

No. 2020/HQ/Admin/RTI-925

New Delhi: 07.01.2021

**Sh. Dinesh Chaudhary**  
UP

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

Reference: Your RTI application dated 23.12.2020 received through DOPT.

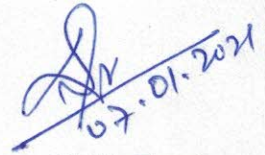
Information, as obtained from the concerned record holding office is, provided herewith as under;

S.No	Point No.	Information sought for	Information provided
1.	1	Refer the original application dt. 23.12.2020	A copy of DFCCIL calendar for the year 2020, is attached.
2.	2		There is no specified format laid down for claiming National Holiday Allowance and National Duty Allowance.
3.	3.		Extracts of HR Manual and Circular issued in this regard are enclosed.

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: 08 pages



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





डेडीकेटेड फ्रेट कोरीडोर

# डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लिमिटेड

जनवरी JANUARY						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
			1	2	3	4
26 Republic Day						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

फरवरी FEBRUARY						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

मार्च MARCH						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	10 Holi			

अप्रैल APRIL						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
02 Ram Navami	05 Mahavir Jayanti	1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	10 Good Friday	

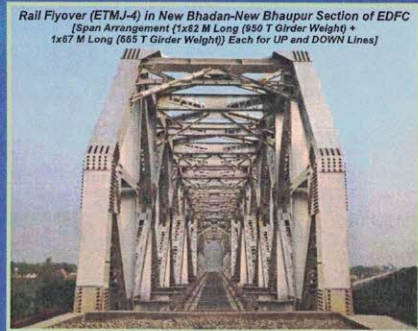
मई MAY						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
31	07 Buddha Purnima	25 Id-ul-Fitr	1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

जून JUNE						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## 2020



First Long Haul Trial Run of 9000 Tonnes Freight Train in New Bhadan-New Khurja Section of EDFC



Rail Flyover (ETMJ-4) in New Bhadan-New Bhaupur Section of EDFC [Span Arrangement (1x12 M Long (850 T Girder Weight) + 1x57 M Long (855 T Girder Weight) Each for UP and DOWN Lines)]



LIST OF GAZETTED HOLIDAYS	
26 January Republic Day	30 August Muharram
16 March Holi	02 October Mahatma Gandhi's Birthday
02 April Ram Navami	25 October Dussehra
06 April Mahavir Jayanti	30 October Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)
10 April Good Friday	14 November Diwali (Deepavali)
07 May Buddha Purnima	30 November Guru Nanak's Birthday
25 May Id-ul-Fitr	25 December Christmas Day
01 August Id-ul-Zuha (Bakri)	
12 August Janmashtami	
15 August Independence Day	

LIST OF RESTRICTED HOLIDAYS	
01 January New Year's Day	23 June Rath Yatra
02 January Guru Gobind Singh's Birthday	03 August Raksha Bandhan
13 January Lokri	11 August Janmashtami (Smart)
15 January Makar Sankranti/Pongal	18 August Parsi New Year's Day/Navroz
30 January Basant Panchami/Sri Panchami	22 August Vinayaka Chaturthi/Ganesh Chaturthi
09 February Guru Nanak's Birthday	31 August Onam or Thiru Onam Day
18 February Swami Dayananda Saraswati Jayanti	23 October Dussehra (Maha Saptami) (Addl)
19 February Shivaji Jayanti	24 October Dussehra (Maha Ashtami)
21 February Maha Shivaratri	26 October Vijaydashmi (Bengal, Kerala)
09 March Holika Dahan/Dohyatra	31 October Mahanavami's Birthday
09 March Hazrat Ali's Birthday	04 November Karaka Chaturthi (Karwa Chauth)
25 March Chaitra Sankranti/Gudi Padwa/Ugadi/Cheti Chand	14 November Naraka Chaturdasi
12 April Easter Sunday	15 November Govardhan Puja
13 April Vaisakhi/Vishu	16 November Bhai Duj
14 April Mesadi/Vaisakhadi (Bengal)/Bahaq Bihu (Assam)	20 November Prathih Shashthi or Surya Shashthi (Chhal Puja)
08 May Guro Rabindranath's Birthday	24 November Guro Yogh Bahadur's Martyrdom Day
22 May Jamat-Ul-Vida	24 December Christmas Eve

जुलाई JULY						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

अगस्त AUGUST						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
30	31	01 Id-ul-Zuha (Bakri)	12 Janmashtami	15 Independence Day	30 Muharram	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

सितम्बर SEPTEMBER						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

अक्टूबर OCTOBER						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
02 Mahatma Gandhi's Birthday			25 Dussehra	1	2	3
30 Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

नवम्बर NOVEMBER						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	14 Diwali (Deepavali)	30 Guru Nanak's Birthday			

दिसम्बर DECEMBER						
रवि SUN	सोम MON	मंगल TUE	बुध WED	गुरु THU	शुक्र FRI	शनि SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	25 Christmas Day	



डेडीकेटेड फ्रेट कोरीडोर

## Dedicated Freight Corridor Corporation of India Limited

A Government of India (Ministry of Railways) Enterprise

Corporate and Registered Office

5<sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New Delhi - 110 001

Tel.: 011-23454890, Fax: 91-11-23454701 • CIN: U60232 DL 2006 GOI 155068

www.dfccil.com





**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 Director	Rs. 250000/-
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.

