



डेडीफ्रेट क्रेट कोरीडोर

डेडीफ्रेट क्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

New Delhi: 28.09.2021

No. 2021/HQ/Admin/RTI-990 & 991

Sh. Sonu Kumar
Bihar

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

Reference: Your online two RTI applications dated 14.09.2021 (Registration No. DFCCCL/R/E/21/00794 & 795) received through DOPT portal.

Please connect your online RTI application dated 14.09.2021. As advised through DOPT portal on 17.09.2021, you have online deposited the required stationery charges on 26.09.2021. Now, Information, as obtained from the concerned record holding office, is attached.

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;

Ms. R. P. Chhibber
GGM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001.

DA: 13 sheets

(S.K. Panda)
JGM/Admn.(CPIO)
Mob.-9717636811
E-mail: skpanda@dfcc.co.in



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कॉरीडोर कॉरपोरेशन ऑफ इण्डिया लिमिटेड
(रेल मंत्रालय का उपक्रम)

DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LIMITED

(AN UNDERTAKING OF MINISTRY OF RAILWAYS)

NO. TDL/RTI-990/2021

Dated:- 24.09.2021

Joint General Manager
Admn.(CPIO)
DFCCIL
New Delhi

Sub. : Providing information w.r.t. Original RTI Application received under RTI Act 2005.
Case of Shri Sonu Kumar.

Ref. : Your letter no. 2021/HQ/ADMIN/RTI-990 dtd. 16.09.2021.

In reference to the above, information sought by applicant is furnished below:-

S. No.	Information Sought	Reply
01	All MTS in DFCCIL are in common cadre they why duty hours of MTS(OP&BD) is 12 hrs and other department MTS duty hrs is 8 hrs in CGM(Tundla). Please provide the circular about the concern matter.	No such circular is available in Tundla Office in which it is clarified/mentioned that "in case of common cadre of MTS why duty hours of MTS/OP&BD is 12 hrs and other department duty is 8 hrs"
02	When night duty allowance and national holiday allowance will be paid to DFC employee in CGM(Tundla).	Under process, will being paid shortly.
03	If quarter will allot to the DFCCIL staff then what facilities and furniture will be provided to the staff in respect of their designation in CGM(Tundla)	No information/documents are available in Tundla unit.
04	Maximum time period within which anyone can claim TA if they perform duty out of headquarter as per HR Policy in CGM(Tundla). Is there any rule to claim TA within 3 month.	No such circular/policy is available in CGM/Tundla office.
05	In CGM(Tundla) any other department has provided shoes, rain coat, torch etc. personally except OP&BD department, please provide the reason about this.	As per Dy. PM/Civil E-mail dtd. 18.09.2021, Torch, Shoes, umbrella and raincoat are provided to all department of CGM Tundla Unit. Copy attached.

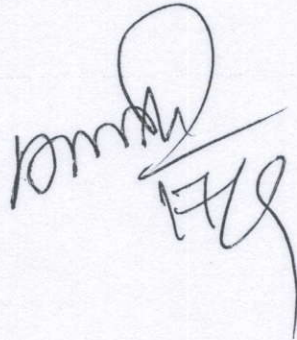
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[Handwritten signature]
(Arun Kumar Adlakha)
Dy. Chief Project Manager
DFCCIL/TDL

RTI No.990		
Name of the Applicant - Sonu Kumar		
S.No	Information Sought	Reply
2	When Night Duty Allowance and National Holiday Allowance will be paid to DFC employees in CGM Tundla.	As per RTI ACT, the Public Authority is expected to provide the information which is available. RTI Act does not cast on the public authorities to answer queries in which the applicant elicits answers to questions. Copy of Circular No.571/2020 dated 17.09.2020 is attached.
4	Maximum Time period within which anyone can claim TA, if they perform duty out of Headquarter as per HR policy in CGM Tundla. Is there any rule to claim TA within 3 months.	Copy of Circular No.49/2018 dated 29.09.2018 is attached.

Rest of the items pertain to Tundla Unit.

