



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2025/HQ/Admin/RTI-16

New Delhi: 07.03.2025

Sh. Neeraj Kumar
Bihar

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

Reference: 1. RTI application dated 05.01.2025 (Registration No. DFCCIL/R/E/25/00016) and received through DOPT portal.

2. CPIO's online response dated 03.02.2025.

You have deposited the amount of Rs. 18/- on 02.03.2025. In continuation to this office letter of even number dated 27.02.2025, information, as received from concerned record holding office, as under;

S. No	Point No.	Information sought	Information provided
1.	1	Refer to the original RTI application dt. 05.01.2025	It is stated that Mr. Neeraj Kumar has not completed the stipulated 2 years of service in this unit, therefore his application cannot be considered at this time.
2.	2		It is stated that the public authority is only required to provide information not to resolve question/queries, under RTI Act 2005.
3.	3		Case was put up as per DFCCIL policy.
4.	4, 5 & 6		Relevant policy circulars are attached.

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;

Sh. D. L. Yadav
GM/Administration DFCCIL,
5th, Floor, Supreme Court Metro Station
Building, Pragati Maidan,
New Delhi- 110001

DA: 12 sheets.

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

Note # 135

संदर्भ: नोट क्र.93 से 100 और पृष्ठ संख्या - 141 से 145 ।
विषय: अहमदाबाद इकाई से अन्य इकाई में स्वयं के स्थानांतरण हेतु ।

कृपया अहमदाबाद इकाई से अन्य इकाई में स्वयं के स्थानांतरण के संबंध में निम्नलिखित विद्युत विभाग के कर्मचारियों से प्राप्त आवेदनों पर ध्यान दें और जो पृष्ठ संख्या - 141 से 145 पर रखा गया है। कर्मचारियों ने अहमदाबाद इकाई से अन्य इकाई में स्वयं के स्थानांतरण के लिए अनुरोध किया है। उस विवरण नीचे है :

क्र.	कर्मचारी संख्या	कर्मचारीचे नाव	पदनाम एवं तैनाती व स्थान	कॉर्पोरेट कार्यालय में नियुक्ति की दिनांक	अहमदाबाद इकाई में नियुक्ति की दिनांक	अन्य स्टेशन पर/इकाई में स्थानांतरण हेतु आवेदन	टिप्पणी	पृष्ठ संख्या
1	103774	Shri Neeraj Kumar	Jr.Exe./Elect./OC C	-	08.04.2024	DDU/ OCC-PRYJ	कर्मचारी की नियुक्ति "अपंग व्यक्ती (PWD)" रूप में हुई है	141

इस संबंध में यह उल्लेख करना है कि, श्री. नीरज कुमार, कनिष्ठ कार्यकारी/विद्युत (कर्मचारी संख्या-103774) मुंबई (उत्तर) इकाई से प्रशासनिक आधार पर स्थानांतरण हो कर दिनांक 08.04.2024 को अहमदाबाद इकाई में शामिल हुए थे । तदनुसार, कर्मचारी ने तैनाती स्थान पर 02 वर्ष की सेवा पूरी नहीं की है।

स्थानांतरण रजिस्टर की प्रति पृष्ठ क्र.145 पर रखी है।

डीएफसीसीआईएल-कॉर्पोरेट कार्यालय परिपत्र संख्या 06/2016 दिनांक 15.09.2016 के अनुसार "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" (पृष्ठ संख्या - 01).

उप महाप्रबंधक/मा.सं. से अनुरोध है की, इस फ़ाइल को महाप्रबंधक/विद्युत के टिप्पणी हेतु और आगे के निर्णय के लिए मुख्य महाप्रबंधक/ अहमदाबाद को अग्रेषित करें।

28/12/2024 04:05 pm

GANESH SHANKAR MANGALKAR
MTS/HR/ADI

Note # 136

कृपया अवलोकन करे श्री नीरज कुमार ने इस यूनिट पर नियमानुसार 2 वर्ष की सेवा पूरी नहीं की है कृपया आदेशारथ

30/12/2024 10:38 am

RAJENDRA KUMAR UPADHYAY
DGM/HR/ADI

Note # 137

there is shortage of staff , this time application can not be considered .

