

I/157078/2023

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Central Water Commission  
(Establishment-VII Section)

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

Dated: 22nd December, 2023

**OFFICE MEMORANDUM**

In pursuance of implementation of Transfer Policy and to effect rotational transfer in 2024, 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 hereby given an opportunity to indicate their preferences for place of posting of their choice (not more than 3 places/regions) in the proforma enclosed as Annexure.

2. Officers in the rank of Assistant/UDC/LDC/Stenographer and Junior Translator, Storekeeper who have completed/will complete their tenure of two years in NE Region by 31.7.2024 may exercise their option for specific place but not for specific office. All others may indicate only their choice region (further posting is under 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.

3. 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 (along with duly inked latest incumbency showing sanction, filled and vacant posts of organisation), so as to reach the CWC Hq. latest by **20.01.2024**. Request for transfer will be governed as per transfer policy applicable to Group-‘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, which may please be seen in the Publication Section of Website of CWC.

Hindi version will follow shortly.

**Encl:- As above.**

Signed by Krishna Toppo

Date: 22-12-2023 16:09:44

Reason: Approved

(Krishna Toppo)

Section Officer

☎ 011-29583287

Copy to:-

1. All Chief Engineers / Superintending Engineer(C) of field offices of CWC.

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2. All Ministerial and Non-Ministerial Staff of Subordinate Offices of CWC.
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:				
9.	Post Held	Office/Place & Region	Period of Stay		Remarks
			From	To	
i.					
ii.					
iii.					
iv.					
10.	Choice of Station/Region	:	1. 2. 3.		

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

11.	On request at own cost/ on turn	:	
12.	Any specific information which the official wishes to furnish	:	
Place: Date:		Signature : Name :	