JGM/ADMIN/CPIO





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Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

HQ-HRCCOPO(HRP)/15/2020-HR-COORD.AND POLICY /948

Dated: 17.09.2020

CIRCULAR NO 571/2020

Sub: Rates of Night Duty Allowance (NDA) and National Holiday Allowance (NHA) for rostered staff (up to E1 level) in DFCCIL

BoD in its 73rd meeting (Item 73.3.6) held on 26.08.2020, has approved the rates of NDA and NHA for rostered staff (up to E1 level) in DFCCIL based on the rates of Indian Railway.

1. Rates of Night Duty Allowance (NDA)

Hourly rate of NDA shall be calculated based on $\{(Basic\ pay + Dearness\ Allowance)/200\}$ for work put in by eligible rostered staff during the period from 2200 hours to 0600 hours. For calculation of rate of NDA, weightage of 10 minutes for every hour of duty performed between hours of 22.00 and 06.00 will be applicable. The rate would be separately worked out for each employee.

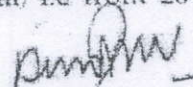
2. Rates of National Holiday Allowance (NHA)

Admissibility of NHA for various groups of rostered staff for work during National Holidays will be as indicated below -

Level in DFCCIL	Rate of allowance (per day) - INR
N1-N4	Rs 384
N5-N7	Rs 477
E0-E1	Rs 630

Note: The rates of this allowance will further increase by 25% each time DA rises by 50%.

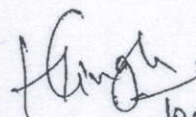
The above rates will be applicable from the date of BoD's approval, i.e from 26th August, 2020.


(S.K Panda)

Joint General Manager/HR

Copy to -

1. Secy. to MD, for kind information of MD
2. Director/OP&BD, Director/Finance, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination- for information of employees working under them


10/09/2021.



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.
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

No. HQ/HR/Policy On CTG

Dated: 28.09.2018

CIRCULAR No - 49 / 2018

Subject : Rules for Travel entitlements and other benefits including CTG on Transfer, Retirement, etc.

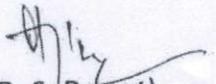
BOD in its 65th meeting held on 13.08.2018 has accorded approval towards DFCCIL's Rules for Travel Entitlements and other benefits including CTG on transfer, Retirement, etc.

The Rules for Travel Entitlements and other benefits including CTG on transfer, Retirement, etc, are enclosed as Annexure-I to this circular for necessary inclusion in DFCCIL's HR Manual with immediate effect.

The formats for claiming CTG for employees and those on deputation are already available on the DFCCIL Intranet.

This has the approval of the competent authority.

DA:As above


(R. S. Rawat)
JGM/HR

Copy to/-

1. Secy to MD for kind information of MD.
2. Director (Infra), Director (OP&BD), Director (PP), Director (Fin) & CVO
3. All GGMs/ GMs/AGMs/JGMs/DGMs-corporate office - for wide circulation
4. All CGMs/GM(Co-ordination)/GMs/CPMs - all units - for wide circulation

Subject: Rules for Travel entitlements and other benefits including CTG on Transfer, Retirement, etc.

TRAVEL ENTITLEMENT RULES ON TRANSFER, RETIREMENT

1. **Short Title and Commencement:**
 - a) These rules may be called DFCCIL Travel Entitlement (Transfer, Retirement) Rules 2018.
 - b) They shall come into force with immediate effect.
2. **Application:**
 - a) These rule shall be applicable to:
 - i) All regular employees of the company and deputationist and their "Family".
 - ii) These rules shall not apply to Consultants, advisor, casual/daily rated employees and those on contract.
3. **Definitions:**
 - a) "Company" means DFCCIL.
 - b) "Employee" means regular employees of the Company.
 - c) "Deputationist" means those officials who join the Company on deputation from Central or State Government or any other Public Sector Undertaking.
 - d) "Family" for the purpose of these rules shall mean spouse and dependent children.
 - e) "Transfer" means "the movement of the employee from one Headquarter station in which he/she is employed to another such station, either to take up the duties of the new post, or in consequence of a change of his/her headquarters".
4. **Entitlement on Transfer:**
 - a) The following are the different kinds of entitlement admissible on transfer:-
 - (i) Travel Expenses (Actual cost of travelling)
 - (ii) Road Mileage
 - (iii) Reimbursement of hotel charges on transfer
 - (iv) Cost of transportation of personal effect from residence to residence
 - (v) Transportation of vehicle possessed by the employee
 - (vi) Composite Transfer Grant
 - (vii) Joining Time
 - (viii) Daily Allowance on Temporary Transfer
 - (ix) Advances on Transfer
5. **Travel Expenses on Transfer (Actual cost of Travelling)**
 - a) An employee of the company on transfer from one unit to another in public interest will be entitled for reimbursement of travel expenses for self and "Family" for the journey performed from his/her last place of posting to his/her new place of posting as per the entitlements on tour provided in para-11 of Chapter-XIV of DFCCIL's HR Manual.