31/12/2024 10:57 am

GOVIND PRASAD SAINI
GM/ELECT/ADI

Note # 138

kindly peruse pl

31/12/2024 12:31 pm

RAJENDRA KUMAR UPADHYAY
DGM/HR/ADI

Note # 139

श्री नीरज कुमार ने इस यूनिट पर नियमानुसार 2 वर्ष की सेवा पूरी नहीं की है अतः इनके आवेदन पर अभी विचार नहीं किया जा सकता है।

31/12/2024 05:54 pm

MANISH AWASTHY
CGM/ADI

Note # 140

परदन करे

31/12/2024 06:05 pm

RAJENDRA KUMAR UPADHYAY
DGM/HR/ADI



डेडीकेटेड फ्रेट कोरीडोर

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Dedicated Freight Corridor Corporation of India Limited

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

No. HQ-HROCOPO(HRP)/8/2020-HR-COORD AND POLICY

Dated: 01.05.2020

Equal Opportunity Policy for Persons with Disabilities (PwD) in DFCCIL

Consequent upon issue of instructions and guidelines on the "Rights of Persons with Disabilities" under the relevant Act & Rules the subject was under consideration for having a policy on the subject laid down in DFCCIL. With the approval of the competent authority the following policy is hereby issued for strict compliance.

I. Preamble

This policy applies to all DFCCIL employees and operations. DFCCIL aims to create employment opportunities such that all employees achieve their full potential. DFCCIL endeavors to maintain conducive and harmonious work environment to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for his or her integrity with others.

II. Policy

The Equal Opportunity Policy is in accordance with the provisions of "The Rights of Persons with Disabilities Act, 2016".

It is the policy of DFCCIL to provide equal employment opportunities, without any discrimination on the grounds of disability. The Company strives to maintain a work environment that is free from any harassment/discrimination based on above considerations.

The Equal Opportunity Policy will be consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

III. Equal Opportunities for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017, it is Company's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive

[Handwritten signature]

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Word..... P. 2/-

environment is provided to persons with disabilities to perform their roles and excel in the same.

IV. Facilities and Amenities

The Company will build systems and processes to ensure:

- i. That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
- ii. That provision is made for an accessible environment and of availability of assistive devices as required.
- iii. That a liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
- iv. That a Grievance Redressal mechanism for addressing the matters related to the employment of employees including persons with disabilities is available. That the Management will ensure that any grievance concerning selection of person(s) with disability, training, promotion, transfer, posting, leave and preference in accommodation allocation etc. is dealt with in fair and equitable manner free from any discrimination.

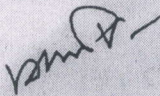
V. Recruitment and Training

Reservation in appointments is provided as per Government of India instructions issued from time to time against posts which are identified for persons with disabilities, in keeping with the spirit of the Ministry of Social Justice and Empowerment Notification in the matter. The candidates with necessary disability certificate issued by the Competent Authority in accordance with the Act are considered for identified positions.

As per Learning and Development Policy of DFCCIL, post recruitment and pre-promotion training facilities will be organized for persons with disabilities. Training programs will also be organized for them, keeping in view any change in job, introduction of new technology, after promotion of the employee etc. The venue of the training will be fixed as considered suitable for such training.

VI. Appointment of Liaison Officer

HR in charge in the field units will be the Liaison Officer in respect of PwD employees in field units. HR in charge of welfare in Corporate Office will be the liaison officer for PwD employees in Corporate Office. Liaison Officer shall ensure compliance



2

hrd ... P. 3 /

of guidelines/instructions issued for persons with disabilities. The contact details of Liaison Officer (PwD) shall be displayed on company website/intranet.

