	Mukesh K			

Notes:-

- i. The officials may be released so as to report latest by 31st July in CGM/Tundla office at Agra/location transferred.
- ii. The ASM/SMs/Pointsman (Operating) will work in Essential Intermittent roster (12 hr shift).
- iii. Area Manager/Tundla may post the available MTS at LC gates as per requirement.
- iv. All concerned units to advise relieving/joining reports of the officials to Corporate Office/HR immediately.
- v. Office order issued by CGM/Tundla for redeployment of these officials may be communicated to Corporate HR
- vi. Temporary transfers cannot be extended beyond 06 months from the date of joining at new location. In case of stay beyond 6 months, the transfer will deemed to be regularised.

This has the approval of the Competent Authority.

(R. S. Rawat)

Jt General Manager/HR

Date: 30.07.2019

File No. :2018/HQ/HR/T&P/Optg

Copy to/-

- 1) Secy to MD for kind information of Managing Director/DFCCIL
- 2) Director (OP&BD), Director (Infra), Director (PP), Director (Fin) and CVO/DFCCIL
- 3) All GGMs/GMs/ GM/CC -Corporate Office
- 4) CGM – Tundla and ALD_East – for information and necessary action. It is also requested to communicate the above to RLC.
- 5) CPMs/GM (Co-ord) – All Units
- 6) DGM (Fin)/PR and Manager(Fin)
- 7) All concerned officials; P.File & Office order file

OFFICE ORDER 19/2019

File No.: TDL/EN/Off.ord/229 (A)

Dated: 15.10.19

Sub: - Duty list of Station Master, Assistant Station Master, Points man and Gateman.

In view of above referred subject, Station Master, Assistant Station Master, Points man and Gateman are directed to perform their duty as per guidelines of operation manual of DFCCIL duly corrected. Duty list of Station Master, Assistant Station Master, Points man and Gateman are given below:

Duties of Station Master (Sr. Executives)

- a) Station Master is responsible for efficient discharge of duties by different members of staff at his station.
- b) Operating the signal control system as and when required.
- c) Ensuring that the general working of the Station is being carried out in strict accordance with the current rules, procedures and instructions.
- d) Providing prompt and courteous service with utmost safety and security of employees.
- e) Ensure availability, helpfulness and good conduct of Stations Staff.
- f) He shall be responsible for general up-keep of the station and ensure housekeeping at station, rest house, inspector room, running room, etc. through sanitation contractor/imprest.
- g) He shall be responsible for keeping the safety and operating literature including circulars, pamphlets, gazette etc. up to date and these must be explained to the staff working under him and got noted by them.
- h) He shall be responsible for maintaining Accident register and Accident charts and keeping these up to date.
- i) He shall maintain figures in respect of the stock and get them relayed to the control in time.
- j) He shall promptly attend all accidents, assume charge of the site to and assist in relief measures. He shall take note of all the information available and protect and dues/evidence, which may be helpful in the enquiry. He shall intimate the control office at regular interval for current information and ask for the required assistance i.e., Relief Train, Medical van etc. He shall investigate yard accidents when directed, obtain statements of the staff responsible and submit his report with conclusions and joint note to the regional Office.
- k) He shall ensure that firefighting equipment at the station such as fire extinguisher, fire buckets etc. are in fine fettle and ready for use.
- l) The Station Master should regularly test and record in the charge book, the working of Points, "Signals and Axle Counter/Track Circuit to ensure that:
 - i) The Signals are back to 'ON' position when the relevant button is put back or intended train movement has been completed.
 - ii) It is not possible to take 'OFF' conflicting signals at the same time.

- 6
- iii) Signals are not taken 'OFF' until all points are correctly set and facing points locked.
 - iv) Any other manner of testing prescribed by Authorized Officer.
 - v) Panel testing: Normal/Abnormal.
 - vi) At stations provided with continuous track circuits/Axle Counter or at stations having EI interlocking the method of testing shall be prescribed jointly by Signaling and Operating Branch which shall be described in the Station Working Rules to be followed by station masters.
- m) He must ensure that essential medical aid at stations should be available such as first aid box, stretchers etc.
 - n) He shall get petty repairs done such as failure of water supply, chockage, failure of electricity, replacement of electrical switches, electric bulbs, tub lights etc through imprest.
 - o) He shall keep track of DFCCIL land boundaries and keep a watch to prevent encroachments and protect the land from unauthorized use within station limits.
 - p) To ensure availability of neat and clean rest room/ rest house through outsourcing i/c linen/blanket for use of official/officer on duty.
 - q) He must ensure that the essential Safety equipment at his station are complete and if there is any deficiency it should be made good without delay.
 - r) He shall conduct night and surprise inspections to check the alertness of staff and working of signals, and points and visibility of the signals.
 - s) The Station Master shall inspect his station daily with a view to ensure efficient working of:-
 - i) All equipment being in efficient working order. Deficiencies must be promptly rectified or recorded in Petty Repairs Book
 - ii) Safe and efficient working of trains.
 - iii) Station Manager's office, yards, and level crossing gates under his charge.
 - t) He shall see that train signal register, station Diary, Inspection Note Book, reference books and other station record is properly maintained and preserved for a minimum period as prescribed.
 - u) He shall fix up responsibility in case of detention to trains outside or at the station and submit full report to regional office.
 - v) He shall be responsible to ensure that all the operating staff working under him is relieved in time for their periodical medical examination, refresher etc..
 - w) He shall maintain close contact and co-ordination with Panel ASM ,wherever provided, for smooth running of trains and for better planning of operational work and will assist in case of any abnormal working.
 - x) In case of abnormal working, he shall be responsible for manual operation (Hand Cranking) points and piloting of trains.
 - y) At crossing Stations he shall also perform train passing duty.