(b) In case, the journey is performed by a higher class than the entitled class or any other mode, then the reimbursement of claim will be restricted to the entitlement or actual expenses incurred, whichever is less.

(c) **Road Mileage:** When an employee makes a journey by road by own vehicle, actual admissible road mileage allowance prescribed by the Directorate of Transport of the concerned State. At places where no specific rates have been prescribed by the Director of Transport of the concerned State or of the neighbouring States, the mileage allowance shall be regulated at the rates prescribed by Central Government, which are as under at present:

- For journey performed by own Car Rs. 24 per km

Note - (1) These rates will further rise by 25 % whenever DA increases by 50 %.

Note - (2) Apart from the above mentioned prescribed rates, employee shall also be eligible for Toll/Levy charges as applicable during the course of the journey by own vehicle, subject to original bills / receipts being submitted.

Note- (3) When the journey is performed by the employee/Family member in own vehicle (car/scooter/motor cycle), then employee will not be entitled for the transport of the vehicle benefit as mentioned at Rule-8.

(d) **Time Limit to submit the bills for reimbursement of Travel expenses:**

(i) After carrying out the orders of transfer, an employee should submit his/her claim for reimbursement of travel expenses for self/family within a period of three (03) months from the date on which the journey is performed.

(ii) If a member of employee's family follows him/her within six (06) months or precedes him/her by not more than one month, the reimbursement of travel expenses may be granted in respect of such member. For such cases the claim for reimbursement of travel expenses should be submitted with in a period of three (03) months from the date on which the journey is performed.

6. **Reimbursement of Hotel charges on transfer:**

(i) An employee on transfer to a place other than Delhi, Mumbai and Kolkata will be entitled to claim reimbursement of lodging charges as per his/her entitlement for staying in a hotel for a period upto 15 days or till he/she arranges for an accommodation in the new place of posting whichever is earlier. However, the proposed reimbursement will not be admissible where Company arranged accommodation is available.

(ii) Employees on transfer to the cities of Delhi, Kolkata and Mumbai may claim reimbursement for lodging charges for stay in a Hotel only if they get a 'no room' certificate from concerned Project Head and General Manager / Administration in case of Corporate Office. The clause shall also apply mutatis- mutandis on any other city where company guesthouse accommodation is available.

- (iii) The claim of Hotel reimbursement beyond 15 days will be reimbursed under special circumstances with the prior approval of the Managing Director.

7. **Transportation of personal effects on transfer**

- (i) An employee shall be entitled to reimbursement of expenses for transportation of personal effects by train/road on transfer as per rates given below:-

(ii)

Designation (IDA)	Luggage Entitlement	Mode of Transportation of personal effects
		(a) If transported by train (goods train only) the actual expenses subject to specified luggage limits. (b) If transported by road the rates are as under :- Rate per KM for Transport by Road(Rs. per km)
DGM and above (E5 & above)	6000 Kg by Goods Train/ Four Wheeler Wagon/1 double container	Rs. 50 per KM
Manager to Jr. Manager (E2 to E4)	3000Kg	Rs. 25per KM
Executive/ Sr. Executive (E0 & E1)	2500Kg	Rs. 25 per KM
Non-Executive including MTS	2000 Kg	Rs. 25 per KM

Note - (1) The rates will further rise by 25 % whenever DA increases by 50 %.

