

No. 2018/HQ/Admin/RTI-557

New Delhi: 24.12.2018

Sh. Amit Kumar Bala  
Village-Salilnagar  
P.O.-Digha, P. S. Duttapukur  
West Bengal-743248

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

**Reference: RTI Application dated 02.12.18 received through DOPT.**

The information received is provided herewith as under;

S.No	Point No.	Information sought for	Information provided
1.	1&3	Refer the original application dt. 02.12.18	There are no such instruction available on the subject.
2.	4	-do-	Salary slip attached.
3.	6	-do-	Please find enclosed DFCCIL's letter No. HQ/HR/Policy on CTG dated 28.09.18.
4.	5&7	-do-	No inf <sup>n</sup> . is available.

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](mailto:skpanda@dfcc.co.in)

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DA: 12 Sheets





Dedicated Freight Corridor Corporation of India Ltd.

(A GOVERNMENT OF INDIA UNDERTAKING)

डेडीकेटेड फ्रेट कोरीडोर

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PAYSLIP FOR MONTH OF SEPTEMBER 2018

Personal Details:- Amit Kumar Bala					
Employee No.	00101246	Bank Name	bank of india	Emp. Group	Permanent
Location	Tundla EC	IFSC Code	BKID0004276	Days Present	30.00
Department	Traffic	Bank A/C No.	427610510003406	Next Increment	01.09.2019
Designation	MTS(OPERATING)	PF A/C Number		Pay Scale Type	IDA Payscale
Grade	N1	PAN Number	CZMPB8573L	DA Rate (%)	3.80

Pay Details

Earning	Amount	Deductions	Amount
Basic Salary	16480.00	Ee PF contribution	2053.00
Dearness Allowance-IDA	626.00	Income Tax	2539.00
Furnishing Allowance-FB	1648.00	Staff WelfareContribution	100.00
House Rent Allowance	1200.00		
Sumptuary Allowance-FB	1648.00		
Transport Allowance-FB	2472.00		
Arr.Basic Salary	113814.00		
Arr.Dearness Allowance-ID	72760.00-		
Arr.Electricity Charges-F	3400.00-		
Arr.Furnishing Allow-FB	11382.00		
Arr.Medical Allowance-IDA	5270.00-		
Arr.Transport Allow-FB	17072.00		
Arr.Salary Recovery	964.00		
Arr.Sumptuary Allowanc FB	11382.00		
Arr.EE PF contribution	4923.00-		
<b>Total Earnings</b>	<b>92335</b>	<b>Total Deductions</b>	<b>4692</b>
<b>Net Pay</b>	<b>87305.00 ( EIGHTY SEVEN THOUSAND THREE HUNDRED FIVE RUPEES)</b>		

Leave Details

Leave Type	Balance	Deduction
Leave on Average Pay	37.50	18.00
Leave on Half Average Pay	25.00	0.00

Form 16 Details

Income	Deductions/Exemptions	Tax Computation	
Salary Under Sec. 17(1)	205126.00	Gross Tot Income	325496.00
Projected Salary Income	120370.00	Agg of Chapter VI	26204.00
		Total Income	299290.00
		Tax on total Income	2464.50
		Tax payable and surcharge	2539.00
		Income Tax	2539.00





Dedicated Freight Corridor Corporation of India Ltd.

(A GOVERNMENT OF INDIA UNDERTAKING)

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PAYSLIP FOR MONTH OF OCTOBER 2018

Personal Details:- Amit Kumar Bala					
Employee No.	00101246	Bank Name	bank of india	Emp. Group	Permanent
Location	Tundla EC	IFSC Code	BKID0004276	Days Present	31.00
Department	Traffic	Bank A/C No.	427610510003406	Next Increment	01.09.2019
Designation	MTS(OPERATING)	PF A/C Number		Pay Scale Type	IDA Payscale
Grade	N1	PAN Number	CZMPB8573L	DA Rate (%)	7.30

