

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT  
CORPORATION LTD.**

**(IMFL DIVISION)**

**TRANSFER/POSTING POLICY IN IMFL VENDS**

The Competent Authority in DSIIDC has decided that henceforth the following policy of transfer/posting in the IMFL Division /vends as Shop Incharge shall be followed in general :

1. All staff in different cadres/other than ex-cadre officers , if liable to be posted there shall not refuse posting in the IMFL shop whether L-2 Or L-10 vends as and when ordered.
2. To ensure adequate availability of personnel for being posted as Shop Incharge .. Manager , Dy. Manager Asstt. Manager, AG-IAG-II/AG-III, shall be considered depending upon the volume of sale of the shop and the ability of the concerned official proposed to be posted , with a view to assessing the suitability to the area and vend.
3. Where AM or officer above the level are posted in the shop as Shop Incharge the immediate supporting staff shall not be in the same rank but will be preferably one step below the level of Shop Incharge .
4. The Dy. Managers may also be considered for posting as Shop Incharge only for such special shop/s as is identified by the Competent Authority from time to time.
5. Dy. Manager shall generally be posted only as Area Officer whose tenure shall depend upon their efficiency , eligibility and discretion of the Competent Authority .
6. There will normally be a tenure of 2 years for a Vend Incharge from the date of posting.
7. The posting of staff in the IMFL Division shall generally be determined by the cooling period which shall be normally 1/1/2 (posting outside the IMFL shops) years but in exigency circumstances due to non availability of adequate staff, the Competent Authority will have the discretion to amend the cooling period from 1/1/2 years to 6 months, or otherwise on cases to case basis.
8. While efforts will be made to post staff including the Incharges for such IMFL vends which are near to the place of the residence of the individual official but in the event of the posting of any staff in a shop away from the residence of the individual, the individual so posted shall have to comply with the posting except

in exigency circumstances where the individual may have family problems/ personal or medical ground which suggests the staff's inability to function in IMFL shop/s. In all such cases a request can be considered by the Competent Authority if such representation is submitted within 3 days from the date of posting order issued. Such application should invariably come in rarest of the rare occasions .

9. Wherever there is a vigilance case against an individual involving financial irregularities and where major penalties have been levied by the Competent Authority ,such staff will not be considered for being posted in the IMFL shop/s, at times with specific time bar.
- 10 Where an enquiry is in process against an individual for misappropriation of funds or shortage/excess of stock or any criminal proceedings are in process or any vigilance case or otherwise, such staff will not be considered for posting in the IMFL Division, at least till the enquiry is complete .However where an irregularity has been detected on enquiry such staff shall be de-barred for being posted in the shop either as a Shop Incharge or sub-ordinate staff in future for a period specified by the Management.
- 11 The management will have, notwithstanding the above , a clear discretion to post Shop Incharges and other subordinate staff in the shops (whether L-2 or L-10 vend) depending upon their status , eligibility, performance and ability to function as Shop Incharge and otherwise . The discretion of the Competent Authority shall be final and binding .

## **II DUTIES AND RESPONSIBILTIES OF SHOP STAFF**

Since the IMFL vends have to be run with the collective effort of all staff posted in the vend therefore it would remain to be the collective responsibly of the all staff in the shop to act in accordance with the provision of Acts and rules. Any violation shall be the responsibility of all staff concerned in the shop. Since the shop Incharge is the officer designated to manage and organise the shop, therefore he will remain to be clearly the **most responsible** officer for all Acts and omission in the shop . However all other associated staff in the shop shall have the following duties and responsibilities;

1. Each shop Incharge shall allocate duty to his staff concerned in writing and as such the duty allocated shall automatically became the responsibility of the staff concerned. The shop Incharge shall maintain a duty register on day to day which shall continue to be transferred to the subsequent Shop Incharge/s from time to time. This duty register always remain under the control of the Shop Incharge.