Note- (2) Employees who do not transfer their personal effects on transfer will only be entitled to 25% of entitled Composite Transfer Grant.

Note- (3) The monetary ceiling would be inclusive of all levies and taxes, which may be imposed by any authority on account of transportation of personal effects by road. Any claim for reimbursement of expenses must be supported with the bills /vouchers / tax payment receipts etc.

- (ii) **Time limit:** Personal effects may be transported within six months from the date of joining at new place of posting.

8. **Transportation of vehicle**

- i) An employee shall be entitled to reimbursement of transportation cost of vehicles as follows:-

ii)

Level	Reimbursement
AM and above	01 motor car etc or 01 motor cycle/scooter
Below AM	01 motor cycle/scooter/moped/bicycle

- iii) An employee shall be entitled to reimbursement of expenses for transportation of his/her personal vehicle by train/road at the rates given below:-

Between Places connected by Rail	Between Places NOT connected by Rail
<p>If transported by goods train, actual cost of packing and freight between two stations</p> <p style="text-align: center;">Or</p> <p>If transported by passenger train, actual freight charges by the Railways</p> <p style="text-align: center;">Or</p> <p>If transported by road carrier service providers, actual cost or freight admissible had the vehicle been transported by passenger train or whichever is less. This will only include the transportation cost inclusive of taxes as applicable, excluding the cost and taxes applied upon packing, loading/unloading, insurance charges etc.</p>	<p>Same rates as for Road mileage indicated in Rule - 5 (c) above.</p>

- iii) **Time Limit** :Personal vehicle may be transported within six months from the date of joining at new place of posting.

9. Composite Transfer Grant

- (i) Composite Transfer Grant will be admissible to employees who are transferred from one station to the other. This is intended to cover all incidental expenditure such as packing, loading/unloading, insurance charges etc. in upsetting/shifting establishment at the old station and setting it up at new station.

(ii) **Quantum of Composite Transfer Grant**

If there is a change of residence as a result of transfer and the employee has been transferred to an outstation(see Note 1 below) beyond a distance of 20 KMs , payment of Composite Transfer Grant will be regulated as under:-

Category	CTG (for 20kms. or more)
(1)	(2)
Employees	80% of One month's Basic pay (exclusive of NPA, MSP, etc)

Note- (1) The term Same Station means area falling within the jurisdiction of the Municipality or Corporation including such of sub-urban Municipality notified area or cantonment as are contiguous to the same

Municipality. For example, an employee transferred from Ghaziabad, Sonapat, Gurgaon, Faridabad, Noida etc. to Delhi and vice versa, shall be treated as transferred within the same station and they will be granted Composite Transfer Grant only at the rate of one-third of one month's Basic Pay.

Note- (2) No Daily Allowance or road mileage allowance for the journey on transfer is Permissible.

- a) In the case of transfer to an outstation within 20 kms. of the old headquarters, Composite Transfer Grant shall be granted at the rate of one-third of one month's basic pay, provided there is a change of residence, as a result of transfer.
- (iii) **Time limit:** The composite transfer grant should be claimed within a period of 6 months from the date the employee take charge of the new post. However, in case of any delay in submitting the claim of the CTG within the prescribed period, MD or any authority to whom this power is delegated by him, is empowered to condone the delay, for reasons to be recorded in writing.
- (iv) **Terms and Conditions of grant of Composite Transfer Grant (CTG):**
- a) Composite Transfer Grant will not be admissible if there is no change in the residence of the employee as a result of transfer.
- b) Composite Transfer Grant will not be admissible in case of a temporary transfer not exceeding 180 days.
- c) Composite Transfer Grant will not be admissible if the transfer/mutual transfer has been ordered at the request of an employee.
- d) The Composite Transfer Grant shall not be treated as income for the purpose of Computation of Income Tax being a part of Travelling Allowance admissible to the employee on transfer.
- e) The payment of Composite Transfer Grant need not be linked with the vacation of Company Leased Accommodation provided at the old headquarters. The Grant will be payable if the employee makes some temporary arrangement for residence at his/her new headquarters.
- v) For claiming Transfer Grant, an employee is required to submit documentary proof of his having performed the journey, etc.