Pay Details			
Earning	Amount	Deductions	Amount
Basic Salary	16480.00	Ee PF contribution	2122.00
Dearness Allowance-IDA	1203.00	Income Tax	134.00
Furnishing Allowance-FB	1648.00	Staff Welfare Contribution	100.00
House Rent Allowance	2637.00		
Sumptuary Allowance-FB	1648.00		
Transport Allowance-FB	2472.00		
Arr.Basic Salary	480.00-		
Arr.Dearness Allowance-ID	18.00-		
Arr.Furnishing Allow-FB	48.00-		
Arr.House Rent Allowance	3982.00		
Arr.Transport Allow-FB	72.00-		
Arr.Sumptuary Allowanc FB	48.00-		
<b>Total Earnings</b>	<b>29404</b>	<b>Total Deductions</b>	<b>2356</b>
<b>Net Pay</b>	<b>27064.00 ( TWENTY SEVEN THOUSAND SIXTY FOUR RUPEES)</b>		

Leave Details			
Leave Type		Balance	Deduction
Leave on Average Pay		37.50	18.00
Leave on Half Average Pay		25.00	0.00

Form 16 Details			
Income		Deductions/Exemptions	Tax Computation
Salary Under Sec. 17(1)	234530.00		Gross Tot Income 338882.00
Projected Salary Income	104352.00		Agg of Chapter VI 26549.00
			Total Income 312330.00
			Tax on total Income 3116.50
			Tax payable and surcharge 3210.00
			Tax deducted so far 2539.00
			Income Tax 134.00





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Dedicated Freight Corridor Corporation of India Ltd.

(A GOVERNMENT OF INDIA UNDERTAKING)

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## PAYSLIP FOR MONTH OF NOVEMBER 2018

Personal Details:- Amit Kumar Bala					
Employee No.	00101246	Bank Name	bank of india	Emp. Group	Permanent
Location	Tundla EC	IFSC Code	BKID0004276	Days Present	30.00
Department	Traffic	Bank A/C No.	427610510003406	Next Increment	01.09.2019
Designation	MTS(OPERATING)	PF A/C Number		Pay Scale Type	IDA Payscale
Grade	N1	PAN Number	CZMPB8573L	DA Rate (%)	7.30

Pay Details			
Earning	Amount	Deductions	Amount
Basic Salary	16480.00	Ee PF contribution	2122.00
Earness Allowance-IDA	1203.00	Income Tax	147.00
Furnishing Allowance-FB	1648.00	Staff WelfareContribution	100.00
House Rent Allowance	2637.00	Empl.Gp.insurance Scheme	992.00
Sumptuary Allowance-FB	1648.00		
Transport Allowance-FB	2472.00		
Birthday /Diwali Gift	1000.00		
<b>Total Earnings</b>	<b>27088</b>	<b>Total Deductions</b>	<b>3361</b>
<b>Net Pay</b>	<b>23727.00 ( TWENTY THREE THOUSAND SEVEN HUNDRED TWENTY SEVEN RUPEES)</b>		

Leave Details		
Leave Type	Balance	Deduction
Leave on Average Pay	37.50	18.00
Leave on Half Average Pay	25.00	0.00

Annexure 16 Details			
Income		Deductions/Exemptions	Tax Computation
Salary Under Sec. 17(1)	261618.00		Gross Tot Income 339882.00
Projected Salary Income	78264.00		Agg of Chapter VI 26549.00
			Total Income 313330.00
			Tax on total Income 3166.50
			Tax payable and surcharge 3262.00
			Tax deducted so far 2673.00
			Income Tax 147.00





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डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.

Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

5<sup>th</sup> 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.**

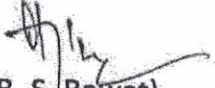
BOD in its 65<sup>th</sup> meeting held on 13.08.2018 has accorded approval towards DFCCIL's Rules for Travel Entitlements and other benefits including CTG on transfer, Retirement, etc.

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.



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(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.

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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



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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'.



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**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.