



डेडिकेटेड फ्रेट कोरीडोर

# डेडिकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लिमिटेड भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

HQ-HR0RECT(MISC)/6/2022-HR-RECT (EC 32868)

Dated 25/07/2025

## Note

**Sub:** Information sought by Sh. Ankit, vill-hindol, vpo-sanwar, Pin code-127042, state-Haryana. Pin: 127042

**Ref:** Reply of RTI No.456

In reference to the RTI cited above, point wise reply on desired information pertaining to the S&T cadre is as follows: -

Sl. no.	Question	Answer
1.	Please provide the total number of employees whose transfer requests are currently pending within the Jr. Exe/S&T as of the date of this application.	As per available records, 18 Junior Executives are awaiting transfer to their requested place.
2.	Amongst the pending transfer requests mentioned in point 1, what is my current rank or position in the seniority/priority list for transfer to Jaipur & Ambala Unit	There is no provision for maintaining a priority register for transfer requests. The administration decides on transfers as per its administrative needs.
3.	What are the criteria or rules followed for assigning ranks or priorities for inter departmental intra-departmental transfers Please provide a copy of the relevant rules/regulations guidelines governing the same	Transfer policy of DFCCIL is being enclosed.
4.	What is the expected timeline for the processing and approval of pending transfer requests, specifically for those ranked similarly to my position?	
5.	Please provide the official file number/reference number assigned to my transfer application	Three-office file having CN 23130
6.	Please provide the list of employees whose transfer requests are currently pending within the Jr. Exe S&T as of the date of this application	Third party information.

DGM/HR

GM/HR

AGM/Admin (CPIO)

Sr. Exec/HR

पंजीकृत कार्यालय : पांचवा तल, सुप्रीम कोर्ट, मेट्रो स्टेशन बिल्डिंग कॉम्प्लेक्स, नई दिल्ली - 110001

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## Section-V

### Transfer

#### 1. Initial posting and Request Transfer of officials

Following guidelines are laid down for consideration of cases related to initial posting of newly inducted officers/staff and request transfer of officials:-

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.

*(Circular No. 06/2016 dated 15.09.2016)*

#### 2. Mutual Transfer

Guidelines for Mutual transfer rules 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. and 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
i.	<b>Forwarding of application</b> by CGM unit in Project Offices/ Controlling officer in Corporate office to Corporate office HR. The forwarded application should convey the approval of the CGM/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 OR alter 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 responsibility of C.O./Head of Department concerned under whom the staff is working.	One month
v.	<b>Dispatch of LPC/No dues</b> 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.
- 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 back tracking 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.

- 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.
- It may be ensured that forwarding of application in enclosed format is done only by CGMs in Units and Controlling official in Corporate office. No application should be sent directly to Corporate HR without proper forwarding and recommendation of the CGM / Controlling officer.
- All applications for mutual transfer should be forwarded in the enclosed format (**Annexure I**) to Corporate Office by 20th of every month along with D&AR/ Vigilance Clearance of the officials.

(CircularNo-22/2017 dated 28.11.2017)



## Annexure I

### (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 :

**(Signature)**

**(B) To be filled by the Forwarding Office:-**

The above particulars have been checked and found to be correct.

There is no D&AR/Vigilance case pending, against Shri/Smt.....

.....Designation.....on date.

His application is forwarded to Corporate HR for consideration.

Any other Remarks/Recommendations.

Dealing official of the Unit

**CGM (Controlling Officer in CO)**