



डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2022/HQ/Admin/RTI-1356

New Delhi: 29.11.2022

Sh. Neeraj Kumar
Bihar

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

Reference: RTI application dated 29.10.2022 (Registration No. DFCCIL/R/E/22/01161) and received through DOPT portal.

Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought	Information provided
1.	1	Refer to the original RTI application	Relevant policy circular 06/2016 dated 15.09.2016 dated 01/2016 dated 15.07.2016 and 22/2017 dated 28.11.2017 are attached.
2.	2	dt.	Duty list of Junior Executive Electrical is enclosed.
3.	3	29.10.2022	Based on the seniority of the candidate and availability of vacancies.

First Appeal if any may be made to the First Appellate Authority within 30 days of receipt of reply. The name, designation & address of the First Appellate Authority is as under:

Mr. Gaurav Sharma
GM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001

(S.K. Panda)
JGM/Admn.(CPIO)
Mob.-9717636811
E-mail: skpanda@dfcc.co.in



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

5th 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.	Forwarding of application 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.	Processing of file by Corporate HR for obtaining approval of Competent authority as defined in SOP for transfers.	15 days
iii.	Issue of Transfer order to Concerned Units/Deptt concerned in CO by Corporate HR after receipt of Approval from the competent authority.	05 days
iv.	Relieving / Sparing:- 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.	Dispatch of LPC / No dues by the relieving unit/office :- 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:

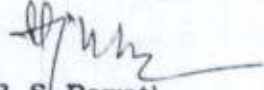
- (a) Application for mutual transfer between employees working in different sub areas of a unit shall be dealt by the concerned CPM of that unit as per SOP on transfers.
- (b) There will be no effect on the seniority of the employees who undergo mutual transfer, since centralized seniority is maintained 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 20th 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:-28.11.2017

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.

Annexure to Circular No -22 / 2017 dated 28.11.2017

(A) APPLICATION FOR MUTUAL TRANSFER (To be filled by the Employee):-

1. Name :
2. Designation:
3. E.Code:
4. Grade & Scale of Pay:-
5. DOB:-
6. Date of Joining in DFCCIL:
7. Present Place of Posting & Date of joining:
at present place of posting:
8. Educational/Professional Qualification
9. Transfer sought to :
10. Awards Received, if any:-

Employee to
paste a recent
passport size
photograph,

11. Particulars of employee with whom mutual transfer is sought:-

- i. Name :
- ii. Designation:
- iii. E.Code:
- iv. Grade & Scale of Pay
- v. DOB:-
- vi. Date of Joining in DFCCIL:
- vii. Present Place of Posting & Date of joining
at present place of posting:
- viii. Educational / Professional Qualification:
- ix. Transfer sought to :
- x. Awards Received, if any:-

I have read the guidelines for mutual transfer circulated vide Circular No-22/2017 dated 28.11.2017 and will abide by them. I will not seek transfer back to my present place of posting or to any other place in future in case of acceptance of this request, neither will I claim for transfer benefits. The above particulars are correct to the best of my knowledge and if any discrepancy is detected at a later stage, I shall be held responsible for the same and will be liable to be taken up under D&AR Rules of DFCCIL.

Place:-

Date:-

(Signature)

(B) To Be filled by the Forwarding Office:-

The above particulars have been checked and found to be correct.

There is no D&AR /Vigilance case pending against
Shri Desig:..... on date.

His application is forwarded to Corporate HR for consideration.
Any other Remarks/Recommendations:

Dealing official of the Unit



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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/Policy/Trans.

Date - 15.07.2016

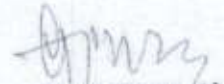
CIRCULAR No. 01/2016

Sub - Guidelines for initial posting of newly inducted officers/staff and request transfer of officials.

The issue relating to initial posting of newly inducted officers/staff and request transfer of officials has been considered and the following guidelines are laid down for considering such cases:-

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

This has the approval of competent authority.


(R S Rawat)

Jt. General Manager/HR-III

Copy to:-

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

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No. HQ/HR/Policy/Trans.

Date:- 15.09.16

CIRCULAR No.06/2016

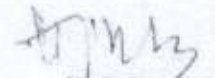
Sub: Guidelines for initial posting of newly inducted officials and request transfer of officials.

Ref: This office Circular no.01/2016 dated 15.07.16.

The revised guidelines for considering the issue relating to initial posting of newly inducted officials and request transfer of officials, are laid down as under:-

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.

This has the approval of Competent Authority.


(R.S.Rawat)

Jt. General Manager/HR-III

Copy to/-

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



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भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Ltd.
A Government of India (Ministry of Railways) Enterprise

HQ/EL/HR Management

Date- 02.11.2022

Chief General Managers

DFCCIL


Jaipur, Ajmer, Prayagraj(E),

Prayagraj (W), Ahemdabad

Sub: Duty list of Employees of the Electrical Department.


No organization can succeed unless efforts of employees are aligned with the organizational priorities. During various interactions with employees, it is found that they lack clarity regarding their roles and responsibilities. The roles and responsibilities of employees of the electrical department are being issued, so that they can meaningfully contribute in accomplishing overall organizational objectives.

Please circulate these Directives to all concerned employees of your unit.


2/11/2022
(Arvind Kumar Maurya)
GM/EL/TS

Copy to,

GGM/EL/EC-III, GGM/EL/EC-IV, GM/EL/WC-I - For information, please.
GM/HR- For record please

E mailed on 03.11.2022

Manager EL/CO

Annexure-D

Duties of Junior executives/Electrical (N5 -N7)

1. Every junior executive should be conversant with the safety rules pertaining to his work and be capable of independently attending to minor repair and adjustment work on OHE/PSI/E&M work. For this purpose he would be required to carry toolbox box with him wherever needed.
2. All jr. executives working in OHE shall look for the common types of defects on OHE when they are deputed for foot patrolling work and to report on defects noticed during such patrols to the reporting officers. He should also submit written report to their reporting officer in regard to foot patrolling and inspection work assigned to them.
3. All junior executives working in PSI should be able to carry out operation at switching stations on local control in an emergency under instructions from the TPC.
4. Junior executives OHE/PSI will take power blocks from TPC & deal with messages in connection with power blocks. All Jr Executives OHE/PSI will be issued competency certificates to take and cancel the power block.
5. Jr. Executive/OHE should make himself familiar with elementary sections of OHE in open route and yards in his jurisdiction. He should be able to isolate minimum faulty sections while availing the power blocks or while OHE is under break down.
6. Every junior executive should develop the ability to carry out the temporary repair in the event of breakdowns so as to restore traffic as quickly as possible and to deal with repairs necessary for all types of breakdowns.

The maintenance depot in-charge will ensure that sufficient numbers of junior executives/OHE who meet the eligibility requirement of tower wagon driver are given mandatory training for tower wagon driver. Trained junior executives nominated as tower wagon driver will work as tower wagon drivers and they will get various allowances as per policy circular no. 23/2021 of DFCCIL.

