

No. 3/1/2023-E-X/26

Government of India  
Central Water Commission  
Establishment X Section

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3<sup>rd</sup> Floor(S), Sewa Bhawan,  
R.K. Puram, New Delhi-66.  
Dated, 24<sup>th</sup> March, 2023.

**OFFICE MEMORANDUM**

Sub.: Rotational Transfers of Head Draftsman, CWC for the year 2023 – reg.

In connection with ensuing the rotational transfers 2023 in the level of Head Draftsman all officers 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 attached proforma. Normal period of stay at a station is 3 years and in case of North East regions it will be 3 years for officers who have completed less than 10 years' service before getting posted in North-East and for others it will be 2 years. Option for transfer if exercised before completion of 3 years (2 years in case of NE if applicable) of stay at a place can be considered as request for transfer at own cost and needs to be 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.

2. In view of above, the request for transfer/option for choice places or regions may be forwarded in the given proforma, through proper channel to the Under Secretary (E.X) latest by 29.03.2023 through e-mail (estt10@nic.in). **Applications forwarded without proper channel or advance copies will not be considered.**

3. Further, it has been observed in the past that few officers either through their family members and/or through VIP references try to pressurize the administration/ placement committee to accede to their request for posting. It is assured that administration/ placement committee strives to post officials to their choice place of posting subject to availability of vacancies, transfer policy, work requirements and administrative constraints. All are, therefore, requested not to bring out any undue pressure through their family members/VIP references etc., else necessary **action for violation of CCS (Conduct) Rules, 1964, read with CCS (CCA) Rules, 1965,** shall invariably be initiated against the erring official(s).

Encl.: As above.

  
24/03/2023  
(SEEMA JUNEJA)

UNDER SECRETARY (E.X)  
Tel.No.29583534

To: All Head Draftsman in Central Water Commission (through website)

**Annexure-I**

**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 :
9. Choice Stations regions :
  - 1.
  - 2.
  - 3.
10. On request at own cost/ on turn/ immediate :
11. Any specific information which the official wishes to furnish :

Place  
Date

Signature  
Name