

<b>RTI No.1330</b>		
Name of the Applicant – Shyam Sharma		
S.No	Information Sought	Reply
1	As per Order issued by DFCCIL that MTS has common cadre, can MTS apply for mutual transfer with other deptt. Of MTS for example Civil Deptt. MTS can apply with electrical Deptt. Of MTS	Transfer Policy of DFCCIL issued vide Circular No.22/2017 dated 28.11.2017 is attached.
2	After how many days of joining DFCCIL one MTS can apply for mutual transfer. Is there any time limit after joining one can apply for mutual transfer.	
3	What is the process of Mutual transfer from one unit to another unit.	
4	In how many days mutual transfer process take place for one unit to other unit and within unit. Is there any time frame for the process	
5	One MTS has joined DFCCIL on 24Dec2021 so after how many days of joining he/she can apply for mutual transfer.	
		RTI Act does not cast on the public authorities to answer queries in which the applicant elicits answers to questions.

Email has also been sent.

*[Signature]*  
27/12/2021  
Consultant /HR

JGM/Admin(CPIO)

*[Handwritten signature]*  
*[Handwritten signature]*  
27/12/21





डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.  
Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)  
(A Govt. of India Enterprise)

5<sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001

CIRCULAR No - 22/ 2017

**Subject: GUIDELINES FOR MUTUAL TRANSFER 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. an 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 Limit
i.	<b>Forwarding of application</b> by CPM unit in Project Offices / Controlling officer in Corporate office to Corporate Office HR. The forwarded application should convey the approval of the CPM/Controlling officer for the mutual request.	20 days
ii.	<b>Processing of file</b> by Corporate HR for obtaining approval of Competent authority as defined in SOP for transfers.	15 days
iii.	<b>Issue of Transfer order</b> to Concerned Units/Deptt concerned in CO by Corporate HR after receipt of Approval from the competent authority.	05 days
iv.	<b>Relieving / Sparing:-</b> Once a transfer order is issued, employees should be relieved within 01 month of the date of issue of transfer order by Corporate HR. This would be the responsibility of C.O. / Head of Department concerned under whom the staff is working.	One month
v.	<b>Dispatch of LPC / No dues by the relieving unit/office :-</b> HR nominated Official at the Unit will ensure that LPC / No dues are sent along with Relieving orders to the new Unit/Office etc.	One Month

4. **General Rules:**

- (a) Application for mutual transfer between employees working in different sub areas of a unit shall be dealt by the concerned CPM of that unit as per SOP on transfers.
- (b) There will be no effect on the seniority of the employees who undergo mutual transfer, since centralized seniority is maintained at DFCCIL.
- (c) No transfer benefits shall be admissible on mutual transfer.

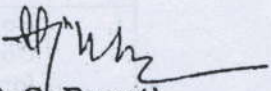


- (d) As the mutual transfers are ordered with the consent of both the employees, it should be made clear right at the time of forwarding the applications that no request for backtracking from mutual exchange arrangement will be entertained under any circumstances.

In case, any official backtracks from the mutual request, he shall be debarred for three years from requesting for any type of transfer.

- (e) Once a mutual transfer request has been approved and implemented, the official cannot request for another mutual transfer, till the time he is working in the same Unit for which his mutual transfer was accepted in the first place.
- (f) It may be ensured that forwarding of application in enclosed format is done only by CPMs in Units and Controlling official in Corporate office. No application should be sent directly to Corporate HR without proper forwarding and recommendation of the CPM/Controlling officer.
- (g) All applications for mutual transfer should be forwarded in the enclosed format to Corporate Office by 20<sup>th</sup> of every month along with D&AR/Vigilance Clearance of the officials .

DA : Format for mutual transfer application

  
(R. S. Rawat)  
JGM / HR

No. HQ/HR/TRANSFER POLICY/I

Date:-22.11.2017

Copy for kind information and necessary action to :-

1. Secy to MD for kind information of MD/DFCCIL.
2. Director/Fin, Director (PP), Director (OP&BD), Director (Infra) & CVO
3. ED/EDFC & ED/WDFC
4. All GGMs/GMs/CPMs
5. All AGMs/ACPMs/JGMs/DGMs - for wide circulation.