

दिल्ली ट्रांसको लिमिटेड
नं. 520
दिनांक 26/06/09

दिल्ली ट्रांसको लिमिटेड

(राज्य शासन दिल्ली सरकार का उपक्रम)
मानव संसाधन-नीति अनुभाग

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No. F.DTL/108/ 24 / 08 -HR(Policy)/ 355

Date: 23-06-2009

OFFICE ORDER

All transfer orders are presently being issued through Transfer module of MIS. In order to fully operationalize the system efficiently, it is made incumbent upon the controlling officers to allow Joining / Relieving of the personnel through this Module only.

2. In view of above, following instructions / guidelines may be strictly complied with for successful implementation of various MIS Modules under Human Resource Information System (HRIS):-

I GUIDELINES / INSTRUCTIONS FOR Cadre Controlling Units:-

- a) All transfer orders, should be issued online only.
- b) To ascertain the proposed place of posting at Sub. Department level (micro level), including name of the concerned controlling officer from relevant competent Authority like Director (Fin.), Director (Oprn.), GM (O&M), etc.

II GUIDELINES FOR CONTROLLING OFFICERS:-

- a) All the controlling officers (category 'A' officers) are required to relieve the employees under their control through MIS only in case of transfer. Unless an employee is relieved online, the receiving controlling officer shall not allow the official to join duties.
- b) Further deployment of personnel other than the identified sub-deptt. shall be matter of exception rather than rule. Hence, such action may be discouraged.
- c) The authority competent to transfer shall provide the following to the respective cadre controlling units who shall formalize by issuance of office order

- Exact Sub Deptt.
- Name of controlling Officer
- Location of sub - department

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- d) The employees under transfer to be relieved within stipulated time frame to obviate stoppage of salary of the transferred employee.
- e) To ensure joining of employee only online.
- f) All proposals of transfer to be sent through concerned General Managers only.

III GUIDELINES FOR EMPLOYEES:-

- a) All the employees are required to go through above instructions / guidelines and comply with the Transfer orders within stipulated time.
- b) If an employee is not relieved within the stipulated time, irrespective of his attendance during the period of relieving date to joining date, **his salary for the period beyond stipulated date of relieving shall not be released by Finance.** Such cases shall be considered by the competent authority for regularization on merit.

IV GUIDELINES FOR WAGES

If an employee is not relieved by the stipulated date, then irrespective of his attendance at previous place of posting, **his salary for the period beyond stipulated date of relieving till date of online joining should not be released under any circumstances except with the specific approval of competent Authority.**

All the stakeholders are advised to strictly comply with the above guidelines.

This issues with the approval of Competent Authority.



(ABHIJIT CHAKRABORTY)
ASSTT.MANAGER(HR-POLICY)

Copy to:

1. All GMs/DGMs/EO to CMD.
2. PS, to Dir(HR)/Dir(Opr.)/Dir(Fin.).
3. All Departmental/Sectional Heads.
4. Mgr.(IT) – with request to upload on DTL website.
5. Office Order folder of HR-Policy Section.

AM(T), IT
AKC