



डेडीकेटेड फ्रेट कोरीडोर

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-1418

New Delhi: 21.12.2022

Sh. Devendra Kumar Meena
Rajasthan

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

Reference: RTI application dated 18.11.2022 (Registration No. DFCCCL/R/E/22/01216) and received through DOPT portal.

Your query involves;

Position of your request for transfer, copies of decisions on transfer, reasons for dealy, transfer policy, number of posts of MTS keyman and duty list of Keyman.

The matter since involves three ^{Offices/Directorates} [redacted] and information on the same is not available centrally the same cant not be provided under section 7(9) of RTI Act 2005. However, information obtained from two offices is attached.

Please be specific so that the CPIO can co-operate.

DA: 12 sheets

(S.K. Panda)

JGM/Admn.(CPIO)

Mob.-9717636811

E-mail: skpanda@dfcc.co.in



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डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया लि.
भारत सरकार (रेल मंत्रालय) का उपक्रम
Dedicated Freight corridor Corporation of India Ltd.
A Govt. of India (Ministry of Railways) Enterprise

No. AII/HR/RTI/2022/R-899

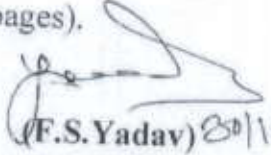
Date: 30-11-2022

Sh. S.K. Panda
JGM/admin/CPIO
DFCCIL
New Delhi-110001

Sub: -Information under RTI Act, 2005.

Ref:- Co Letter No. 2021/HQ/ADMIN/RTI-1418 dated 23.11.2022

Required information through RTI application Sh. Devendra Kumar Meena, as submitted dated 23.11.2022, asking requisite information under RTI Act, 2005 received vide letter referred to above, is furnished as enclosed (08 pages).


(F.S. Yadav) 30/11/22
Dy.CPM/EL
DFCCIL, Ajmer

No. AII/HR/RTI/2022/R-899

Date: 29 -11-2022

Sub: - Information under RTI Act, 2005

Ref:- Co Letter No. 2021/HQ/ADMIN/RTI-1418 dated 23.11.2022

Required information through RTI application Sh. Devendra Kumar Meena, as submitted dated 23.11.2022, asking requisite information under RTI Act, 2005 received vide letter referred to above, is furnished as below :-

Sr.No	Item No.	Information Sought	Information provided details
1	1	Name noting s.no	Name noting serial no. is 4 of Sh. Devendra Kumar Meena
2	2	Sc/st transfer policy	Policy section co may be referred
3	3	MTS Keymen duty list	MTS duty list attached

BB
29.11.22
BRATATI BANERJEE
JM/HR
AJMER



डेडिकेटेड फ्रेट कॉरीडोर कॉर्पोरेशन ऑफ इंडिया लिमिटेड
भारत सरकार (रेलमंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India Ltd.
India (Ministry of Railways) Enterprise

No.HQ/HR/Duty-List/MTS.

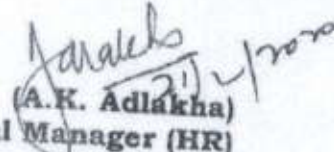
Dated: 21.02.2020.

Sub: Duty list of Multi-Tasking Staff (MTS).

In order to provide MTS with broader knowledge base across all disciplines so as to have versatile skills, it has been decided to adopt a common cadre and seniority for all Multi-Tasking Staff (MTS) posted across/recruited for various departments. Accordingly, the duty list of MTS is enclosed as Annexure-A.

2. This issues with the approval of the Competent Authority.

DA/As above.


(A.K. Adlakha)
Dy. General Manager (HR)

- Copy to: 1. Secy. to MD for kind information of MD.
2. Director/PP, Director/Fin., Director/OP&BD, Director/Infra & CVO.
3. ED/EDFC, ED/WDFC.
4. All GGMs/GMs/CGMs/GM (Co-ord).
5. DGM/HR, All HR officials (CO & Units)
6. Manager/IT.
7. Cadre File.

Regd. & Corporate Office: 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi-110001
Tel.: +91-11-23454700, Fax: 011-23454701, Web: www.dfccil.gov.in CIN: U60232 DL 2006 GOI 155068

