



Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

5th Floor, Pragati Maidan, Metro Station Building Complex, New Delhi- 110001
Corporate Identity Number U60232DL2006GOI155068 Web:

www.dfccil.gov.in

No. 2019/HQ/Admin/RTI-407

New Delhi: 24.06.2019

Sh. Bhanu Singh
UP

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

Reference: Your RTI Application dated 04.06.19 received through DOPT.

Information i. r. o. your above RTI application as received is attached.

1st Appellate Authority whose name and address is as under;

Shri Satish Kothari, GGM/Administration DFCCIL,
5th Floor, Pragati Maidan Metro Station Building, New Delhi-110001.

(S.K.PANDA)

Dy. G.M/Admn.(PIO)

E-mail: skpanda@dfcc.co.in

9717636811

DA: 08 sheets.



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/2017/RTI -I

Date: 21.06.2019

Sub: RTI application of Shri Bhanu Pratap, R/O Vill post Chhiraka, tahsil maudaha, hamirpur, Pin:210504

Ref: DGM/Admn(PIO)'s letter number 2019/HQ/Admin/RTI-407 dated 06.06.2019;

In reference to DGM/RTI's note under reference, reply to item-4 & 5 is given below, which may be forwarded: -

Item No	Query	Reply
1.	Full detail of Mutual Transfer Policy	Circular No-22/2017 dated:28.11.2017 and necessary documents - copy of sop. (enclosed as Annexure-A & B)
2.	After Joining Mutual Transfer Time duration with distance	
3.	Condition of mutual Transfer	
4.	Process for mutual Transfer.	
5.	Who have final authority for mutual transfer.	
6.	After completion of probation period for on request transfer policy	Circular no-01/2016 & Circular no-06/2016 (enclosed as Annexure-C)
7.	Transfer policy for working spouse (Central govt. state govt)	

AM/HR
AM/HR

~~JGM/HR~~

~~DGM/PIO~~

Hindi version is not available. Translation needs to be done which requires time and mbr. The inf. as available may be sent now.

21/6

7/6/19
21/6/19



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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 / Sparring:- 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:

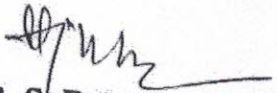
- (a) Application for mutual transfer between employees working in different sub areas of a unit shall be dealt by the concerned CPM of that unit as per SOP on transfers.
- (b) There will be no effect on the seniority of the employees who undergo mutual transfer, since centralized seniority is maintained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

Employee to
paste a recent
passport size
photograph,

- 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:

Dealing official of the Unit

CPM (Controlling Officer in CO)

Sl. No.	Subject	Director	ED	GGM/GM	CPM	AGM/JGM/ACPM/ Dy. CPM	DGM/PM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(ii)	Maternity and Paternity Leave	Full Powers	Full Powers	Full powers	Full powers	NIL	NIL	Powers to be exercised by the Concerned Officers and Respective Directors.
(iii)	Any other kind of Leave including Ex-India Leave.	Full Powers	NIL	NIL	NIL	NIL	NIL	a) As per Corporate Policy. b) Powers to be exercised by the Respective Directors.
(iv)	Recall from Leave	Full Powers	Full Powers Upto AGM/ Dy. CPM	Full Powers Upto AGM	Full Powers Upto Dy. CPM	Full Powers for Officers working under them.	NIL	Powers to be exercised by the Concerned Officers and Respective Directors.
(v)	Encashment of leave	Full Powers	Full Powers	Full Powers	NIL	NIL	NIL	Powers to be exercised by Officers Incharge of HR as per Approved Policy.
E4.3	Conversion of LWP into Sanctioned LAP/EOU/LND	Full Powers	Full Powers Upto AGM/ Dy. CPM	Full Powers Upto AGM	Full Powers Upto PM	NIL	NIL	Powers to be exercised by the Concerned Officers and Respective Directors as per approved policy.
E5	Transfers							
E5.1	Within the Unit	Full powers	Full Powers in respect of officials under them.	Full powers in respect of officials under them	Full powers in respect of officials under them	Full powers in respect of officials under them	NIL	a) Unit is defined as the controlling unit e.g. CPM's Unit, Admin, HR etc. b) Powers to be exercised by the Concerned Officers and Respective Directors.

Sl. No.	Subject	Director	ED	GGM/GM	CPM	AGM/JGM/ACPM/ Dy. CPM	DGM/PM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
ES.2	Outside Unit	Full Powers Upto DGM/PM	NIL	NIL	NIL	NIL	NIL	a) Unit is defined as the controlling unit e.g. CPM's Unit, Admin., HR etc. b) Powers to be exercised by Respective Directors. To be processed by HR Department.
EG	Pay & Allowances							
EG.1	Fixation of Pay & Allowances	Full Powers	Full Powers	Full Powers	NIL	NIL	NIL	a) With finance concurrence. b) Powers to be exercised by Officers Incharge of HR in the Corporate Office.
To be exercised as per extent instructions. Sanctions/payments shall be through Corporate Office by HR Department.								
EG.2	Sanctioning of Payments and Allowances							
(i)	Sanctioning of Reimbursement of Misc. Allowances for purchase of Items, Club Membership Fee, Briefcase, Telephone Instrument i.e. Mobile/ Landline etc.	Full Powers	Full Powers	Full Powers	Full Powers for officers under including their own.	Upto DGM For CPM Offices Full Powers for officers working under them.	NIL	a) As per entitlement. b) Powers to be exercised by Officers Incharge of HR in the Corporate Office and the Nominated Officers by the CPM in the Field Units.
(ii)	All Medical Reimbursements & Advances.	Upto Rs. 2 Lakh	Upto Rs. 1,50,000/-	Upto Rs. 1,00,000/-	Upto Rs. 50,000/-	NIL	NIL	a) Finance Concurrence of DF is required for amount exceeding Rs. 1,00,000/-.
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(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001

Amerex - (R)

No. HQ/HR/Policy/Trans.

Date - 15.07.2016

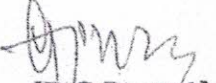
CIRCULAR No. 01/2016

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

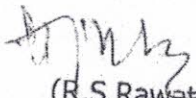
Sub: Guidelines for initial posting of newly inducted officials and request transfer of officials.

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.