2. Every Shop Incharge shall maintain the **Cash declaration register** in the shop which shall be required to be completed on day to day basis factually and all staff in the shop shall remain bound by the declaration made.
3. Every shop at the opening hours shall be opened in the presence of the Shop Incharge and the alternate keys of the shop shall remain between two officer in shop i.e one with the Shop Incharge and the second with the next immediate junior to the Shop Incharge so that staff should not be able to open the shop independently. Similarly during the closing hours the Shop will be closed in the presence of both the Shop Incharge and the second staff immediate subordinate to the Shop Incharge who is originally authorized by the Shop Incharge concerned and recorded in the duty register.
4. It would be the responsibility of the shop Incharge to maintain a attendance register in the shop and update the same on day to day basis.
5. Any daily rated employee/contract employee or confirmed employee in the shop shall provide the full detail of his antecedents to the Shop Incharge including his place of residence , Telephone No. etc.
6. It would be ensured by the Shop Incharge that each staff bears a name batch in the shop.
7. It would be the responsibility of the Shop Incharge and all staff collectively to ensure that brand-wise , price list is displayed in the shop. In the event of non availability of the same the Area Officer concerned shall ensure the compliance without loss of time.
8. The responsibility of non availability of any mandatory record or price list or statutory warning etc., while shall be the responsibility of the Shop Incharge but the Area officer shall not remain absorbed of his liability in the matter.
9. All statutory instructions/warning shall be clearly displayed in the shop and in case of non availability of the same the to the Area Officer shall immediately ensure the compliance.
10. All brands and sizes available in the shop shall be fully displayed so that brand refusal at any stages does not take place. This shall be the clear responsibility of the Shop Incharge and the official manning the counter including the Area Officer.
11. It would be the responsibility of the Shop Incharge and all the staff in the shop to ensure that there is no bottle with tampered seal in the shop.

While accepting stocks from the licensee against valid Transport Permit, every shop Incharge shall ensure acceptance of proper stock with proper seal and Batch no. etc., and also ensure that no bottle has been received with tampered seal.

12. Any brand/s or stock which is not selling in the shop and remain unsold **for more than 90 days shall be brought to the notice of the H.Q.** so that disposal of the same can be immediately organized . The Shop Incharge shall ensure sale of all stock under “FIFO” (First in First out) system and to ensure this each carton received in the shop under valid Transport Permits shall bear the date boldly on the body of the packing .
13. It would be the responsibility of all Area Officers to ensure periodical checking of each shop and any non-saleable stock found in any shop shall be got transferred to other shop with the approval of Excise to effect the sale of the same. This is with a view to improve the liquating of each brand/stock.
14. All records pertaining to inventory including those specified by the Excise Act , shall have to be completed every day without fail by the Shop Incharge and his sub-ordinate staff. All work in this respect shall be allotted by the shop Incharge to his staff on day to day basis which shall be obligatory for the staff to ensure completion .
15. Needless to mention, Mandatory records like L-2 register, Brandwise Register, , Cash Book, Cash Declaration Register, Petty Cash Book, Empty Cartons sale Register Maintenance of Imprest account, duty register etc., shall be completed on day to day basis .This includes any other record as specified in future by the H.Q./Excise.
16. Under no circumstances over charging shall be either encouraged or shall be done by any staff in the shop . The liability in this respect shall remain to be that of all the staff operating the counter and including the Shop Incharge who may have authorized any other staff to manage the counter.
17. Any act of overcharging if noticed by the Shop Incharge or any other staff present in the shop shall be immediately reported to the authority concerned/H.Q.
18. Every Shop Incharge shall ensure entry of all the Transport Permits in their L-2 register on day to day basis including cancellation of the same as specified by the Excise Deptt. Any violation shall remain to be the direct responsibility of the Shop Incharge.

