

RTI-90

Name of the Applicant- Vivek Kumar		
S.No.	Information Sought	Reply
1.	In DFCCIL Operation department, Station master has to perform duty as RG on other Station other than his HQ as and when required due to shortage or in emergency on to avoid closing down of stations, Stations of DFC are located at such locations where public bus service or train services is not available, as such they have to use their own personal vehicles to permitted to Station master?	Relevant extracts of HR manual related to transport allowance and travel on duty are attached.
2.	What is distance limit permitted in kilometer for doing roster duty?	
3.	With regards to item no 02 above what is the rate of charges permitted for mode of transport?	

Ref: No. 2022/HQ/Admin/RTI-70

Sharma
4/3/25
DGM/HR

GM/HR

AGM/Admin(CPIO)

Chapter-VII

PERK & ALLOWANCES TO BOARD LEVEL & BELOW BOARD LEVEL EXECUTIVES

Section-I

Perks & Allowances

A. Allowances paid with Salary:

1. Basket of allowances (Cafeteria approach – IDA employees)

Allowance are payable to IDA Employees as per “basket of Allowances” along with salary. The Employees can select from Components of the Basket to the extent of Upper Ceiling limit of 35%. Selection by the employee is allowed once a year (Change in the components).

S. No.	Allowances	Percentage (%)
1	Transport Allowance	4
2	Fitness Allowance	6
3	Professional Updation cum Education Allowance	15
4	Recreation Allowance	6
5	Special Personal Allowance	4
6	House upkeep allowance	4
7	Outdoor Medical, Health and Wellness Allowance*	14
8	Newspaper/Magazine & Knowledge/Information (including digital media) Upgradation Allowance	8

*Earlier referred as Medical Allowance

(Circular No. 17/2024 dated 02.05.2024).

- The regular employees of DFCCIL in IDA scale will be eligible to choose allowances from the above basket to the extent of 35%.
- Any employee who avails the facility of transport from the office, the ceiling for the basket will be reduced by 4%.
- Allowances will be paid along with the Salary every month. Bills / Certification will be submitted through ESS portal at the end of the financial year (Similar to Certification for Uniform Reimbursement/TADK Reimbursement). Any employee leaving the organization will have to submit the Bills/Certification as a part of No Dues Certificate, non-submission of Bills/Certification will make the employee liable for Recovery of Reimbursement already paid.

(Circular No. 23/2019 dated 09.09.2019 & JPO dated 15.10.2019, Circular No. 17/2024 dated 02.05.2024)

- d) A declaration in the prescribed format for opting set of allowances/ perks, as per Annexure-I shall be submitted to Finance/Pay Roll in the beginning of each financial year i.e. by 20th of April. The declaration once submitted by the employee to Finance Department, will not be changed till end of the financial year and the employee will continue to draw the same set of allowances/perks during the currency of the financial year.

2. Transport Allowance (part of basket in IDA):

- (i) 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 –

Level	Employees posted in the city as per annexure of Ministry of Finance (O.M No.21/5/2017-E.II(B) dt.7-7-2017	Employees posted in all other places
9 and above	Rs. 7200 + DA thereon	Rs. 3600 + DA thereon
3 to 8	Rs. 3600 + DA thereon	Rs. 1800 + DA thereon
1 and 2	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) dated 07.07.2017. (Circular No. 23/2019 dated 09.09.2019 & JPO dated 15.10.2019).

- (ii) **Double/Additional Transport Allowance shall be kept out of 35% ceiling of cafeteria for Divyangan/PwD.**

Additional (Double) Transport Allowance @ 4% of Basic Pay, beyond the 35% ceiling of Cafeteria shall be paid for PwD employees, to facilitate their accessibility to &fro the office, in line with DPE's O.M.No. W-02/0015/2021-DPE(WC) dated 21.02.2022).