Duties of MTS:-

Brief duties of MTS includes but not limited to the followings:-

1. Opening & closing of rooms. Cleaning of rooms/areas, fixtures & dusting of furniture etc. Cleaning including housekeeping of buildings at the stations, IMDs, IMSDs, staff quarters, service buildings, running rooms, etc.
2. Upkeep of parks, lawns, potted plants, etc., if required.
3. Carrying tools/plants from one place to another for attending maintenance work.
4. Minor digging & earthwork works during maintenance if required in case of exigencies.
5. Responsible for delivering of dak and Carrying of files & others papers from one place to other or delivering to someone in the office/unit or some other place outside the office/unit.
6. Assisting in routine office work like diary, dispatch etc. including working on computer.
7. Doing the Print, Photocopy & sending of FAX etc.
8. Proper upkeep of hard records of installations/sections/stations/office, if any.
9. Others non-clerical work in the Section/Unit.
10. Entertaining official and Visitors.
11. Driving of vehicles, if in possession of valid driving license.
12. Minor painting works if needed.
13. Oiling and greasing of mechanical part of signaling, LC gate, electrical, P-way fittings like switches, SSDs, SEJs etc. & other similar gears.
14. General lookout of the section from safety point of view and informing in case of any intrusion or outside interference or unusual to the reporting officer.
15. Regular patrolling during any season as directed by the superior authority so as to avoid any intrusion or outside interference.
16. Schedule patrolling of beat as per requirements of track, OHE, S&T cables, gears & installations etc.
17. General cleanliness & upkeep of the Track, Bridges, Stations, Colonies, IMDs, IMSDs, S&T and Electrical Installations, gears, equipment rooms, etc.
18. Work to the level of his/her ITI qualifications in areas of his/her duties.
19. Cleaning of equipment pertaining to S&T, Electrical and Civil and duly taking necessary precaution in regards to safety.
20. Cleaning, top up etc for batteries upkeep.
21. Changing of light fittings.

J. Malek
21/2/2020

22. Attending to works pertaining to operation & maintenance of Civil Engineering Assets, OHE, TSS etc.
23. Operation of electrical equipment including DG sets & its related activities at stations and in between sections as per order of in charges.
24. Working with track & other testing machines.
25. Attending to maintenance sites, removal & recouplement of ballast, manual packing of track & turnouts, related earth works, recouplement of missing fittings, recouping of missing signage, replacement/maneuvering of sleepers, cess repair, etc.
26. Attending rail/weld fractures and distressing associated with it.
27. Drainage maintenance including improving drainage, cleaning of drains of Track including at RUBs.
28. Jungle cleaning and de-weeding, if needed.
29. Water supply and sanitation works.
30. Cleaning of water ways and attending structures of the bridge.
31. Keeping points & switches clean of obstructions & ballast.
32. Handing over paper authorities to train crew.
33. Cranking of points. Clamping & padlocking of switches.
34. Loco attachment/detachment, resumption of break power including related activities like connecting hose pipes, securing hanging parts, if any and any other rolling stock related activities.
35. Assisting in preparation of vehicle consists, taking numbers & assisting the executives in train operations.
36. Any other work assigned by the superior authority.

J. Mahesh
21/2/2022

Subject:- Transfer requests/applications of employees from Ajmer unit to other units and Within unit.

The following officials have applied for their transfer from Ajmer unit to other units at their own request due to reasons mentioned in their applications. As per guidelines issue by the corporate office vide their circular No. 06/2016 dated. 15.09.16, request transfer will not be considered unless officials has completed minimum two years of residency period at place of posting except for the administrative reason and exceptional circumstances to be recorded in writing. Any request for transfer on medical/humanitarian ground will be considered with the approval of MD.