- 19 Any cash shortage in the shop shall be the full responsibility of the Shop Incharge and the official operating the counter on the day of the shortage. However the shortage of cash in the cash chest shall be the direct responsibility of the Shop Incharge whereas the shortage of petty cash in the counter shall be the responsibility of the person operating the counter.
- 20 The keys in respect of cash chest shall not remain only with the Shop Incharge but also with the immediate subordinate to the Shop Incharge in order to facilitate the opening the chest collectively . Responsibility in such a case shall be of both the officials concerned.
- 21 No shop shall maintain any breakages in the shop at any point of time and shall give on the body of the weekly report , a certificate that he does not hold any breakage in his shop. However any breakages found at any time in any shop are liable to be considered as the cash shortage in the shop, unless properly and transparently reported to the superiors.
- 22 Any shortage of stock shall be the responsibility of the Shop Incharge and his immediate sub-ordinate staff who is handling the store .
- 23 All Excise acts and rules shall be fully observed by all the staff present in the shop and it shall be ensured by the Shop Incharge to appraise all his staff with the latest rules and act amended upto date so that any violation in this respect does not take place, advertently or in-advertently .
- 24 Since this is a commercial activity, misbehavior with the customer shall be viewed seriously and any complaint of any nature on this account shall liable the Shop Incharge and the staff concerned to be transferred out of the shop, in addition to other disciplinary action.
- 25 Any matter not touched upon or do not find a mention in the body of this procedure /system / duties and responsibility shall be deemed to be the responsibility of the Shop Incharge or the person to whom the concerned duty has been assigned . Since the Area Officer is the overall inspecting officer on day to day basis therefore his responsibility will shall be proportionality assessed in the event of any irregularity.

## **AMENDMENT NO - 1**

### **AMENDMENT TO CLAUSE NO. 2 OF TRANSFER / POSTING POLICY**

“To ensure adequate availability of person for being posted as Shop Incharge as also subordinate staff Senior Manager/Manager/AM/AG-I/AG-II/AG-III and corresponding staff in the Accounts cadre may be considered depending upon the volume of sale of the shop and the ability of the concerned official proposed to be posted, with a view to assessing the suitability to the area and vend.”

## **AMENDMENT NO - 2**

### **CONSENT OF EMPLOYEES OF VARIOUS CADRE FOR POSTING IN IMFL DIVISION.**

In view of the fact that in spite of the issue of various transfer orders by the Personnel Division officer/officials are reluctant to join the IMFL Division considering their personal difficulties, DSIIDC may invite **consent of various staff in the Organization** who ever may be interested in joining the IMFL Shops. Based on such consents of the employee received in the Personnel Division, future transfer/posting in the IMFL Division shall take place.

The Competent authority has approved the following duties & responsibilities of Area officers/Divisional Managers/Sr.Managers/Managers for effective working of the IMFL Division.

**A. Duties & Responsibilities of Area Officers**

In addition to the supervision of shops on regular basis all these **Area Officers** shall also be responsible for the following :

- 1) They shall supervise the shops under their control as per the policy guidelines displayed in the website of DSIIDC.
- 2) They will ensure that all shops maintain proper records, with reference to the mandatory registers as provided for in the Excise Act and rules.
- 3) They will check cash in the chest on regular basis and shall ensure that Cash tallies with the cash book on day to day basis.
- 4) They shall also keep a regular check on the cash accepted from customers against L-49 A licence including their entry in the cash book and a separate L-49A licence register maintained which will contain detail of the customer obtaining the licence with their telephone no, Pan no., material purchased including the L-49 A licence no.
- 5) They shall ensure constant availability of stocks in each shop based on sales of individual vends and Brand & size.
- 6) They shall also ensure that no shop is resorting to any brand pushing. A constant check of comparative sale position shall be kept of all brands in the respective shop with reference to the sale for the same period of the previous year.
- 7) They shall also check each Transport Permit issued in favour of the shop and shall ensure proper entry in the L-2 Register/brand wise register and simultaneously cumulative reflection in the weekly reports. This will be done on random sampling basis with recording in the inspection register.
- 8) They shall also review the sale and closing of each size, each brand and suggest addition of stock subject to the condition that other brands of the same category or in the same price range, is not accumulated in the respective shop and causing loss to the corporation in terms of its profitability.
- 9) They shall also ensure that no shop maintains such stock which are non- saleable or non-moving or dead and shall keep the Head Quarters apprised of such stock and take corrective measures for depletion of such stocks immediately.
- 10) Any piling up of the stock in any shop which has a direct reflection on the profitability of the corporation, will be the direct responsibility of the **Area Officer** in addition to the Shop Incharge.

