



IRCON INTERNATIONAL LIMITED



Regd. Office: C-4, District Centre, New-Delhi-110 017 (India)
(A Public Sector Undertaking under the Ministry of Railways)

“SERVICE CONDITIONS FOR FOREIGN POSTING”

UPDATED TILL DECEMBER, 2011

**AN INITIATIVE BY FOREIGN ESTABLISHMENT
DIVISION, HR DEPARTMENT**

Service Conditions for foreign posting

Procedures being followed for posting of employees to foreign projects and their service conditions are given below;

(A) Nomination of an official for foreign posting

1. Foreign posting is not a matter of right of an employee. The offer letter for appointment in IRCON clearly mentions that the candidate is liable to be posted anywhere in India or abroad. The past cases where either such a clause is not mentioned or only 'India' is written instead of 'India or abroad' shall be treated as superseded with the issue of these instructions. However,
 - a) In cases where there are large number of employees willing for Foreign mobilization:
 - Options are called from the employees;
 - A screening committee is constituted by MD to consider the options given by various officials;
 - The screening committee assess the officials according to their experience, CR ratings, and recommends suitable names for consideration of MD for his final decision;
 - In case of urgency, MD can approve the nomination of candidates without going through the above process;
 - b) In cases where none of the employees give willingness for foreign mobilization, MD can post any employee as per the requirement of the project.
 - c) Any employee, whether regular/ deputationist/ re-employed can be posted to foreign project.
2. The officials selected for mobilization are advised to complete pre-departure formalities e.g. passport, medical, submission of necessary certificates, etc., officials are sent to foreign project if they are found medically fit.
3. Internal vigilance clearance of all regular employees including deputationists already working in IRCON's Indian projects/corporate office is to be obtained invariably;

(B) Duration of Foreign Assignment

1. Normally the initial period of foreign assignment will be 3 years or duration of the Project, whichever is less.

2. If the travel abroad is approved from the very beginning for more than 21 days but less than three months at a stretch, it is treated as “Short Term Assignment”.
3. If the travel abroad is initially approved to be tour abroad, but after commencement of the tour is extended to last more than 21 days at a stretch the entire period will be treated as short term assignment
4. Period of Short term shall normally not exceed 3 months at a time;
5. On some occasions the initial period of foreign assignment is for three months known as “Short Term Assignment” followed by its conversion to regular posting when work permit is issued by the host country.

(C) Assignment of Foreign Salary

1. Foreign salary as approved by the BOD for the specific country is paid to the officials (current salary is placed at Annexure-1);
2. During the Short Term Assignment officials are paid consolidated DA which is equivalent to 60% of the foreign currency component as applicable to the grade of the officials in addition to regular salary and allowances in India;
3. Officials to be deployed for a foreign project on a long term basis but initially mobilized on a short term assignment due to work permit requirements shall be paid 100% of the foreign salary as consolidated DA. Such officials shall however, not be paid any Indian salary. Any salary paid in India during Short Term Assignment which is later on converted to long term, will be adjusted.

(D) Accommodation/Payment of House Rent/Education Allowance

1. HRA paid to the officials posted in foreign projects:-
 - a) DGM & above level officers who do not avail family accommodation at the foreign project and have not occupied any accommodation in India, shall be given additional HRA @ 15% of basic pay on the date of mobilization.
 - b) Those officials who are allowed to retain Company’s accommodation will not be entitled to family accommodation during their posting in a foreign country. An amount equal to 15% of the minimum of their grade plus House Rent Recovery as in case of employees in India shall be recoverable from the consolidated INR component of such officers.
2. Officials of the level of DGM and above are entitled to reasonably furnished free residential **family accommodation** at the place of posting or at any place decided by the Project Incharge;

3. Officials up to Manager level are entitled to reasonably furnished free residential **Non-family accommodation** at the place of posting or at any place decided by the Project Incharge;
4. The scale of accommodation, furnishing and other services shall be as decided by the Project Incharge.