- (2)
- z) All instructions received from superiors shall be recorded in an Order Book. Senior officers should confirm these through a control order to avoid ambiguity. All such instructions shall be implemented, provided these do not violate safety rules & procedures.
 - aa) He shall be aware of TSWR, TSWRD & cautions to be observed in the electrified section.
 - bb) He shall ensure that all staff under him has signed the assurance register regarding precautions to be taken in electrified section.
 - cc) To ensure the proper upkeep & housekeeping of station building i/c restrooms through housekeeping & sanitation contractor.

Assistant Station Master (Executives)

- a) They will turn up their duty right time as per their roster and will not leave their duty until all train passing entries are correctly entered neat and clean in their duty hours till their duty roster.
- b) They will appear on their duty well dressed with Name badges so as to look Smart.
- c) They will pass trains efficiently, safely in their duty hours without any delay.
- d) They will always set the point against the Block line and will never adopt Short-Cut-Method for train passing.
- e) They will maintain Train Signal Register, Block Clearance Register, and Private Number Sheet neat and clean without over-writing.
- f) At the end of their duty, they will write physical position of the lines and Sign 'OFF' duty or 'ON' duty with their full Signature, date and time in Station Diary.
- g) They will exchange Alright Signal with Guard and Drivers of through passing trains with Green Hand Signal Flags/Hand Signal Lamp.
- h) If they happen to see any danger with the running train they will show Red Danger Signal to the Driver/Guard and take all possible steps to stop it in order to avoid derailment.
- i) They will not take off signals unless the line is clear and free from all obstruction for the safe passage of the train.
- j) They will never change the points in face of approaching train unless it warrants avoiding accident.
- k) They will obey all legal orders of Section Controller in respect of train passing.
- l) They will keep their essential equipment in good working condition and hand over the same to their relief.
- m) They will set Wall Clock in their shift hours once with Section Control.
- n) They will not allow entry of Un-authorized person in the Panel office.
- o) They will not allow handling of control cum indication Panel, Gears etc. by Un-authorized person.
- p) They will be extra-vigilant for train passing during foggy weather, disconnection of points and when relay room key has been given to S&T staff.
- q) They will keep their Telephones, Furniture neat and clean and will keep utmost devotion to duty.
- r) They must not go off duty until the train for which line clear has been given or obtained has reached the other end of the block section safely except when there is unusual delay due to accident or other abnormal circumstances.

- s) They will be responsible for safe passing of trains during failure of Home Signal & Starter Signal.
- t) They will attend all accidents/unusual occurrences at their station promptly and report to Station in charge, Sectional Traffic incharge and concerned officers.
- u) He will maintain the muster roll of staff working under him shift wise.
- v) He shall be aware of TSWR, TSWRD & cautions to be observed in the electrified section.
- w) He must ensure that essential medical aid at stations should be available such as first aid box, stretchers etc.
- x) He shall get petty repairs done such as failure of water supply, chockage, failure of electricity, replacement of electrical switches, electric bulbs, tub lights etc through imprest.
- y) He shall keep track of DFCCIL land boundaries and keep a watch to prevent encroachments and protect the land from unauthorized use within station limits.
To ensure the proper upkeep & housekeeping of station building i/c restrooms through housekeeping & sanitation contractor.