- 11) They shall also be responsible for ensuring proper computerization of each shop and shall also involve themselves in the regular working of the shops so that computer operation in no shop fails, for want of proper information.
- 12) They shall also ensure transfer of computerized data of sale closing, supply/balance on regular basis to the H.Q. through internet.
- 13) In addition to the above each **Area Officer** shall ensure that all weekly reports of all shops whichever has been computerized are sent by Sunday under all circumstances. In addition they will also ensure that the weekly manual reports are sent to IMFL Division H.Q./ IMFL EDP by 12 noon on every Monday.
- 14) Each **Area Officer** shall also ensure that scanning operation in each shop are under proper process and no Shop Incharge deviates from the direction as given by the Head Quarters from time to time.
- 15) They will also monitor all other needs of the Shop so that the shop donot face any shortage of stock services or any inadequacy of any major action at any time, which has a direct reflection on the commercial activity/ business of the corporation.
- 16) They shall also ensure that all stocks received in the shops are properly Bar coded and the Bar Coded nos. displayed on the label of each bottle  
is same as Bar Code no. provided by the Excise/DSI IDC. H.Q. All this will be done on the basis of random sampling.
- 17) They will supervise the behaviour and working pattern of each Shop Incharge including their subordinates.
- 18) DSI IDC is in the process of obtaining ISO 9001:2000 certification for system procedure and services. Already 3 shops have been certified under ISO 9001:2000 therefore it would be the responsibility of each Area Officer to ensure that all proper mandatory records with respect to ISO certification are maintained properly and all provision, under the ISO standards has been maintained by each Shop Incharge including recorded files. A regular audit of such records system and procedure shall be ensured on day to day/ week to week basis.
- 19) Since as per policy of the Corporation Shop Incharges of various shops keep on rotating therefore it would be the responsibility of the Area Officer to ensure proper training given to each Shop Incharge and his subordinate staff on regular basis so that no deviation of Excise Act or ISO certification takes place.
- 20) Each **Area Officer** will be responsible for supervision of 10/11/12 shops as allocated to him.
- 21) It would be the sole responsibility of the **Area Officer** to strictly maintain Proper monitoring of each shop regularly without fail as per the allocation of shops as made by the competent authority.

All existing shops have been placed under various zones as following :-

East Zone  
West Zone  
North Zone  
South Zone  
Central Zone

Each zone shall be headed by one Area Officer and they shall work under the direct control of Div. Manager/Sr. Manager/Manager.

**B. Duties & Responsibilities of Divisional Manager/Manager/ Senior Manager**

All shops have been divided into various zones like North, East, West, South & Centre and each zone shall be headed by an Area Officer whereas 1/2/3 zones shall be under a **Divisional Manager/Manager/Senior Manager**, as assigned to him from time to time.

The **Divisional Manager/Manager/Senior Manager** shall be fully responsible for day to day monitoring of shops, in addition to as follows:

- 1) They will be over all incharge of the zone/zones as per the zones, classified.
- 2) All **Area Officer** will directly report to the above head of the zone for their day to day problem, and shall ensure solution timely, in addition to monitoring of shops and inventory assessments.
- 3) All the above head of the zones, shall also be responsible for opening of new IMFL vends in their area with the assistance of the concerned Area Officer.
- 4) All the above head of the zones shall look after, all work relating Insurance /Payments, and other related matter of the H.Q. with the assistance of one Area Officer and subordinate staff as provided.
- 5) The above head of the zones shall have control on the staff and whenever required shall suggest movements of subordinate staff from one shop to other.
- 6) The above heads will also ensure, maintenance of all records at the HQ.
- 7) Each head of the zone shall co-ordinate with each other in the interest of the corporation.
- 8) All head of the zone shall be responsible for issue of sanction order for payments.
- 9) All files concerning the Division at H.Q. & Shop shall be processed by the above zonal heads and shall be put up to the competent authority for approval.

- 10) All weekly orders shall be processed, by the above zonal heads with the help of Area Officer and IMFL EDP (monitoring data) based on sale data received from individual shops and shall be put up to the competent authority for approval before releasing the orders.
- 11) The above heads of the zones shall also keep a constant check on the sale upgradation, maintenance, including computerized operation in the shops.
- 12) All heads including the **Area Officer** shall report directly to the Head of the IMFL Div., E.D., & M.D. (depending upon immediate need).