(Circular No. 35/2023 dated 06.10.2023)

3. Medical Allowance (Outdoor Treatment – Part of basket in IDA):

- (i) Officials on deputation to DFCCIL shall be allowed outdoor Medical, Health and Wellness Allowance (earlier referred to as medical allowance) @ 14% of basic pay if he/she has opted for DFCCIL Medical facility by surrendering the medical facility of Railway/Parent Organization during deputation tenure.
- (ii) The allowance will be paid along with the Salary every month and will be admissible on reimbursement basis i.e. on submission of bills/certification on monthly basis.
- (iii) Bills /Certification will be submitted through portal at the end of the financial year. Any employee leaving the organization will have to

The charges being incurred by the company towards USB modem for mobile broadband provided to the officers, if any, shall also be included to keep the clubbed amount within the existing ceiling.

(Circular No. 30/2021 dated 22.12.2021 & 07.07.2022)

7. Travelling and Daily allowance for travel on duty

The travelling and daily allowance on duty shall be admissible to the employees posted in Field Units and in the Corporate Office as under:

Levels	Travelling Allowance (Field & CO)	Daily Allowance		
		Field Units	Corporate Office	
		Actual movement basis beyond 8 Km. from HQ (per day)	Beyond 60 Km. from HQ (per day)	Within 60 Km. of HQ (CTA)
MD	Actual expenditure as per the entitled mode of travel for journey away from HQ.	-	4000	-
Director		-	3500	-
E9 (ED)		-	2100	-
E8 (GGM)		1900	1900	3000/month
E8 (GM)		1900	1900	3000/month
E7 (AGM)		1700	1700	2500/month
E6 (JGM)		1500	1500	2500/month
E5 (DGM)		1500	1500	2000/month
E4 (Manager)		1300	1300	2000/month
E3 (AM)		1300	1300	1500/month
E2 (JM)		1300	1300	1500/month
E1(Sr. Exec.)		1100	1100	1500/month
E0 (Exec.)		1100	1100	-
N5-N7 (Jr. Exec)		700	700	-
N1-N4 (MTS)		700	700	-

(Circular No. 15/2024 dated 23.04.2024, Circular No. 23/2019 dated 09.09.2019 & JPO dated 15.10.2019 and Circular No.681/2020 dated 06.11.2020)

2. Consolidated Travelling Allowance (CTA) for employees in Corporate Office shall be granted on monthly basis in lieu of Daily Allowance for travel within 60 K.M from HQ and will be charged with salary.

3. Since TA/DA on the basis of actual movement is admissible for field unit employees, CTA is not admissible for employees of the field units.
4. Full daily allowance shall be granted for each completed day of absence from HQ reckoned from midnight to midnight i.e. for each calendar day.
5. For the day of departure from or return to HQ or when the journey commences or ends on the same calendar day, the following proportion of daily allowance shall be admissible: -
 - (i) if the absence from HQ does not exceed 6 hours..... 30%
 - (ii) if the absence exceeds 6 hours but does not exceed 12 hours ...70%
 - (iii) if the absence exceeds 12 hours..... full daily allowance.
 - (iv) if the period of absence from the HQ falls on two calendar days, it shall be reckoned as two days, even when the absence does not exceed 24 hours, and the daily allowance for each day shall be granted separately in terms of the above.
 - (v) Each spell of absence from HQ shall constitute a complete journey and daily allowance allowed separately in respect of it. The total daily allowance allowed for journey performed on any calendar day shall, however, be subject to a maximum of the full daily allowance admissible for each completed day of absence from midnight to midnight.
 - (vi) Daily allowance is also admissible for holiday during tour but not when an employee avails leave during tour.
 - (vii) Daily allowance admissible at a place outside HQ while on tour where board or lodging are not provided shall be - First 180 days - full daily allowance and beyond the period of 180 days, the case will be put up to concerned Director for decision.
 - (viii) If an employee is provided boarding free of cost, he/she will draw 25% of admissible daily allowance.
 - (ix) Payment of lodging/accommodation charges and Daily Allowance to fresh recruits during training-
 1. If the newly recruited candidate is deputed directly for Institutional Training after joining, then the HQ of the trainee will be Corporate Office.
 2. He/She will be eligible for lodging/accommodation charges and Daily Allowance during the training period as under, subject to the condition that training is organized /conducted beyond 8 kms from the Corporate Office -
 - 2.1 Daily Allowance - Where boarding is provided by the Training Institute free of cost and same is borne by DFCCIL, then only 25% of DA shall be payable, otherwise 100% DA shall be paid.

