



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.gov.in

No. 2018/HQ/Admin/RTI-258

New Delhi: 24.09.2018

Shri Amit Dhaka
Post-Mandawa,
Mandawa-333704
Rajasthan

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

Reference: Your RTI application dated 24.07.18 received through DOPT.

Information i. r. o. your above RTI application as received is attached as Annex "A".

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;

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: 03 Sheets.



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/3/APAR.Pol.19.

Dated 07.01.2016.

Sub: Revised Policy for Annual Performance Appraisal Report (APARs) of DFCCIL employees.

Ref: This office letter No.HQ/HR/APARs/Policy/2012-13 dated 10.6.2013 & 9.4.2014.

In supersession of all earlier policy letters on the subject, the revised criteria, as approved by MD, for writing of APARs of employees of DFCCIL w.e.f. 2015-16 will be as under:-


SN	Officer reported upon	Reporting Authority	Reviewing Authority	Accepting Authority
I. Corporate Office				
i.	ED	Director	MD	MD
ii.	GGM/GM/(*)	ED	Director	MD
iii.	GGM/GM	Director	MD	MD
iv.	AGM/JGM	GM/GGM/ED#	Director	MD
v.	Executive to DGM	AGM/JGM	GM/GGM/ED#	Director
vi.	Jr. Executive (Gr-I, II, III)	AM/Manager	DGM/JGM/AGM	GM/GGM/ED#
vii.	Company Secretary	Director	MD	MD
vii.	Multi-Tasking Staff (MTS) -Gr-I,II,III, IV	No APAR for such staff are to be maintained. However, Working Reports will be prepared as per requirements.		
(*) Only in the case of officers working in Civil Deptt. (#) GM/GGM/ED based on reporting of the officer. Note: For the employees directly reporting to the single supervisory authority. The assessment will be done at the level of reporting officer in accordance with instructions issued by Railway Board under para 3.16 of their APAR Brochure.				
II. Field Units				
i.	CPM	ED	Director	MD
ii.	ACPM/Dy. CPM	CPM	Director	MD
iii.	Executive to PM.	Dy. CPM(#)	CPM	Director
iv.	Jr. Executive (Gr-I, II, III)	APM/Dy.PM	PM/Dy.CPM	CPM
v.	Multi Tasking Staff (MTS) - Gr-I, II, III& IV	No APAR for such staff are to be maintained. However, Working Reports will be prepared as per requirements.		
(#)Note: In case where only PM is available instead of Dy.CPM, reporting will be done by PM.				
III. Secretarial Officers/Staff				
Secretary / PA/ PS		Officer with whom attached		

Handwritten signature

Notes: APARs will be initiated as per the table given in para 3 above, and;
(i) Where the Reporting Authority is not available as per the table above, the higher authority will initiate the APAR.
(ii) For APARs of employees of Civil./Elect./S&T, Director means the Director in charge of the Corridor.
(ii) For APARs of Traffic (OP& Safety, BD etc.), Admn, HR, Mech. and PPP Departments, Director means Director/OP&BD.
(iii) For APARs of Finance, IT, & CS, Director means Director/Fin.
(iv) For APARs of Vigilance Deptt., the powers of Director will be exercised by CVO.

2. **Submission of filled in APARs** - APAR forms with filled in personal details will be circulated by HR/Corporate Office to CPMs of Field Units and GGMs/GMs of Corporate Office. The concerned GGM/GM/CPM will forward the APARs to HR after the same has been filled up by the reporting/reviewing authority, as the case may be. All APARs to be submitted to Director/MD will be routed through HR/Corporate Office only.

3. The time submission for completion of APARs is enclosed as Annexure-I.


(Sunder Singh) 7/11/2016
JGM/HR

Email to:

1. Secy. to MD for kind information of MD.
2. Director (OP & BD), Director/Infra., Director (PP), Director/Fin., CVO.
3. All GGMs/GMs/CPMs, AGM/CC, Dy. CVO, AGM/HR, CS for information of all employees.

Time submission for completion of APARs		
S. No.	Officers	Time Submission
1.	GGMs/GMs/CPMs	Submission of APARs forms duly filled with self-appraisal to HR by 15.04 of the year.
2.	APARs from Jr. Executive to AGM level officers	Submission of APAR forms duly filled with self-appraisal by 15.04 of the year.

Submission of self-appraisal by Reportee officials	Completion of APARs by		
	Reporting Officer	Reviewing Officer	Accepting Authority
15.04 of the year	30 th April of the year	15 th May of the year	31 st May of the year

Note:-

- (i) APARs of employees Executive to ACPMs, (Executive to AGM & redesigned GMs under the administrative control of GGMs) duly reported/reviewed by the GGMs/GMs/CPMs should reach HR by 20.05 of the year.
- (ii) All APARs to be finalized by 31st May of the year.
- (iii) In case employee(s) do not submit his/her self-appraisal by 15th May of the year, his/their APAR(s) may be initiated without self-appraisal.

Note: The APARs of regular employees (GGMs/GMs/CPMs to above) will be as per MOUs targets, wherever applicable and as per DPE's guidelines issued from time to time.

