

Dated: 26th December, 2016

OFFICE MEMORANDUM

In connection with ensuing rotational transfer for the year 2017, all Ministerial and Non Ministerial Staff (Tr. Translator and store keeper) Group B & C Officers under the administrative control of E.VII Section working in different field offices of CWC, who desire consideration of their requests for transfer are given an opportunity to indicate their preferences for place of posting of their choice (not more than 3 places/regions) in the proforma, at Annexure. Normal period of stay at station is 3 years other than NE for which tenure period is 2 years. Option for transfer if exercised before completion of 3 years (2 years in case of NE) of stay at a place can be considered, depending upon administrative requirements/constraints, as request for transfer at own cost and needs to mentioned clearly while giving options by the applicant. The choices exercised will be taken into consideration as far as possible. However, keeping in view the exigencies of work and administrative requirements, postings may be made to any office/place.

Officers in the rank of Office Superintendent/Assistant/UDC/LDC/stenographers and Junior Translator, Storekeeper who have completed/will complete their tenure of two years in NE Region by 31.7.2017 may exercise their option for specific place but not specific office. All others may indicate only their choice region (the jurisdiction of Chief Engineer in the field)/ Delhi (HQ) to which they desire to be transferred. In case transfer is required to place within the same region officers may send their choices to the concerned to the concerned Chief Engineer.

In view of above, the request for transfer/option for choice places or regions may be forwarded in the given proforma, through proper channel. The choice may be consolidated region wise and sent with the recommendation of Chief Engineer of the regional organization/Chief Engineer concerned at Head Quarter, so as to reach the undersigned latest by 10.02.2017. Request for transfer will be governed as per transfer policy applicable to Gr B & C personnel of Ministerial Cadre of Subordinate offices of CWC circulated vide letter No A-22015/4/2013-E.VII/809 dated 12.11.2013.

The contents of this Office Memorandum may kindly be brought to the notice of all officers (Office Superintendent/Assistant/UDC/LDC/stenographers and Junior Translator, Storekeeper) borne on the strength of sub-cadre in the field offices of CWC working under your administrative control. The same is also available at CWC's website.

Hindi version will follow shortly.

Encl:- As above.



(P.K. Saxena)
Section Officer-E.VII

Copy to:-

- 1) All Chief Engineers / Superintending Engineer(C) of field offices of CWC.
- 2) Deputy Director (SMD) with a request for uploading a copy of this OM on CWC website.
- 3) Office Order file.
- 4) Deputy Director (Hindi Section) , CWC with a request for providing a Hindi version of this OM.

SMD अर्थ/Sec/निर्देश/Die
क्र.सं./Dy. No. 6097
दिनांक/DL 20-12-16

Pls upload
OKL1
29.12.2016

ANNEXURE

PROFORMA FOR INDICATING CHOICE STATION/REGION
FOR TRANSFER

1. Name :
2. Designation :
3. Date of Birth :
4. Date of Joining Service in CWC :
5. Date of superannuation :
6. Declared Home Town :
7. Place of present posting and since when posted :

8. Details of previous posting since appointment in CWC:

<u>Post held</u>	<u>Office/Place & Region</u>	<u>Period of stay</u> From _____ To _____	<u>Remarks</u>
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9. Choice stations/regions:
 - 1.
 - 2.
 - 3.

(Choice of station will be considered as far as possible subject to administrative requirements/exigencies and provisions of transfer policy)

10. On request at own cost/On turn :
11. Any specific information which the official wishes to furnish :

Place
Date

Signature

Name