Pointsman (MTS):

- a) They will turn up on duty right time according to their roster, and will not leave their duty unless relieved by a competent person.
- b) They will wear uniform Name badges during their duty hours.
- c) They will obey all official orders given by SM/ASM
- d) They will clean SM/ASM office, Furniture, Telephones, Posters, and Photos etc. to the best satisfaction of SM on duty.
- e) They will clean essential equipment and keep them ready to use for Emergency use.
- f) They will not allow any Un-authorized person in the SM's office or to interfere with the safety equipment.
- g) They will hand-over T/369-3(b) stamped with DFCC logo & signed by SM/ASM to the locomotive pilot after checking facing points and will wave Green Hand Signal Flag from the foot of the signal to the locomotive pilot.
- h) They will assist SM/ASM on duty and hand over all necessary messages, Safety Forms as ordered by SM to the locomotive pilot and the Guard etc.
- i) They will supply drinking water to the SM on and when ordered by SM/ASM.
- j) They will maintain utmost devotion to duty and render all possible helps to the Railway staff.
- k) He should be aware of cautions to be observed in electrified sections.
- l) To intimate SM/ASM (in case) of any encroachment of Railway Land in the yard of their duty.
- m) To ensure the proper clearing and Toilets, common area etc. by outsource staff/sweeper deputed by housekeeping contract.
- n) To attend official/officer who are on duty and came to rest room/rest house in station building for rest.

- o) To attend to CRO, MRO etc. in the station limits and clear the obstruction on the track as directed by SM/ASM or higher officials.

Duties of Gateman

DFCCIL intends to introduce a system of working where the level crossing gates are completely eliminated. However, in exceptional cases the gate working may become unavoidable and gate working may be required during the transit period i.e. gate working may be required while ROB or RUB is under construction. Duties of gatemen under all such cases will be as follows:-

- a) At stations where gate is provided both for Indian Railway and DFCCIL lines and Indian Railway Gateman is provided, the responsibility of DFCCIL gateman shall be limited to assisting Indian Railway Gateman in gate operations.
- b) He shall be responsible for proper operation of the gate as per SWRs for the passage of trains.
- c) He shall ensure that no train suffers any detention on account of late closing of the gate.
- d) He shall keep the channels of check-rails clean and shall clean the road within the railway limits and water the area regularly.
- e) He shall clean the gate lamps and hand signal lamps daily.
- f) He shall keep the surroundings of his gate lodge clean tidy and neatly planted with shrubs, plants etc.
- g) He shall remain alert on duty till properly relieved. If he is required to leave the gate in an emergency he shall close and lock the gate booms against the road traffic before leaving the gate.
- h) He shall ensure that the equipment at Level crossing are complete and in working orders.
- i) He shall produce the public complaint book when required by public for lodging complaint and to the railway officials for inspection.
- j) He shall ensure that road traffic is not unnecessarily held up at the gate.
- k) He shall stand in attention near the gate lodge facing the track and be prepared to repeat any signal which the guard may intend to convey to the loco pilot or show caution or danger signal should anything appear to be wrong with the train (such as hanging part, hot axle etc.) itself as it passes.
- l) He shall be polite and courteous in his behavior towards the public.
- m) He shall report any defect in the gate to the ASM on duty without any delay.
- n) He shall close the gate on sighting a train or when ordered by the ASM on panel duty.
- o) He shall attract the attention of the loco pilots and guards by shouting and gesticulating instead of showing danger signal in case of train parting; he will show green flag up and down during day and white light during night.
- p) He shall obey all lawful orders of the SM on duty.

- q) In case of any obstruction, accident or damage to the gates, he shall protect the gate/obstruction as per instructions and rules in force.
He shall ensure that the traction bonds at the crossing are intact and report any deficiency/ defect are reported to Traction power controller immediately.
- p) To intimate SM/ASM in case of any encroachment of Railway Land in the nearby area of gate.

Atul B. Khare

**(Atul B. Khare)
Chief General Manager
DFCCIL/Tundla**

Copy To:-

- 1. GGM/S&T/EC, GGM/EL/EC, GGM/MA/EC, GGM/BD, GM/TS & Cord. and GM/ OP & Safety for kind information.
- 2. All Dy. CPMs, CPM/S&T/TDL and GM/Civil/TDL of CGM/Tundla unit for information and necessary action.
- 3. All PMs, Dy. PMs/APMs, Sr. Executes/Executives/Jr. Executives and MTS for information and necessary action.



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

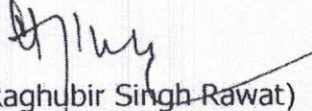
विषय: डी एफ सी सी आई एल के समेकित संशोधित एल टी सी नियम।
Sub: **Consolidated Revised DFCCIL LTC Rules .**
संदर्भ/Ref: इस कार्यालय का दि. 27.01.2010 का परिपत्र सं.HQ/HR/3/LTC Rules/20
This office Circular No.HQ/HR/3/LTC Rules/20 dt 27.01.2010.

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.


(Raghbir 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.

A handwritten signature in black ink, appearing to be 'A. J. K.', located on the right side of the page.

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

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"> <thead> <tr> <th>Name & age</th> <th>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> <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.

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)

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.