Sr.no	NAME S/Sh.	Emp.Code & Design.	Posted at	Transfer sought.	DOA-Two years completed on	Remarks by Controlling officer
1	Navraj Dixit	101457 Exe.(Civil)	New Srimirgarh	Tundla /Allahbad	15.02.2019 (14.02.2021)	Sh.Vivek Kala PM/Civil/Ajmer
2	Piyush Kamal Nilay	101827 Jr.Exe./Civil	Aburoad	Mugalsarai (DDU)	19.07.2019 (18.07.2021)	
3	Nitin Sangwan	101669 Jr.Exe./Civil	Sri Amirgarh	Noida/CO	15.05.2019 (14.05.2020)	
4	Ajay Bhukar	101859 Exe./Elect.	New Marwar	Jaipur unit	12.09.2019 (12.09.2021)	
5	Singh Surajkant Karunesh	101962 Exe/S&T	Swarupganj	Vadodara Unit	11.10.2019 (11.10.2021)	Sh.F.S.Yadav Dy.CPM/EL Sh.A.K.Choyal GM/S&T
6	Vinay Yadav	102044 Exe./OP&BD	New Haripur	Noida /Ambala	08.11.2019 (07.11.2021)	Sh.Vivek Kala PM/Civil
7	Kamlesh Kumar Singh	101944 Exe.(OP&BD)	New Palanpur	Mugalsarai(DDU), Kolkata	10.10.2019 (09.10.2021)	
8	Mahendra Prasad Mahto	102245 MTS/OP&BD	New Palanpur	Kolkata	21.01.2020 (20.01.2022)	
9	Jitendra Rajbhar	101304 MTS /OP&BD	Sri Amirgarh	Mugalsarai(DDU)	10.11.2017 (10.11.2019)	
10	Amaresh Kumar	102497 MTS /OP&BD	NEW BIROLIYA	Mugalsarai(DDU)	11.12.2020 (10.12.2022)	
11	Virmani Kumar	102733 MTS/Civil	Mawal	Mugalsarai(DDU)	17.06.2021 (16.06.2023)	
12	Yogesh Kumar	102481 MTS /OP&BD	Beawar	New Ateli/JP	11.12.2020 (10.12.2022)	
13	Magarke Rajesh Pansram	102692 MTS /Civil	Moribera	Vadodara/ Mumbai/ Surat	16.04.2021 (15.04.2023)	
14	Sanjeev Kumar	102684 MTS/Civil	Nana	Mugalsarai (DDU)	16.04.2021 (15.04.2023)	
15	Dakshesh	102263 MTS (Civil)	New Jawali	Nagpur/Vadodara/ ADI	28.01.2020 (27.01.2022)	
16	Ajeet Kumar	102477 MTS /OP&BD	New Banas	Mugalsarai (DDU)	11.12.2020 (10.12.2022)	
17	Bimal Biswas	102637 MTS/ Civil	New Haripur	Kolkata	13.04.2021 (12.04.2023)	
18	Jeetendra Kumar Rauta	102921 MTS(Elect.)	New Keshavaganj	EDFC	10.09.2021 (09.09.2023)	
19	Sagar Kumar Das	102830 MTS/Electrical	New Palanpur	Kolkata	13.07.2021 (12.07.2023)	
20	Pranay Kumar Nayak	102772 MTS(S&T)	New Keshavaganj	Noida (Delhi)	22.06.2021 (21.06.2023)	
21	Rajkishor kumar	102920 MTS /S&T	New Keshavaganj	New Delhi	10.09.2021 (09.09.2023)	
WITHIN UNIT						
Sr.no	NAME S/Sh.	Emp.Code & Design.	Posted at	Transfer sought.	DOA-Two years completed on	Remarks by Controlling officer
1	Devi Singh	101218 MTS (Civil)	New Marwar	Ajmer/Control	11.08.2017 (10.08.2019)	Sh. Naveen Kumar Dy.CPM/Engg./Ajmer
2	Vijay Kathat	101701 Jr.Exe.(Civil)	New Chandawal	Bangurgram/Saradhna	16.05.2019 (15.05.2021)	
3	Rampal Kaswan	102791 MTS (Civil)	New Jawali	Ajmer	24.06.2021 (23.06.2023)	Sh.Vivek Kala PM/Civil
4	Devendra Kumar Meena	102747 MTS (Civil)	New Swarupganj	Ajmer, Marwar	18.06.2021 (17.06.2023)	
5	Lokendra singh	102765 MTS (Civil)	New Jawali	New Jawali	26.06.2021 (25.06.2023)	
6	Darmendra Meena	102761 MTS (Civil)	New Keshavaganj	New Saradhna/New Phulera	26.06.2021 (25.06.2023)	
7	Mukesh Kumar Yadav	102572 MTS OP&BD	New Jawali	Marwar/BNGM/New Saradhna	12.03.2021 (11.03.2023)	

29/11/22

Note

No. HQ/HR/CMER/RTI

Dated: 16.12.2022

RTI -1418

Name of the Applicant – Devendra Kumar Meena		
S.No	Information Sought	Reply
1.	Transfer Policy of SC/ST candidates?	Relevant Policy Circulars No. 22/2017, 01/2016 dated 15.07.2016 & 06/2016 dated 15.09.16 are attached.

Ref: No. 2022/HQ/Admin/RTI-1418

Devendra
16/12/2022

DGM/HR

JGM/Admin(CPIO)



डिडीफ्रेट क्रेड कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.
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:- 15.09.16

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.



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.
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

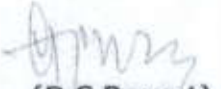
CIRCULAR No. 01/2016

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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(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

- Mutual transfer rules shall be applicable to:
 - All permanent employees of the DFCCIL.
 - These rules shall not apply to Deputationists, Consultants, Advisor, Casual/daily rated employees and those on Service Contract.
- 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:**

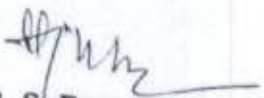
- Application for mutual transfer between employees working in different sub areas of a unit shall be dealt by the concerned CPM of that unit as per SOP on transfers.
- There will be no effect on the seniority of the employees who undergo mutual transfer, since centralized seniority is maintained at DFCCIL.
- 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/1

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.

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:-
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:-

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

(Signature)

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:

CPM (Controlling Officer in CO)

Dealing official of the Unit

Employee to
paste a recent
passport size
photograph,

Email

SusantaKumar Panda

Interim Reply

From : SusantaKumar Panda <skpanda@dfcc.co.in>

Fri, Dec 16, 2022 04:32 PM

Subject : Interim Reply

To : devendrakumarmeena761@gmail.com

Dear applicant,

Your RTI application has been sent to the office concerned for obtaining information which has not yet received at CPIO's office.

You will be provided with information as soon as possible. The delay, if any, is regretted.

सादर,

एस.के.पांडा

संयुक्त महाप्रबंधक /प्रशा. (ज. सू. अ.)

डीएफसीसीआईएल

Regards,

S.K. Panda

JGM / Admin/CPIO

DFCCIL