

PLD-III /Transfer/2017/2272

Dated 24<sup>th</sup> August, 2017

**CIRCULAR**

**SUBJECT :** Constitution of the transfer Committee

A committee comprising of the following officers has been constituted to take care of all the aspects given below :

1. Regional Manager(North )- Chair-person
2. Regional Manager(West )
3. Regional Manager(East)
4. Regional Manager(South )
5. Deputy CGM(Op.)
6. Deputy CGM( PLD)-II
7. Deputy Manager(Pers)—Convener

This committee will be provided inputs from the Personnel as well as from the IT Deptt as and when required. The above Committee will meet at Hqrs at the frequency given below to deliberate and recommend on the following issues:

- a. Balancing of staff across the Regions- Once in a month
- b. Balancing of staff across the units within a Region- Once in a month
- c. On line requests of employees through HRM System - Once in three months
- d. Transfer requests/transfer cancellation requests received through VIPs- Once in a month
- e. Transfer requests /cancellation requests received through Grievance system- Once in two months


Transfer of all the operational staff including drivers, conductors, Traffic supervisory staff will be dealt by this Committee. The Committee shall submit its recommendations to CGM (Personnel) who shall be the final authority to approve the same.

The above mentioned committee will take into the account of the 'Transfer Policy' as circulated vide no. PLD-III / Transfer policy /2016/2533 Dated: 22.06.2016.

This has the approval of the competent authority.

**All members**

- C:c - CGM(P) – For inf  
- OSD to CMD- For inf.  
- CGM (Pub./RSC) –For inf.  
- CGM (Tech)/Tr- For inf.  
- DY CGM (P)-I – For inf.  
✓ DY CGM (IT)-I –For inf. and n/a  
- V.O. – For inf.  
- All Unit officers- For inf. And pasting

  
(Y P Khurana)  
Senior Manager (P)

M. Jha (IT)  
By  
25/8  
IT Bhagwan D

ITD-HQ/17/1624  
25/8/17  
L18/5c