



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. 2021/HQ/Admin/RTI-221

New Delhi: 13.04.2021

Sh. Pawan Choudhary  
Rajasthan

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

Reference: Your online RTI application dated 13.04.2021 (Registration No. DFCCIL/R/E/21/00137) received through DOPT.

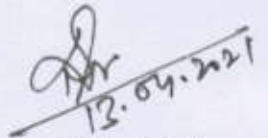
Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought for	Information provided
1.	1	Refer to the original RTI application dt. 13.04.2021	Guidelines for Mutual Transfer is enclosed.
2.	2		Transfer on spouse ground is not there in DFCCIL HR Manual.

Hope the above information is complete and satisfactory. If not, then you can appeal within 30 days of receipt of the letter to the 1st Appellate Authority whose name and address is as under;

**Ms. R. P. Chhibber**  
GGM/Administration DFCCIL,  
5th Floor, Supreme Court Metro Station Building,  
Pragati Maidan, New Delhi-110001.

DA: 02 pages

  
13.04.2021

(S.K. Roy)  
Dy. G.M/Admn.(PIO)  
E-mail: skroy@dfcc.co.in  
011-23454707



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(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

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:

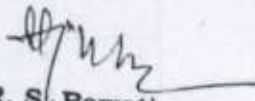
- (a) Application for mutual transfer between employees working in different sub areas of a unit shall be dealt by the concerned CPM of that unit as per SOP on transfers.
- (b) There will be no effect on the seniority of the employees who undergo mutual transfer, since centralized seniority is maintained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

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.