

**Government of India  
Central Water Commission  
Estt.VI Section**

3<sup>rd</sup> Floor, Sewa Bhawan,  
R.K. Puram, New Delhi-66

Dated the 14<sup>th</sup> December, 2022

**OFFICE MEMORANDUM**

In connection with the ensuing rotational transfer in 2023, Junior Engineer (C&M) who desires 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 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. Junior Engineers who have completed/will complete their tenure by 31.07.2023 may exercise their option for specific region (**Chief Office**) but not specific office. In case transfer is required to places within the same region, officers may send their choices to the concerned Chief Engineer and they need not send the same to CWC Hqrs.

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. The choices may be consolidated region-wise and sent with the recommendation of Field Chief Engineers' through S.E. (Coord.) of the Regional Organization at Head Quarter, so as to reach the applications latest by 15.01.2023. The applications in respect of Junior Engineers may be sent at **e-mail ID estt6@nic.in**

4. 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).

5. The contents of this Office Memorandum may kindly be brought to the notice of all Junior Engineers (C&M).

**Encl. As above**

Signed by Seema Juneja

Date: 16-12-2022 14:54:53

Reason: Approved

**(Seema Juneja)**  
**Under Secretary**  
**Tel.No.29583534**

**Copy to :**

- 1. All Chief Engineer, CWC**
- 2. All superintending Engineers**
- 3. Director, PCP Dte/RDC-I&II/Training Dte/RMCD/SMD, CWC New Delhi.**
- 4. CWC's website.**

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:

(Please attach Bio-data Sheet downloaded from CWC website duly updated as on 01.12.2021)

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:

Place

Signature

Date