

I/195930/2025



Government of India

भारत सरकार

Ministry of Jal Shakti

जल शक्ति मंत्रालय

Department of Water Resources, River Development and Ganga Rejuvenation

जल संसाधन, नदी विकास और गंगा संस्करण विभाग

Central Water Commission

केन्द्रीय जल आयोग



स्था. XI, कमरा संख्या. 725 (S), सेवा भवन,

आर.के.पुल, नई दिल्ली - 110066

Dated:30/01/2025

**OFFICE MEMORANDUM**

In connection with the ensuing rotational transfers in year 2025, Officers/Officials in Hydromet & Scientific Cadre, 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 regions). 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. **Officers/ Officials who have completed/will complete their tenure by 31.07.2025 may exercise their option for specific field organization i.e., Chief Engineer office but not specific office/ site.** In case transfer is required to place, specific office/site, within the same field organization, they are required to send their choices to the concerned field organization (Chief Engineer) and there is no need to send the same to CWC Hqrs.

3. In view of above, the request for transfer/option for choice organization may be forwarded in the given proforma, through proper channel to the Under Secretary (Estt. XI) latest by 10.02.2025 through email [estt11@nic.in](mailto:estt11@nic.in). Applications received without proper channel after due date shall not be considered.

4. It is also informed that place of posting within the organization is decided by the concerned Chief Engineer of the Organization. **The transfer order issued by the CWC Hq. based on the choices of officer/official can not be changed under any circumstances. Therefore, while applying for the rotational transfer and giving choice of the organization (Chief Engineer Office) due care should be taken by the concerned officer/ official.**

5. In addition to above, it has been observed in the past that few officers either through their family members and/or through VIP references try to pressurize the

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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).

6. The contents of this Office Memorandum may kindly be brought to the notice of all Officers/ officials of Hydromet & Scientific Cadre.

Encl: As above.

(गोमति जयरामन)  
अवर सचिव(स्था०-XI),  
के०ज०आ०,नई दिल्ली |

To

All concerned offices/ officials of Hydromet/ Scientific Cadre CWC- through website

Copy to: -

1. Sr. PPS/PPS to Member (RM), CWC
2. PPS to Chief Engineer (HRM), CWC.
3. All concerned Superintending Engineer (Coord.) of Regional Offices of CWC through website.
4. Deputy Director, SMD, CWC, New Delhi- a copy may be uploaded to CWC website