



Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

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

Corporate Identity Number U60232DL2006GOI155068

Web: www.dfccil.com

No. 2020/HQ/Admin/RTI-81

New Delhi: 18.02.2020

Sh. Nitish Kumar Batham
Madhya Pradesh

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

Reference: Your RTI Application dated 04.02.2020 received through DOPT.

Information as obtained from the concerned record holding office is attached.

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

DA: 05 sheets

No. HQ/EN/EC/APL-2/RTI

Date: 17.02.2020

Note

Sub: RTI Application of Shri Nitesh Kumar Batham regarding Duties of Executive and Sr. Executive (Civil) in Field Unit of DFCCIL.

Ref: Yours office note no. 2020/HQ/ADMIN/RTI-81 dated 05.02.2020.

Reference above, reply of RTI application of Shri Nitesh Kumar Batham regarding Duties of Executive and Sr. Executive (Civil) in field unit of DFCCIL may be furnished as under :-

Point no. 1& 2: What is the work of executive (Civil) & Sr. Executive (Civil) in field unit- There is no specific duty list issued for Executive (Civil) & Sr. Executive (Civil) by Corporate Office.

Point no. 3 & 4: Whether the Sr. executive (Civil) & Executive (Civil) could be assigned the legal matters work or not. The Executive (Civil) & Sr. Executive (Civil) are doing the work as assigned by Chief General Manager or their Controlling Officer, as per the requirement of project and in the interest of organization.

Point no. 5: If legal work can be assigned to the Executive (Civil)/ Sr. Executive (Civil), then what is the need of recruitment examination based on Civil Engineering. The applicant seeking clarification which is not covered under section 2 (f) of RTI Act.

Point no. 6: Related to HR Department.

(Handwritten signature)
(D.K Singh)
GGM/Civil

DGM/Admin/PIO

(Handwritten signature)
17/2

RECEIVED OFFICE
By. No.: 189/2020
Date: 17/2/20
Sign:

Note

No. HQ/HR/3/Policy/RTI

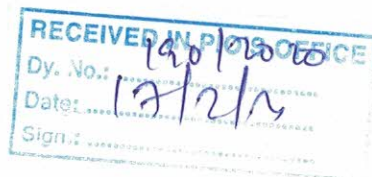
Dated: 17.02.2020

Name of the Applicant - Nitish Kumar Batham, MP		
Specific details of required information to be given		
SNo	Query	Reply
6	What is the time limit for DFCCIL grievance cell for closing a grievance.	The time line for redressal /disposal of staff grievances is 30 working days from receipt of application. (as indicated in Charter of Commitments for various matters issued vide HR circular dated 05.06.2018- copy enclosed)

Ref: No. 2020/HQ/ Admin/RTI-81

Danna
17/2/2020
Manager/HR

DGM/PIO





डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.
Dedicated Freight Corridor Corporation of India Ltd.
A Govt. of India (Ministry of Railways) Enterprise

No. HQ/HR/Employees/charter/2018

Date: 05.06.2018

CIRCULAR No. 32/2018

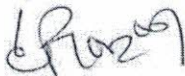
Sub: Charter of Commitments on various Establishment matters-Time line thereof.

Please find enclosed Charter of Commitments of various activities on Establishment Matters as in the Proforma attached herewith.

The time line given in the charter should be strictly adhered to.

Please acknowledge receipt.

DA: Charter enclosed.


(Hari Krishan)
General Manager/HR

Copy to:-

1. Secretary to MD – for kind information of MD
2. Director/OP&BD, Director/Infra, Director/PP, Director/Finance and CVO - for kind information.
3. All EDs, GGMs/GMs, CPMs and CS
4. All HR Officers
5. All Finance Officers

DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LIMITED

CHATER OP COMMITMENTS ON VARIOUS MATTERS-TIME LINE THEREOF

SN	ITEM	TIME LINE
1.	Redressal/Disposal of staff grievances/representations received in different portals like SAP Portal, CPGRAM, Govt. designated email of Grievance Redressal (including cases of Re-fixation, Seniority, Arrears, Promotion, etc.)	30 Working Days from receipt of Application.
2.	Payment of settlement Dues	Superannuation: On date of retirement VRS/Death/Resignation: 30 Working Days(for non-disputed cases only)
3.	Issue of Seniority List	Twice Every Year as per prescribed dates
4.	Promotion through Selections and Suitability	Twice within a year (Within 90 Working Days from date of issue of seniority list.
5.	Approval of various types of Advances/Loans	Administrative sanction within 14 Working Days.
6.	LTC Advance	Administrative approval of competent authority within 7 Working Days of receipt of application.
7.	NOC for higher Education Property Transaction, Passport.	14 Working Days from receipt of Application where vigilance clearance is not required & 30 Days in other cases
8.	Disposal of D&AR Cases (Non-vigilance)	Major - 150 Working Days Minor- 31 Working Days
9.	Sanction & payment of CTG	Sanction within 30 Working Days from date of receipt of claim from employee
10.	Reimbursement of claims/perks and benefits	Sanction with 14 working days
11.	LPC	Five Working Days on receipt of No Dues Certificates and finance vetting thereon.

14.	Medical Bills	Administrative sanction- 5 Working Days receipt of approval of Competent Authority.
15.	Issue of Duty List	5 Working Days.
16.	Probation and confirmation	30 Working Days on completion of probation period subject to availability of APARs and Vigilance Clearance
17.	Forwarding of application	Administrative sanction within 15 Working Days.
18.	Resignation	30 Working Days.
19.	Permanent Absorption	Within 90 Working Days from due Date.

6/10/2017