The Liaison officer will be responsible for: -

- i. Ensuring a PwD friendly workplace.
- ii. Ensuring reservation of posts for PwDs as per Govt. of India Rules
- iii. Ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy; and
- iv. Developing proactive strategies to prevent discrimination and harassment

VII. Preference in Transfer and Posting

The request of persons with disabilities for intra-transfer/posting will be supportively considered to the extent possible, for optimally utilizing their services.

VIII. Grievance Redressal Officer

CGM/GM-Coordination will be the Grievance Redressal Officer in respect of PwD employees in field units. GGM/GM (HR) will be the Grievance Redressal Officer for PwD employees in Corporate Office. The Grievance Redressal Officer will be mandated to keep the records of complaints etc. as per Rule 10 of "Rights of Persons with Disabilities, Rules, 2017".

IX. Maintenance of Records of Persons with Disabilities

DFCCIL shall maintain records of persons with disability in the form and manner as prescribed in Chapter IV, Rule 9 of "Rights of Persons with Disabilities, Rules, 2017."

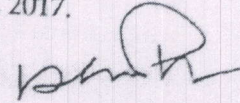
X. Responsibility

- i. DFCCIL Management is responsible for giving effect to this policy.
- ii. Each field unit is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- iii. HR Department has the functional responsibility of assuring compliance with Company policy, developing, coordinating and implementing all programs, and reporting findings and progress.
- iv. Any employee who violates this policy, or, in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under DFCCIL Discipline and Appeal Rules.
- v. The Liaison Officer is accountable to the Director -In-Charge of HR of the Company to oversee and promote this policy.

XI. Communication of Policy

- i. This policy will be available to all employees via the Company website, DFCCIL Employee Portal and Intranet.
- ii. Suitable material will be included in Company publications, conferences and training programs.
- iii. All HR literature and employment advertisements will indicate that the Company is an Equal Opportunity Employer.

The above policy is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017.



(Susanta Kumar Panda)

Dy. General Manager/HR&Admin

Copy to -

1. Secy to MD, for kind information of MD
2. Director/PP, Director/OP&BD, Director/Finance
3. ED/EDFC, ED/WDFC
4. All GGMs/GMs /CGMs/GM-CO for information of all employees
5. Manager/IT - for placing the order on website/ intranet.
6. Concerned Policy file.



डेडीकेटेड फ्रेट कोरीडोर

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

संख्या: डीएफसी/ अहमदाबाद/ विषय फाइल/ 56


दिनांक 25.07.2024

श्री नीरज कुमार,
कनिष्ठ कार्यकारी/विद्युत,
(कर्मचारी क्र. 103774)
ओसीसी/ अहमदाबाद इकाई

विषय: अहमदाबाद इकाई से अन्य इकाई में स्वयं के स्थानांतरण हेतु।
संदर्भ: आपका दिनांक 26.06.2024 का आवेदन।

उक्त विषय के सम्बंध में आपको सूचित किया जाता है की, आपके आवेदन को सक्षम प्राधिकारी को प्रस्तुत किया गया। जिस पर सक्षम प्राधिकारी के द्वारा विचार करते हुए कॉर्पोरेट कार्यालय को अग्रेषित करने हेतु सहमति प्रदान नहीं की गई।

आपको सूचनार्थ प्रेषित।


25/07/2024
(पंकज सागर)
कनिष्ठ परियोजना प्रबंधक/ मानव संसाधन
अहमदाबाद इकाई



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

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.

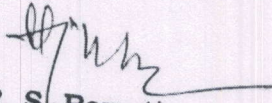
In case, any official backtracks from the mutual request, he shall be debarred for three years from requesting for any type of transfer.

(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

Date:-28.11.2017

No. HQ/HR/TRANSFER POLICY/I

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,



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डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ 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

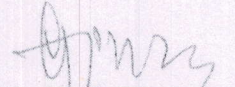
CIRCULAR No. 01/2016

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



डेडीफ्रेट कॅरिडोर

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(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

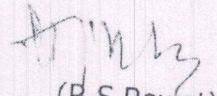
Sub: Guidelines for initial posting of newly inducted officials and request transfer of officials.

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.