(E) Travel entitlement

1. Officials of the level of DGM and above will be allowed air ticket by economy class air fare to the place of posting in foreign project for self and family upto a maximum number of four members (spouse and children only) from the nominated port of embarkation and return to nominated port of disembarkation, on completion of assignment and fare will be borne by IRCON; (Children include only unmarried and wholly dependent sons and daughters)
2. Officials up to Manager level will be allowed air ticket by economy class air fare to the place of posting in foreign project for self only from the nominated port of embarkation and return to nominated port of disembarkation, on completion of assignment and fare will be borne by IRCON;
3. Officials deployed on foreign assignments will not be entitled for LTC benefits.

(F) Entitlement of leave passage

Officials who are posted abroad are entitled to leave passage depending upon the country of posting as given hereunder:

- a) Personnel entitled to take family and keep family with them

<i>Name of the Country</i>	<i>Period of Entitlement</i>
Malaysia, Bangladesh, Nepal, Algeria & Sri Lanka	18 months
Ethiopia, Mozambique & Afghanistan	12 months

- b) Personnel entitled but do not take their family/not entitled to take family

<i>Name of the Country</i>	<i>Period of Entitlement</i>
Malaysia, Bangladesh, Nepal, & Sri Lanka	12 months
Algeria (200 th meeting held on 07.11. 2011) Ethiopia & Mozambique (Circular No. 11/2007 dated 09.03.2007)	09 months

Afghanistan
(Circular No. 09/2006 dated 15.02.2006)

06 months

(G) Encashment of leave passage

- a) Personnel entitled to take family and keep family with them (DGM & above) posted in all the Foreign Projects (except Technical assistance Projects) shall be allowed encashment after completion of 18 months.
- b) Personnel entitled but do not take their family/not entitled to take family with them in all the Foreign Projects (except Technical assistance Projects) shall be allowed encashment after completion of 12 months.

(Office Order No. 178/FE/2003 dated 14.11.2003)

Note:

1. Encashment of leave passage will be as per (G) above irrespective of the entitlement in (F) above.
2. Family consists of self, spouse and children (only unmarried and wholly dependent sons and daughters) subject to a maximum of four members;
3. In case of urgent requirement and with the approval of Managing Director, the air passage/train passage entitlement can be availed of even earlier subject to its adjustment, against the entitlement when it becomes due;
4. If an employee is not able to complete his/her term so as to be entitled to the leave air passage/train passage, recovery of the cost of the air/train ticket will be made from the employee;
5. If an employee does not avail the home leave passage for self and/or authorized family member, encashment of fare would be limited to the fare between the place of posting and the Railway Station/International airport nearest to the employee's home town:-
 - a) where excursion air fare is applicable, the maximum fare would be limited to the excursion fare of Air India or Indian Airlines; **OR**
 - b) where Air India/ Indian Airlines do not operate, the maximum fare would be limited to the lowest excursion fare of the Airlines operating from the host country to India;*(Office Order No.178/FE/2003, date 14.11.2003)*
6. Special Leave Passage *(Circular No. 09/2010 dated 09.02.2010)*
 - a) This facility is available to employees posted on foreign project in addition to their normal entitlement of leave passage, and can be availed in case of death

of the parents (Father or Mother) and immediate family i.e. spouse and children. However this leave passage will not be subject to encashment in case this facility is not availed.

- b) Further, in case an employee avails the special leave passage he/she will not be entitled to encashment of one ordinary leave passage not availed on completion of his/her foreign tenure.

(H) Encashment of leave

1. The officials posted in foreign projects are allowed 30 days leave in a year. No casual leave or any other kind of leave is admissible during their assignment. *(139th BOD meeting dated 30.10.2002);*
2. If official posted abroad, avails leave while in India, his/her foreign leave shall be debited; *(letter No.IRCON/HRM/FE/Gen./66/2, dated 1.7.2004).*
3. Any amount of leave availed by an employee posted abroad over and above the leave earned he/she earns during foreign assignment shall be treated as Leave Without Pay.
4. While the weekly rest can be pre-fixed or suffixed with the leave sanctioned to an official, there would be no question of admissibility of weekly rest in between the period of leave; *(letter No.IRCON/HRM/FE/Gen./66/2, dated 1.7.2004.)*
5. Un-availed leave, if any, at the end of the foreign assignment can be encashed at the discretion of the Management if the service abroad has been satisfactory;

PROCEDURE OF LEAVE ENCASHMENT

The leave statement of the level of officers is vetted by the finance of the Corporate Office and with the approval of MD the project will be advised to release the payment. Where there is no finance official at the Project Office, the leave encashment will be done by the Corporate Office. *(Letter No. IRCON/FE/O/GENL/89/PT-I dated 27.6.97).*

(I) Joining Time

1. Apart from actual journey period no other joining time is admissible; *(Circular No.214/2004, dated 5.11.2004.)*
2. All deputationists will be covered as per the standard terms of deputation so far as grant of joining time to Corporate Office is concerned.

