

HQ-HR0RECT(MISC)/6/2022-HR-RECT/18091

Dated 25/10/2024

Note

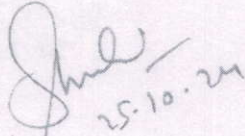
Sub: Information sought by Shri Neeraj Kumar, Vill-Guriyaripar, Po muther, Jehanabad
Pin: 804417

Ref: Reply of RTI No. 1020

In reference to the RTI cited above, point wise reply on desired information pertaining to the S&T cadre is as follows:-

Sl. no.	Question	Answer
1.	What to do if the CGM Units own request transfer letter in not sent to Corporate Office even after completion of 2 years residence period	Unit is may forwarding as per administrative requirement.
2.	What action can be taken if own request transfer letter is sent directly to the corporate office.	Application are being entertained after CGM approval as per administrative requirment.
3.	Can a disabled employee get transfer on priority basis	Copy of the policy attached.
4.	Provided Full details of own request transfer policy.	Copy of the policy attached.

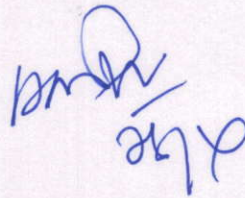
DGM/HR

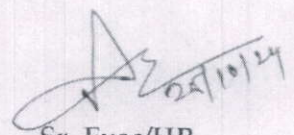

25.10.24

GM/HR



AGM/Admin (CPIO)




Sr. Exec/HR

पंजीकृत एवं कॉर्पोरेट कार्यालय : पांचवा तल, सुप्रीमकोर्ट, मेट्रोस्टेशनबिल्डिंगकॉम्प्लेक्स, नई दिल्ली 110001 -

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Section-V

Transfer

1. Initial posting and Request Transfer of officials

Following guidelines are laid down for consideration of cases related to initial posting of newly inducted officers/staff and request transfer of officials:-

1. Place of posting of newly inducted officials will be decided considering administrative requirement, vacancies, option given by the officials and seniority of the officials in the select list, Senior officials will be given preference for place of posting over his/her juniors, in the list.
2. Request transfer will not be considered unless officials have completed minimum two years of residency period at the place of posting except for the administrative reasons and exceptional circumstances to be recorded in writing. Any request for transfer on medical/humanitarian ground will be considered with the approval of MD.
3. Administrative requirement will always be of paramount importance in deciding the posting.

(Circular No. 06/2016 dated 15.09.2016)

2. Mutual Transfer

Guidelines for Mutual transfer rules for Employees of DFCCIL

1. Mutual transfer rules shall be applicable to:-
 - i) All permanent employees of the DFCCIL.
 - ii) These rules shall not apply to Deputationists, Consultants, Advisor, Casual/Daily rated employees and those on Service Contract.
2. Mutual Transfer shall be allowed between two employees holding same grades and cadre (viz Civil, S&T/Elect, etc) only i.e. and Executive/Civil or a Jr. Executive/S&T can seek mutual transfer with another Executive/Civil or a Jr. Executive/S&T respectively.
3. Procedure to be followed for mutual transfers in DFCCIL:-

S.No.	Activity	Time
i.	Forwarding of application by CGM unit in Project Offices/ Controlling officer in Corporate office to Corporate office HR. The forwarded application should convey the approval of the CGM/Controlling officer for the mutual request.	20 days
ii.	Processing of file by Corporate HR for obtaining approval of Competent Authority as defined in SOP for transfers.	15 days