

5<sup>th</sup> Floor (N), Sewa Bhawan,  
R.K. Puram, New Delhi – 110066.

Dated: 8<sup>th</sup> December, 2020

**OFFICE MEMORANDUM**

In connection with ensuing rotational transfer in 2021, all Ministerial and Non-Ministerial Staff (Jr. Translator and storekeeper) 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.

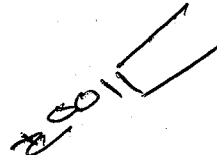
Officers in the rank of Assistant/UDC/LDC/Stenographers and Junior Translator, Storekeeper who have completed/will complete their tenure of two years in NE Region by 31.7.2020 may exercise their option for specific place but not specific office. All others may indicate only their choice region (i.e the jurisdiction of Chief Engineer in the field offices of CWC) 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 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 with the recommendation of Chief Engineer of the regional organization/Chief Engineer concerned at Head Quarter, so as to reach the undersigned latest by **15.01.2021**. 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 (Assistant/UDC/LDC/Stenographers /Junior Translator and Storekeeper) CWC working under your administrative control. The same is also available at CWC's website.

Hindi version will follow shortly.

**Encl:- As above.**

  
(Krishna Toppo)  
Section Officer  
☎ 011-29583287

Copy to:-

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

## 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 :		
	Post held	Office / Place & Region	Period of stay
			From To
9.	Choice of 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 :		Signature :	
Date :		Name :	