(J) Composite Transfer Grant

1. On Mobilization, **Regular employees of IRCON** are entitled to benefits as admissible on transfer account in India. *(Circular dated 25/10/96 and No.114/2002, dated 31.3.2002).* On Demobilization: CTG is **not Admissible**

2. **Deputationists** are entitled to CTG on mobilization and demobilization if they join IRCON directly for the foreign assignment and if demobilized back to the railways without being posted to any of IRCON's Indian projects. (*Circular No.138/2002, dated 14.8.2002 and Circular No.205/2004, dated 23.9.2004*).
3. **Deputationists** who are mobilized from an Indian project or office of IRCON shall be governed by IRCON extant Rules and instructions given in Circular No.114/2002, dated 31.1.2002, which stipulate that CTG will not be Admissible on Demobilization.

(K) Extension of foreign tenure

1. BoD at its 134th meeting held on 28th March 2002 had approved, vide Item No. 31/02, a policy of maximum tenure of 5 years for IRCON's personnel posted in foreign projects.
2. In case of extension of foreign tenure beyond 5 years prior approval of BoD is required.

(L) Officials visiting India or from one foreign project to another on tour

1. Any official posted in a foreign project, if goes out on duty to some other country/foreign project, will draw his foreign salary as also the daily allowance for the particular country as per the extant rules;
2. Any official posted in a foreign project, if visits another foreign country on any purpose except official will require prior approval from MD and absence on leave will be deducted to his foreign leave account.
3. In case of official visit to India, he will draw the daily allowance as applicable for tour in India.

(M) Signing of Bond on posting to foreign project

1. All regular employees are exempt from signing a bond before mobilization to any foreign projects except Malaysia (*191st BoD meeting held on 30th July 2010*).
2. Employees mobilized to Malaysia will be required to execute a bond of Rs.5 lakhs (in case of Dy. General Managers and above)/Rs.2 lakhs (in case of others except Group-D staff) on a non-judicial stamp paper of Rs.10/- in the prescribed proforma before proceeding to Malaysia giving an undertaking to work in IRCON for at least 3 years after repatriation. (Applicable to IRCON employees only)

**(N) Provident Fund Contribution/Foreign Service Contribution
For IRCON Employees**

1. Payment of Provident Fund dues, GIs and repayment of all advances, etc. is proportionately deducted from the foreign salary and deposited with the respective agency/trust;

For Deputationists

2. Payment of Provident Fund dues deducted from the foreign salary and furnished to the parent department. Remittance of GIS and repayment of all advances etc., to parent department is the responsibility of the official.
3. Foreign Service Contribution on the basis of last salary drawn/last salary admissible on the parent department will be remitted by IRCON during the period of foreign posting.
4. No leave salary contribution is made as the period of secondment is treated as “Dies-Non” for this purpose.

(O) Medical Facilities

1. Free Medical attention shall be provided to the official and his family members (wherever applicable) at the Camp site; Medical reimbursement will be applicable in terms of Medical Rules. *(140th meeting of BoD held on 27.11.02)*; Under these rules:

a) Employees entitled to take their families on Foreign Posting:

- i. Such employees are entitled to medical reimbursements to the extent of actual expenses incurred on production of vouchers for outdoor treatment including diagnostics in the country of posting including the country to which they are sent on duty.
- ii. Expenses on indoor treatment including diagnostics will be reimbursed for treatment in hospitals nominated by the Project Head with the approval of the sanctioning Authority in the Corporate Office.
- iii. Family members who stay back in India will be entitled to the same benefits in India as that applicable to an employee not entitled to take families as in Para (b) mentioned below.
- iv. Such employees/family members visit India for short periods they will be entitled to the maximum of 1/12 of the outdoor entitlement of employees of similar status in India for their outdoor treatment subject to production of vouchers. They will also be entitled to indoor treatment as available to employees of equal status in India.

b) Employees not entitled to take families on foreign posting:

- i. For outdoor treatment of self, same provisions as in Para **a (i)** above, will be applicable.
Employees will also be entitled to an annual limit of 75% of one month’s basic salary of employees of the same status in India for the outdoor treatment of their family members in India. This entitlement is not applicable to the family members of persons on deputation to the Company if they are availing of medical facilities offered by their parent organization.

ii. For indoor treatment of self, same provisions as in Para **a (ii)** above, will be applicable.