*[Signature]*



## 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
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) 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		
	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:**

- 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.
- Rent recovery will be @ 7.5%, 5% and 2.5% of the Basic pay for X, Y and Z class cities respectively.
- Lease rates shall be revised to the extent of an increase of @ 3% annually on 1st July.
- 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).
- Tax on housing perquisites value will be borne by DFCCIL@ average tax rates as per Income tax rules.
- 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.
- 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)	
	Mobile	Landline/code-less phone
ED	30000	5700
GGM/GM	27000	5700
AGM	21000	2990
JGM	18000	2990
DGM	15000	2990



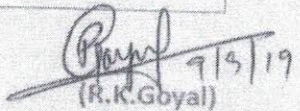


Mgr (E4)	12000	0
Jr. Mgr/Asst. Mgr	10000	0
Sr.Exe./Exe.	8000	0
Skilled Staff (N7 to N5)	6000	0
MTS (N4 to N1)	6000	0

**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.



## HR Manual of DFCCIL

be allowed, as per following ceiling (This is part of basket in IDA pay structure):

Level	No. of Clubs/Sports Club / Institutions for which membership can be reimbursed	Maximum Amount to be reimbursed annually (Rs./per annum)
GM and above	2	5000
AGM/JGM	1	2500
DGM/Mgr/AM/	1	1500

b) For National/International Institutions/Societies of repute as per IR Policy:

DFCCIL has adopted the Indian Railway scheme of reimbursement of Membership fees/ Subscription fee for National/International Institutions/Societies of repute in terms of Railway Board's guidelines issued vide letter No. E(G)33FEI-4 dated 29.04.1988 and list of 77 National Institutes and 54 International Institutes and further amendments issued by MoR from time-to-time. Accordingly, the entitlements will be as under:

- i) Officers of DGM and above level shall be permitted to become member of five National/International Institution/Society including maximum 2 international institutions and shall be reimbursed with 90% of the membership/subscription fees
- ii) AM and Managers shall be permitted to become member of two National/International Institution/Society including maximum one international institutions and shall be reimbursed with 90% of the membership/subscription fees.

5. **Brief Case:** The employees of DFCCIL will be allowed reimbursement of the cost of Brief case as per following scale once in three years:

Level	Amount (Rs.)
ED/GGM/GM	6000
AGM/JGM	4000
DGM/Mgr./AM	3000
Sr.Executive	2000

6. **Birthday Gift:** Employees are eligible to birthday gift every year. The amount of gift will be limited to Rs. 750/- per person. Besides, greetings card and sweets etc. worth Rs.250/- may also accompany the birthday gift.

7. **Reimbursement of expenses for Residential Telephones/Mobile phones/Broad Band Connection:**

- a) Employees will be entitled for reimbursement of following expenses for residential telephones.



## HR Manual of DFCCIL

Level	Entitlement for call charges (Project offices only)			Instruments (Both for Project & CO)	
	Landline	Broadband	Mobile	Landline (Every 3 yrs.)	Mobile (once in a year)
ED/GGM/GM	2500		5000 <small>(voice + data card)</small>	6000	15000
AGM/JGM	1500		2000 <small>(voice + data card)</small>	3000	10000
DGM/Mgr./AM	750	500	750	1000	5000
Sr.Exe./Exe.	500	Nil	750	500	2000

- b) In order to enable greater flexibility and optimal use of the communication network, for the employees working in the project offices, reimbursement (on submission of bills) shall be made by clubbing the charges for Landline + Broadband + Mobile usage taken together, without altering the existing limits. The charges being incurred by the company towards USB modem for mobile broadband provided to the officers shall also be included to keep the clubbed amount within the existing ceiling. (Inserted vide HR's letter no. HQ/HR/3/Tele.Reimb.Pol./7 dated 12.10.2009)
- c) For the employees in the Corporate Office a combined amount, as indicated below, towards expenses on Landline + Mobile + Broadband usage shall be paid through salary.

Level	Amount (Rs.)
ED/GGM/GM	5000
AGM/JGM	2500
DGM/Mgr./AM	1500
Sr. Executive	1000

- d) The price ceiling for mobile and landline instruments are indicative only. The individual price may vary subject to his/her total expenditure incurred on mobile and/or landline instrument limited to the total costs for these two instruments.

### 8. **Furnishing Allowance** (This is part of basket in IDA pay structure):

All employees in the grade of E1 and above are entitled to allowance for hard and soft furnishing @ 10% of Basic Pay + DP per month.

### 9. **Purchase of items for office at residence:**

- a) The following level of officers are entitled for reimbursement of expenditure incurred for purchase of items for office at residence, irrespective of the price for individual items, within the amount ceiling indicated in the table below:

Level	Amount Ceiling (Rs.)	Items
ED/GGMs/GMs	<b>72,000</b>	Air-Conditioner, Inverter, Multifunctional Printer, Heat Convector, Office Furniture, Television, Curtain, Carpet.