

No. 2024/HQ/Admin/RTI-830

New Delhi: 02.09.2024

Sh. Sangram Singh
MP

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

Reference: RTI application dated 09.08.2024 (Registration No. DFCCIL/R/T/24/00745) and received through DOPT portal.

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

S. No	Point No.	Information sought	Information provided
1.	1	Refer to the original application dt. 09.08.2024	The specific information is available over DFCCIL website. https://dfccil.com/Home/Dynemicpages?MenuId=296
2.	2		It is already mentioned in Vacancy Circular that Place of Posting: Posting may be done anywhere in India on DFCCIL's Units/Stations/Projects/Establishments/Officed. All Posts are transferable at the sole discretion of the Management. Accordingly as per administrative requirement. Allocation of stations to New Employee as Executive/OP&BD being done.
3.	3		Relevant circular on the subject is attached.
4.	4		There is no such provision.

First Appeal if any may be made to the First Appellate Authority within 30 days of receipt of reply. The name, designation & address of the First Appellate Authority is as under;

Mr. Gaurav Sharma
GM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001



(S.K. Panda)
AGM/Admn.(PIO)
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No. HQ/HR/8/Trg Policy/201800294

Dated: 05.07.2019

Circular No 18/2019

Sub: Guidelines for leave/allowances for employees during induction training for Direct Recruits


In order to streamline the issues related to leave/allowances of employees during period of Induction Training, following guidelines are issued :-

1. Headquarter during Training -

During the period of Institutional Training, the headquarter of the candidates is Corporate Office, whereas, during field training period, the headquarter of the candidates is their place of posting/respective CGM unit. In cases where Foundation training is followed by field training and then Technical Training, the Headquarter of the candidate will be Corporate Office only for the first phase of the training, i.e during Foundation Training. For field and technical training (phase 2 and 3 respectively), the headquarter will be place of posting/CGM unit. Allowances will be paid accordingly.

2. Leave for employees during training-

- i. During training period, leave should not normally be granted to an employee. However, in case of exceptional circumstances to meet immediate exigencies, like illness of self/immediate family member, marriage of self/family member etc., employees may be permitted to avail leave (CL/LAP/LHAP). No long leave will be granted during training period.
- ii. Wherever, no leave is due to an employee, in such cases, period of absence will be treated as "without pay".
- iii. Director/Dean of the Institute will be the controlling officer for sanction of leave during Institutional training period.
- iv. The Institute will send monthly absentee statement indicating the details of absconding employee/ employees who are absent from training without sanction of leave, (attendance period from 16th of previous month


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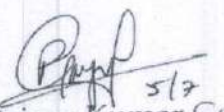
to 15th of current month) latest by 20th of the current month. Salary of the employees during training period will be charged subject to the submission of monthly absence details of employees under training.

- v. At the end of the Institutional training, leave details of all trainees (CL/LAP/LHAP) for the period of leave availed by each employee should be communicated along with training completion certificate.
- vi. The leave data so obtained from the Institute will be sent by HR, Corporate Office to the field unit after issue of posting orders. Leave details of employees during entire training will be maintained by concerned HR in field unit in SAP at the place of posting on basis of record of leave received from the Institute. If an employee is posted in Corporate Office, the leave data of the employee will be maintained by concerned officer dealing with leave management in HR Department, Corporate Office.
- vii. After completion of training, a certificate of successful completion of training for each trainee in Format A will be issued and same will be kept in P.File of each employee.

3. Entitlement of allowances/ facility during field training at the place of posting

During field training at the place of posting, employees will be entitled to lease as per entitlement or HRA as per classification of the city they are posted in. Hotel accommodation and TA/DA will not be permissible when the field training is at the place of posting.

This issues with the approval of Competent Authority.


(Rajeev Kumar Goyal)

Group General Manager/HR-II

Copy to :

1. Secy to MD, for kind information of MD
2. Director/Infra, Director/PP, Director/Finance, Director/OP&BD
3. GGM/HR-I, GM/Fin/CF, All CGMs
4. AM/IT - for placing on DFCCIL intranet for wide circulation

Certificate (on letterhead)

Name /Employee Code/Roll No/DFCCIL has successfully completed the foundation/technical training (Course No.) atto..... from

During the training period, he/she has availed leaves as per details mentioned below-

S.No	Nature of leave	Dates

Date

Signature

Name

Course Director.....