Family members of such employees will be entitled to the same benefits for indoor treatment such as that admissible to the family members of an employee of equal status in India. This entitlement is not applicable to the family members of persons on deputation to the Company if they are availing of medical facilities offered by their parent organization.

2. Period spent on medical grounds due to injury sustained while on duty will be treated as special leave. The special leave will be sanctioned at the discretion of the Managing Director. Emoluments of such period of leave will be decided on merits of each case.

(P) Loan to Employees posted abroad

1. The loan shall be limited to 3 months basic foreign salary in local currency of the officials and shall be at a simple interest rate of 7.5%;
2. This loan will be recoverable from the salary of the employee in 10 equal monthly installments or within the remaining period of foreign assignment, which is earlier
3. The loan can be availed of only by the employees during their posting abroad
4. The loan will be given on the strength of two sureties to be arranged by the employee concerned. Only a regular IRCON employee with minimum 5 years of balance service will be eligible to provide surety
5. The Project Head shall approve the grant of the loan and also ensure its recovery before the repatriation of the employee concerned. No Due Certificate shall clearly indicate this; and
6. In case of any default the balance amount of loan along with interest shall be recovered equally from both the sureties in equal amounts in not more than three installments (*154th meeting of BoD held on 28th August 2004*).

(Q) Promotion to IRCON employees/ deputationists

1. Promotion to Regular IRCON employees
 1. Regular IRCON employees who are posted abroad are also considered for promotion alongwith employees who are posted in Indian Projects.
 2. Promotion will be from the date of assuming higher responsibility;
 3. Such officials who get promoted from Manager to Dy. General Manager have to sign the Bond afresh (for posting to Malaysia), since the terms of the contract undergo major changes; and

2. Promotion of deputationists will be governed by the Deputation Rules

(R) Insurance cover for officials posted abroad

In order to provide adequate financial security and strength to the family of an employee who dies in harness due to an accident while on a posting abroad, the accident insurance cover is as under:-

1. Afghanistan
 DGM & above Rs. 40 lakhs
 Below DGM Rs. 30 lakhs
(166th BoD held on 30th May 2006)

2. Mozambique
 DGM & above Rs. 10 lakhs
 Below DGM Rs. 06 lakhs
(155th BoD held on 26th October 2004)

3. Others
 DGM & above Rs. 15 lakhs
 Below DGM Rs. 10 lakhs
(154th BoD held on 28th August 2004)

(S) Excess Baggage entitlements

The entitlements for excess baggage of employees posted abroad are summarized below:-

1. All foreign Projects except Mozambique

Level of Official	Number of persons entitled	Entitlement at the time of mobilization		Entitlement at the time of demobilization	
		A	B	C	D
		Accompanied (kg)	Unaccompanied (by cargo)	Accompanied (kg)	Unaccompanied (by cargo)
DGM & above	Max. 4 persons (including family)	30	Limited to the permissible monetary amount as per the existing entitlement on accompanied baggage (as given in Col. C)	50	Limited to the permissible monetary amount as per the existing entitlement on accompanied baggage (as given in Col. E)
Below DGM	Single/self only	15		30	

- a) The employees can transport their baggage whether accompanied/unaccompanied by them or both as per convenience. However, the reimbursement shall be limited to the actual based on receipt, subject to overall ceiling equivalent to the maximum amount as per entitlement for accompanied baggage only; and
- b) For officials entitled to take family, his entitlement is limited to his actual number of family members (subject to maximum of four including the official) (BoD held on 26th July 2005)

2. Mozambique

Level of Official	Number of persons entitled	Entitlement at the time of mobilization		Entitlement at the time of demobilization	
		C	D	E	F
A	B	Accompanied (kg)	Unaccompanied (by cargo)	Accompanied (kg)	Unaccompanied (by cargo)
DGM	Max. 4 persons (including family)	20	40	20	40
Below DGM	Single/self only	20	40	20	40

(155th BoD held on 26th October 2004)

(T) Food Subsidy

Eligibility:

All employees mobilized from Ircon including those on deputation to Ircon, if deputed to work outside their jurisdiction are entitled for the payment of Food Subsidy at following rates.