**C. Duties and Responsibilities of C.M. Liquor  
or any other officer heading the division**

- 1) He shall be responsible for finalizing orders of each IMFL vend based on computer data received at the server of H.Q. The order so computed shall be within the policy guidelines as already approved by the competent authority.
- 2) He shall also look after each IMFL vend to ensure that sale of no shop declines due to want of regular stock.
- 3) He shall implement all new innovations and keep on directing concerned officers under him for taking necessary action from time to time.
- 4) He shall have a complete control of the division and total no. of IMFL vend under the IMFL Division.
- 5) He shall also ensure proper flow of cash and its management on day to day basis and keep liaison with all concerned licensee, contractors, other departments and companies with whom any/all MOUs' have been signed.
- 6) He will directly report to E.D. DSIIDC, M.D. DSIIDC for seeking approval on any matter what-so-ever.

**D. E.D., DSIIDC**

He/She is the Controlling Officer and is rest with powers of all administrative decisions. No action will be complete without his/her approval on the concerned file.

**E. M.D., DSIIDC**

He is the C.E.O. Competent Authority of the organization as such has full powers in respect of financial decisions and administrative decisions and other decisions required for smooth working of the organization. All concerned officers shall seek his final approval before implementation of any matter what-so-ever.

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
**N-36, Bombay Life Building, Connaught Circus, New Delhi - 110001**

(Personnel Division)

DSI IDC/XII-IMFL/3/Estt./11

June 10, 2011

In order to fulfill the requirement of manpower in the Liquor Vends of the Corporation viz. a viz the constraints in terms of availability of the same, the following broad guidelines have been approved by the Competent Authority :

- (i) Considering the average sale performance of the Corporation during the last six months, liquor vends could be categorized as under :

Category	Average per day Sale	No. of Vends
A	Rs. 2.50 lakhs and above	28
B	Above Rs. 1.50 lakhs and below Rs. 2.49 lakhs	37
C	Below Rs. 1.50 lakhs	24
D	New Vends	04
E	L-2 special and L-10 vends	15
		<b>Total : 108</b>

- (ii) The Screening Committee constituted for recommending staff to be posted in IMFL Division may post staff for initial period of six months, which could be reviewed based on performance.

- (iii) The current cooling period may be reduced from one year to six months.

- (iv) Performance of Vend in-charge will be assessed every quarter, classifying based on sale growth into three categories i.e. top 1/3 percentile, middle 1/3 percentile and bottom 1/3 percentile. The top performers may be shifted from B and C category vends to A category vends. The medium performers may be shifted to B category vends and the poor performers may be shifted to C category vends.

- (v) New vend and L-10 in-chares (D & E category vends) may be given additional six months of posting in the Liquor Division.

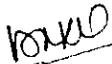
- (vi) Consistent star performers (top 1/3 percentile during at least six quarters) may be retained in the Liquor Division for one more year.

- (vii) The cooling period could be increased from six months to 18 months in respect of weak performers (bottom 1/3 percentile during at least six quarters).

(viii) Special circumstances, for example major fire accident, sealing of shop by any agency, major renovation works around the area resulting in loss of sale may be taken into consideration during performance review.

(ix) A distinction between tenure in the vends and tenure in IMFL Head Quarter may be made while computing the period of posting in the Liquor Division.

2. The above guidelines are in addition to the other provisions contained in the Transfer Policy circulated vide Office Memorandum No. DSIDC/IMFL/Policy/04 dated 13/09/2004. In case of conflict between the new and the Guidelines dated 13/09/2004, the provisions of these Guidelines i.e guidelines dated 10/06/2011 shall prevail.

  
(Praveer Saxena)  
Chief Manager (Personnel)

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001  
**(Personnel Division)**

DSIIDC/XII-IMFL/3/Estt./

Dated: 26.04.2016

**OFFICE ORDER**

In partial modification of Office Order of even Number dated 10-06-2011 vide which the cooling period for posting in IMFL Division was reduced to six months from one year, is again restored to one year with immediate effect .

This issues with the approval of the Competent Authority.

  
(Prabhat Kumar)  
Divisional Manager (P)

Website

Copy for information to:

- (i) Sr.PA to MD
- (ii) PA to ED
- (iii) Sr. PA to Director (Finance)
- (iv) DM (IMFL) - HQ