10. **Deputationist from Railways and other Government Departments/PSUs**

- i) In the case of Officials on deputation to DFCCIL from Railways or other Government Departments/ PSUs, they will be eligible for transfer benefits and the CTG benefits at the time of joining/repatriation at the rates prescribed by their parent department.
- ii) The procedure of claiming transfer benefits and Composite Transfer Grant (CTG) for Deputationists on initial joining and repatriation will be as per **Annexure 'A'**.

11. Advance on transfer

- a) DFCCIL employees can avail the facility of advance not exceeding one month's basic pay from the project / unit from which they are transferred, if he/she applies for it. However, the final claim would be settled by the project / unit where the employee has been transferred only on joining at the new place of posting.
- b) The advance will be interest free and the amount of Advance on transfer should be recorded in the Last Pay Certificate of the transferred employee.

12. Joining Time on Transfer

- a) In the case involving transfer from one station to another and also involving change of residence, the employee shall be allowed joining time with reference to the distance between the old headquarters and new headquarters by direct route and ordinary mode of travel as indicated below:-

Distance between Old and New Headquarter	Joining Time admissible
Upto 1000 Kms	10 days
More than 1000 and upto 2000 Kms	12 days
More than 2000 Kms	15 days

Note - (1)In case of travel by air maximum joining time will be 12 days.

Note - (2) The period of joining time shall include the period spent on journeys.

Note-(3)The joining time shall commence from the date of relinquishment of charge of the old post if charge is made over in the forenoon, or the following day if the charge is made over in the afternoon.

- b) When holidays follow joining time, the normal joining time may be deemed to have been extended to cover such holidays. In other words, when holidays fall immediately on expiry of the permissible joining time, the period of joining time shall stand extended to cover the holidays.
- c) Leave in lieu of joining time: when an employee joins the new post without availing of the full joining time, the number of days of joining time as admissible reduced by the number of days actually availed of shall be credited to his leave account as earned leave/LAP. The credit of joining time to the leave will be subject to usual restriction on accumulation of Earned Leave/LAP in the leave account.
- d) No joining time is admissible in case of temporary transfer. Only the actual journey time will be allowed.
- e) Not more than one day joining time shall be admissible if the new headquarters and old headquarters are at the same station.

13. Daily Allowance on Temporary Transfer

The cases of transfer not exceeding the period of 180 days will be treated as on tour/temporary Transfer. The Daily allowance is admissible during temporary transfer as follows:

- First 180 days : a) Full Daily Allowance.

Note - (1) Transfer effective for more than 180 days will be deemed to be permanent transfer.

14. **Entitlement on Superannuation**

- a) All the aforementioned travel benefits including lumpsum Composite Transfer Grant will be applicable to all the regular employees on superannuation as applicable to an employee on transfer provided they have rendered minimum qualifying service of five (5) years in DFCCIL at the time of superannuation for the declared "HOMETOWN" as per the entry made in the service record or to any other place other than the last station of their duty subject to conditions detailed at para-9 above.
- b) The claim shall be availed by the employee within ONE year from the date of Superannuation.
- c) No advance is permissible in such cases.
- d) No claim for Composite Transfer Grant will be entertained until and unless the retired employee vacates the leased accommodation allotted to him and has actually performed the journey/transported his personal effects finally and has submitted the necessary documentary proof thereof.

15. **Entitlement to the family of Deceased employee:**

In the case of employee who dies while in service, his/her family will be entitled for the same travel benefits including Composite Transfer Grant as applicable in the case of employees on Superannuation as per Rule 14. In such cases the criteria of minimum qualifying service period of five (5) years in DFCCIL will not apply.

