

**RTI NO - DFCCIL/R/E/24/00700 RTI NO - 866 dated-22.08.2024**

Sl. No.	Admin No./Question No.	Information Sought	Information Provided
1.	1.	Mutual Transfer hone me kitna time lagta hain.	Office Order No. 22/2017 dated 28.11.2027 enclosed.
2.	2.	Vijendra Kumar Emp 102961 (BRC) mene mutual transfer ki file 04/06/2024 ko Vadodara unit me submit kar di thi par abhi tak mutual transfer nhi huaa hain	<del>Under Process.</del> No information has been sought.
3.	3.	Mera Mutual Transfer hone me kitna time or lagega.	<del>This This</del> Answer of question like 'Kitna time' 'Tapega' does not come under purview of RTI Act

DGM/HR

*Shukla*  
02.9.24

*No information has been sought.*  
*This This Answer of question like 'Kitna time' 'Tapega' does not come under purview of RTI Act*  
Sr.Executive/HR

*Section check RTI*

GM/HR/CO

*(h/v 2109/24)*

AGM/Admin (PIO)



डेडीकेटेड फ्रेट कोरीडोर

# डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि. Dedicated Freight Corridor Corporation of India Limited

(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 / Sparring:-</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

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.