Rates of Payment:

The rates given below are applicable only for duty beyond normal jurisdiction area:

Project	For duty of more than 12 hours (with at least 4 hours in night between 2000 to 0600 hrs)			For duty of less than 12 hours (with at least 4 hours between 2000 to 0600 hrs)			For duty of more than 12 hours anytime		
	Group 'D' Staff	Up to the level of DM	Manager & above	Group 'D' Staff	Up to the level of DM	Manager & above	Group 'D' Staff	Up to the level of DM	Manager & above
Malaysia	RM 20	RM 30	RM 40	RM 15	RM 20	RM 30	RM 10	RM 15	RM 20
Sri Lanka	LKR 740	LKR 1110	LKR 1475	LKR 520	LKR 775	LKR 1035	LKR 370	LKR 555	LKR 740

Bangladesh	495 taka	745 taka	990 taka	350 taka	520 taka	695 taka	250 taka	370 taka	495 taka
Afghanistan	320 Af	475 Af	635 Af	220 Af	335 Af	445 Af	160 Af	240 Af	320 Af
Algeria	490 DA	730 DA	975 DA	340 DA	510 DA	685 DA	245 DA	365 DA	490 DA
Mozambique	185 MT	275 MT	370 MT	130 MT	195 MT	260 MT	90 MT	140 MT	185 MT

Note:

1. PH/PD will define the jurisdiction.
2. All claims require personal approval of PH and claims beyond 10 days in a calendar month will require approval of the Concerned Director.
3. The above rates will be effective from 28.09.2011.
(Circular No. 32/2011 dated 28.09.2011)

(U) Other General Conditions

1. The employee will not take up private practice or work during assignment period and shall not engage or be interested either directly or indirectly in any capacity, whatsoever, in any trade, business or occupation other than the business of IRCON.
2. The employee shall follow the laws of the land and pay customs duties livable in accordance with the extant regulations of the country of assignment.
3. This assignment can be terminated by the Managing Director/Project Incharge within 24 hours at any time without giving any reason thereof and employee can be repatriated to India. In case he is pre-maturely repatriated to India for reasons of misconduct or inefficiency, the cost of return passage will be recoverable from him by the Company on merits as may be decided by the Managing Director. Suitable penalty may be imposed by the MD in case of pre-mature repatriation due to misconduct.
4. Employee shall follow and abide by all instructions issued by the Managing Director, IRCON, New Delhi/Project Incharge or any of his authorised representatives from time to time for proper performance of the contract.
5. If an employee seeks premature repatriation to India on his own, IRCON may/may not pay the cost of return passage as decided by the Managing Director.
6. For any dues found outstanding against an employee including those wrongly sanctioned by the Project Authorities abroad & found to be recoverable after repatriation the same shall be realizable from him directly or through his parent organisation.
7. The employee will have to abide by the working hours and other local conditions relating to work as fixed by the Project Incharge.

8. It will be the responsibility of the employee to deposit, Identity Card counter-foil of used air tickets and any other documents issued by IRCON on his arrival at overseas project repatriation to India. The leave encashment and other dues will not be released till this is complied with.
9. Before proceeding abroad for this assignment employee will be required to undergo detailed medical examination by the doctor nominated by IRCON. If on arrival in the Foreign Country, he is found medically unfit and has to be repatriated, he shall have no claim on IRCON on this account.

