

दिल्ली ट्रांस्को लिमिटेड

(राज्य क्षेत्र दिल्ली सरकार का उपक्रम)
मानव संसाधन
 उप प्रबन्धक (मानव संसाधन)-2 कार्यालय
 6वां तल, शक्ति सदन, कोटला रोड, नई दिल्ली-02

**DELHI TRANSCO LIMITED**

(A Govt. of NCT of Delhi Undertaking)

Human Resources Department

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No. F.DTL/101/F.13/2009-HR{DM(HR)II}/30

Date: 05-06-2009**OFFICE ORDER**

It has been noticed that there are instances of non-compliance of office orders pertaining to relieving of staff on account of transfer / promotion. The employee under the order of transfer / promotion should be relieved immediately / within the stipulated time frame on receipt of the relevant orders. In exceptional circumstances where the retention of the employee is felt absolutely necessary in exigencies of service, the fact should be brought to the notice of the Cadre Controlling Authority.

However, the person under the order of transfer / promotion should not be retained as the delay in relieving the officer / staff may cause him pecuniary losses on account of stoppage of salary and the responsibility for relieving the person concerned will be fixed on the Controlling Officer.

This issues with the approval of Competent Authority.

(ANUJ KUMAR)
GENERAL MANAGER (HR)

Copy to:-

- ✓ EO to CMD
- ✓ PS to Director (HR) / Director (Fin.) / Director (Oprn.)
- ✓ PS to all GMs
- ✓ PA to DGM(HR) II
- ✓ Manager (IT) / AM (A) Record : For necessary action.