

No. 11/1/2011-Estt.I(Vol.II)/7273  
Government of India  
Central Water Commission

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Sewa Bhawan, R.K.Puram  
New Delhi, the 14 December, 2011

**OFFICE MEMORANDUM**

In connection with the ensuing rotational transfers in 2012, all Engineering Technical Group A & B Officers below the level of Chief Engineer, 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 a 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 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.

Officers in the rank of Directors/Superintending Engineer and Deputy Director/Executive Engineer, AD/AEE/AD-II/SDOs and employees who have completed/will complete a tenure of two years in NE Region by 31.7.2012 may exercise their option for specific places but not specific office. All others are allowed to indicate only their choice region (the jurisdiction of Chief Engineer in the field) to which they desire to be transferred. In case transfer is required to places within the same region, officers at the level of Assistant Director/AEE and below may send their choices to the concerned Chief Engineer and they need not send the same to CWC Hqrs.

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 choices may be consolidated region wise and sent with the recommendation of S.E. (Coordn.) of the regional organization/ Chief Engineer/Director concerned at Head Quarter, so as to reach the Under Secretary in charge of the **Establishment Section concerned** latest by 31.1.2012.

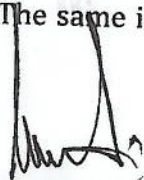
Further, the officers concerned may give options for field postings appropriately early keeping in view of its requirement for promotion/pay parity.

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The contents of this Office Memorandum may kindly be brought to the notice of all officers of CWE (Gr.A & B) Services, other technical and ministerial officers and staff of CWC working under your administrative control. The same is also available at CWC's website.

Encl: As above.

  
(G.S.AUDHKHASTI)  
UNDER SECRETARY  
PH : 26104761

**Copy to: -**

1. Chairman, GFCC, Patna.
2. All Chief Engineers, CWC/Secretary SSCAC, Vadodara.
3. All Directors/SEs, CWC/TCD, CEA.
4. Ministry of Water Resources (Attn: Sh. D.K. Paliwal, US(Admn.), Shram Shakti Bhawan, New Delhi with 25 spare copies.
5. All Under Secretaries, CWC, New Delhi
6. All Section Officers of Establishment Section, CWC.
7. All Dtes.,/Units, CWC (HQ) and All Ex. Engineers in field offices of CWC.
8. Director, SM Dte. for uploading in the CWC website.
9. Notice Board.

(G.S.AUDHKHASTI)  
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**Copy for information to: -**

1. PSO to Chairman, CWC.
2. PPS to Member (D&R)/PPS to Member (RM)/PPS to Member (WP&P), CWC.

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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 &amp; 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 /immediate:  
(for completion of field posting criteria  
For promotion/pay parity)
11. Any specific information which the official wishes to furnish :

Signature

Place  
Date

Name

Note :- Officers in the grade of AEE and below are required to indicate REGION only.  
They will not be considered for posting by Hqrs to a specific station.