Annexure-I**Revision of Foreign Salary (effective from 01.07.2011).**(Authority:198th BoD meeting held on 28th June, 2011)

Designation	IDA Scales	Bangladesh	Srilanka	Malaysia	Afghanistan	Algeria	Ethiopia	Mozambique [Tax-free]	INR
		Revised USD	Revised USD	Revised USD	Revised USD	Revised USD	Revised USD	Revised USD	Revised INR
		\$	\$	\$	\$	\$	\$	\$	r
GM	51300 - 73000	3,354	3,310	3,266	---	3,684	4,036	3,343	36500
AGM	43200 - 66000	3,007	2,952	2,952	4,096	3,293	3,711	3,106	27300
JGM	36600 - 62000	2,659	2,659	2,659	3,517	2,934	3,341	2,835	23100
DGM	32900 - 58000	2,318	2,307	2,307	3,165	2,549	2,901	2,406	18100
MGR	29100 - 54500	2,059	2,059	2,059	2,774	2,268	2,587	2,125	20400
DM	24900 - 50500	1,958	1,958	1,958	2,453	2,156	2,453	1,859	15500
AM	20600 - 46500	1,566	1,566	1,566	2,061	1,731	1,973	1,676	12800
AE / AO	16400 - 40500	1,471	1,471	1,471	1,911	1,631	1,867	1,592	10200
SE / SO	12300 - 24600	1,408	1,408	1,408	1,793	1,562	1,793	1,540	6200
JE	10700 - 21400	1,269	1,269	1,269	1,621	1,401	1,621	1,412	4900
Sr Astt.	8500 - 17000	950	950	950	1,203	1,049	1,203	1,049	4000
Assistant/Artisan	7500 - 15000	909	909	909	1,151	1,008	1,151	1,008	3300
Sec. Guard	7000 - 14000	755	755	755	953	832	953	832	3100
Sr. Mesgr.	6200 - 12400	757	757	757	955	834	955	834	2700
Mesger	6000 - 12000	680	680	680	867	757	867	757	2600

1. The salary of ED shall be fixed USD 500 higher than that of GM's salary and consolidated INR component higher by Rs. 5,000/-. An additional special allowance of USD 500 shall be payable to an ED if his substantive scale in parent office was higher than Ircon's ED scale.
2. This revision also includes an annual increment of 2% due on first July of 2011. The first increment now will be charged only from July 2012.
3. Indian Currency component consists of Domestic up-keep and maintenance

allowance and HRA. Domestic up-keep and maintenance allowance is a foreign posting incentive in lieu of PRP.

4. Revised foreign currency component shall not be lower than the existing.
5. An equivalence table as shown hereunder has also been introduced equating railway scales with Ircon. Thus, in future the salary of all the deputationists will be fixed accordingly.

Sl. No.	Designation	IDA Scale	Designation in Railway	Equivalent Railway Scale (Pay Band + Grade Pay)
1	Executive Director	62000 - 80000	N.A.	N.A.
2	General Manager	51300 - 73000	SAG	37400 - 67000 + 10000
3	Addl. General Manager	43200 - 66000	N.A.	N.A.
4	Jt. General Manager	36600 - 62000	SG	37400 - 67000 + 8700
5	Dy. General Manager	32900 - 58000	JAG	15600 - 39100 + 7600
6	Manager	29100 - 54500	Sr. Scale	15600 - 39100 + 6600
7	Dy. Manager	24900 - 50500	Jr. Scale	9300 - 34800 + 5400
8	A. M.	20600 - 46500	A. E. (Jr. Scale)	9300 - 34800 + 4800
9	A. E. / A. O.	16400 - 40500	S.S.E. / S. E. / Loco Insp.	9300 - 34800 + 4600
10	O.S. / S.O. / S.E.	12300 - 24600	N.A.	N.A.
11	J.E. / A.O.S. / Driver	10700 - 21400	JE-I / JE-II / MCM	9300 - 34800 + 4200
12	Sr. Assistant.	8500 - 17000	UDC. / M. C. M. / Artisan	5200 - 20200 + 2400
13	Draftsman - II	8000 - 16000	Draftsman - II	5200 - 20200 + 2000
14	Assistant	7500 - 15000	LDC	5200 - 20200 + 1900
15	Security Guard	7000 - 14000	Messenger / Mali / Helper / Gangman / Porter / Parcel Porter	5200 - 20200 + 1800
16	Sr.Messenger/Khalasi/BTF.	6200 - 12400	Khalasi / Messenger / Mali.	4440 - 7440 + 1650
17	Messenger / Khalasi / BTF.	6000 - 12000	Other Group - D	4440 - 7440 + 1400