16. **Entitlement at the time of initial joining or on absorption:**

- a) **Fresh Open Market Recruitment:** A person at the time of initial joining on appointment in the Company will be entitled for reimbursement of travel expenses from the place of his residence to the place of joining within India as per his/her entitlement.
- b) **Appointed on tenure:** A person joining the Company on tenure basis will be entitled to travel expenses and cost of transportation of personal effects from the place of last residence to the place of new residence within India as applicable on transfer subject to the condition that he/she has not claimed the travel benefits from his/her Previous Organization.
- c) **Appointed on absorption:** In the case of a person joining the Company on Immediate absorption, he/she will be entitled to travel expenses and cost of transportation of personal effects from the place of last residence to the place of new residence within India as applicable on transfer subject to the condition that he/she has not claimed the travel benefits from his/her previous Organization.

17. **Sanctioning Authority:**

The Authority for sanctioning the claims of Travel Entitlement, Hotel Charges, Transportation of Personal Effects & Vehicle and Composite Transfer Grant of employees, deputationists etc. will be as under:

Particulars	Sanctioning Authority	Sanctioning Authority (If bills are submitted after the prescribed time limits)
Employees working in Field units	CPM	GM/HR
CPMs	AGM/HR	GM/HR
Corporate Office Employees	AGM/HR	GM/HR

Note - (1) The reimbursement may be claimed by presentation of supporting bills in original as per the entitlement in terms of the Rules of the Company as amended from time to time.

18. General Rules

- a) Transfer Benefits in cases, where both husband and wife are in Government service and are transferred within 60 days of his/her transfer from the same place to the same place, shall not be admissible to the spouse transferred later. In cases where the transfer takes place within six months, but after 60 days of the transfer of the spouse, fifty per cent of the Transfer Grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfer after a period of six months or more.
- b) No transfer benefits will be allowed in case of own request transfer/mutual transfers.
- c) If any variation / error is found in the claim relating to travel benefits including CTG, at a later stage, necessary correction will be made and overpayment, if any, will be recovered from the employee's salary or the settlement dues.
- d) The official submitting a wrong claim will also be liable to be taken up under the relevant Conduct & Disciplinary rules.

19. Interpretations

In case of any doubt or dispute regarding interpretation of these rules, the decision of Managing Director shall be final.

**Procedure of claiming transfer benefits and Composite Transfer Grant (CTG)
for Deputationists on initial joining and repatriation**

- A) For deputationists from Railways :-** They shall be governed by the TA rules - VIIth CPC as circulated and amended by the Ministry of Railways from time to time.
- i) The deputationists from Railways upon joining DFCCIL will submit his/her claim in the prescribed format to the Controlling Officer / Project Head. The details of transportation of household effects and the availing or otherwise of VPU (with or without car) should also be mentioned in the form to decide the percentage of CTG admissible.
 - ii) In case Railway employees avail the facility of Kit Pass/VPU for transfer of their personal effects/conveyance, the rate of CTG will be governed by the instructions issued by the Ministry of Railways from time to time.
 - iii) The composite transfer grant should be claimed within a period of six months. Further, guidelines as per Para-9 (iii) shall be applicable.
 - iv) The sanctioning authority shall be as defined in para-17 of these Rules.
 - v) The details of CTG claim / payment made to the officer will be referred by the HR Department in Corporate Office / HR coordinator in Units, as the case may be, to the concerned Railway for necessary confirmation with the request to point out any variation / error to the Unit/Corporate Office within 60 days.
 - vi) If any variation / error is found at a later stage, necessary correction will be made and overpayment, if any, will be recovered from the officer's salary or the settlement dues. The official raising a wrong claim will also be liable to be taken up under the relevant Conduct & Disciplinary rules.
 - vii) CTG claims of officers repatriated back to the Railways will be settled only after approval from the concerned Railway is received.
 - viii) In case a deputationist is paid CTG on joining but later on gets absorbed in DFCCIL then he/she will not be entitled for the CTG again at the time of absorption.
- B) For deputationists from other Government Departments and PSUs**
- a) The deputationists upon joining the project office will submit his/her claim, duly forwarded by his/her controlling officer, to the Project Head.
 - b) The Project Head after assessing eligibility, forward the claim of the employee, to the concerned lending organization, for getting their approval for payment.
 - c) On receipt of the requisite approval from the lending organization, Accounts Department of the Project will process the case for making payment to the employee.