E3 (AM)	5000	4500	3000
E2 (JM)	5000	4500	3000
E1(Sr. Exe)	3000	2000	1500
E0(Exec.)	3000	2000	1500
N5-N7 (Jr. Exec)	3000	2000	1500
N1-N4 (MTS)	2000	1500	1000

(Circular No. 15/2024 dated 23.04.2024, Circular No. 23/2019 dated 09.09.2019 & JPO dated 15.10.2019)

10. Travel Entitlements on Domestic Tour

Travel entitlements for various grades of employees as contained will be admissible as under: -

Mode	Designation	Travel entitlement on official tour (CDA and IDA)
By Air	MD/Directors	Business Class
	EDs	Business Class/ Economy class
	GGM/GM	Economy class*
	AGM/JGM/DGM	Economy class
By Rail (Including Rajdhani/ Shatabdi)	DGM & above	AC-I (Including Rajdhani/ Shatabdi)/ Executive Class
	Manager/AM/JM/Sr Exec.	AC-II
	Executive	First Class.AC-III/AC-CC
	Junior Executive, Grade -I, II, III, MTS N3-N4	AC-III/AC-CC
By Road	MTS N1 & N2	AC-III/AC-CC
	GGM/GM	AC Bus/AC Taxi or Auto as per actual
	AGM to Sr Executive	Same as above except AC Taxi
	Executive & Below	Non-AC Public Bus as per actual/Auto rickshaw

Note : In the case of GGM/GM, in exigencies requiring essential travel for work, business class travel in relaxation may be approved by the Director concerned only for the cases where no ticket is available for Economy class.

(Circular No. 93/2016 dated 17.10.2016)

In case employee uses his/her own vehicle to travel on duty by road, he/she will be eligible for the following-

Mode of journey	Rate
For journeys performed by own car/taxi	Rs 24/- per km
For journeys performed by auto rickshaw, own scooter etc.	Rs 12/- per km

Note – The rate per km will further rise by 25%, whenever IDA increases by 50%.

The time limit for submission of claim for travelling allowance (TA) will be 60 days succeeding the date of completion of the journey in case of TA/DA on tour/transfer/training and 180 days for journey on retirement.

(Circular No. 46/2018 dated 26.09.2018)

11. **Tour Advance:** The facility of tour advance has been provided to employees of DFCCIL while proceeding on duty and training within India and the following procedure is laid down for drawl of tour advance in such cases: -

- i) The tour advance will be admissible to meet the expenses for hotel charges, daily allowance and local conveyance.
- ii) The tour advance will be restricted to 75% of the estimated expenditure on the items mentioned at (I) above.
- iii) For journeys the tour advance will be up to 100% of the ticket charges.
- iv) Employees should submit TA bills within 30 days of the conclusion of the tour failing which the uncleared tour advance will attract interest @18% per annum.
- v) Employees will submit the request for tour advance in the prescribed format enclosed as **Annexure-III**
- vi) Controlling officer (not below the rank of GM/CPM) will sanction the tour advance and Finance will release the advance payment.

(Circular No. 06/2017)

12. **Allowances for official travel abroad**

1. All official travel of the officers of Dedicated Freight Corridor Corporation of India Limited to foreign countries will be governed by the following terms and conditions: -

1.1 The Foreign Travel Allowance will consist of two parts – a) Daily Allowance (DA) and b) Consolidated Per Diem (consisting of lodging allowance, local transport allowance and other incidental and contingent expenses).