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Government of India
Central Water Commission
Estt.IV Section

Room No.303(S), Sewa Bhawan,
R .K. Puram, New Delhi-110 066.

Dated the 14th October, 2008

OFFICE MEMORANDUM

Subject: **Transfer Policy for Central Water Commission in respect of Group "C" employees.**

The undersigned is directed to enclose a copy of the Transfer Policy with upto-date amendments brought out, so far in respect of Group "C" employees of CWC for information and guidance.

Hindi version will follow.

Encl: As above.

To:

1. PS to Chairman/Members/Chief Engineers,CWC.
2. All Heads of Subordinate offices including all Field Offices headed by Executive Engineers/ Dy Directors of CWC.
3. Director(Admn.)/Estt.I/Estt.II/Secy,CWC/All US/AO/Director(Trg.),CWC.
4. All Directors/Estt.Sections/Accounts Sections,CWC.
5. All recognized Associations of CWC(as per list attached).


(OM VIR SINGH)
Under Secretary(E-IV)
Tel:26107577

JBS/MS-word/Comp(O)

CENTRAL WATER COMMISSION

TRANSFER POLICY APPLICABLE TO GROUP 'C' PERSONNEL

PREAMBLE:

All appointments to Civil Posts/Services in the Central Water Commission, inter-alia, include a provision for transfer or posting to any part of the country. In view of the functional and administrative requirements, periodical transfers of its employees from one station to another is a normal feature. The "Transfer Policy" has been evolved to ensure harmonizing the functional and administrative requirements of the Organization and the interests of the employees.

The "Transfer Policy - 2008 for Group C Personnel" has been approved by the Commission in its 170th meeting held on 20.8.2008. This supercedes all earlier policy/guidelines for transfer of Group 'C' personnel of CWC.

CLAUSE-1:

This policy is applicable to all Group 'C' officials of Central Water Commission.

CLAUSE-2:

Subject to exigencies of public service & administrative requirements, transfers from one station to another may be kept to the minimum and to the extent possible to meet the following contingencies:-

- (a) When transfers become essential for the purpose of adjusting surplus staff or making up deficiencies of staff or shifting of an office.
- (b) On the request of employees on compassionate grounds by the provision under Clause-10.
- (c) On promotion of an official when the promotee cannot be adjusted at the same station.
- (d) To accommodate request of staff for posting at choice place, as far as possible on completion of tenure of posting at NER as per guidelines of DOPT.

CLAUSE-3:

While transferring the personnel, preference will be given to those who volunteer for such transfers. Alternatively, persons with longest stay at a station (for transfer within the region) or in the region (for outside-region transfers) will be transferred.

For this purpose, the following points shall be taken into account:

1. The officials on promotion will, as far as possible subject to administrative considerations, be retained at the same place/region in case vacancy exists. However, the longest stayee promotee will be posted out of the Station/Region in the case of non-availability of vacancy.
2. Period spent on deputation within the country in any Organization/Project shall be treated at par with CWC posting at the place/region, and the period of longest stay shall be counted from the time of his continuous stay at that place/region including the period of deputation.
3. Period spent on deputation outside the country is to be treated as the period spent in the region from where the person proceeded on deputation abroad or Delhi region as the case may be.
4. For limited purpose of calculating period of longest stay, the posting at Faridabad or NOIDA will also be treated as posting at Delhi. However, duration of posting to Faridabad before 1.10.1974 where HRA/CCA and other facilities were not available at par with Delhi will not be counted as stay at Delhi for this purpose.
5. Persons who have completed their tenure in North-eastern region will not be transferred again to that region before the expiry of 10 years from the date of their return unless they opt for it.

CLAUSE-4:

Request for transfer will generally be considered only after completion of 3 years of service at a station.

CLAUSE-5:

Officers returning from foreign posting/service shall be posted at any office outside Delhi Region or Home State for a minimum period of 2 years.

CLAUSE-6:

Employees due for retirement on superannuation within a period of 2 years before their superannuation shall not ordinarily be transferred if the persons of lesser age are available for manning the posts. The requests for transfer to the place of their choice, if made, would be considered.

CLAUSE-7:

Officials under zone of consideration of transfer should give their preference for region/station of posting, well in time, and the same will be considered subject to the exigencies of work and administrative requirements, along with requests of other officials in the grade entered in the request register maintained for the purpose vide Clause 10.

CLAUSE-8:

As far as possible, rotational transfers will be ordered in the months of March/April and compliance of these orders secured by May/June.

CLAUSE-9:

Requests for posting to the station where the employee's spouse is posted, will be considered in accordance with DOPT guidelines as far as possible.

CLAUSE-10:

The following procedures will apply to transfers/postings on compassionate grounds:-

- (a) Employee seeking posting/transfer on compassionate grounds should apply to the concerned cadre controlling authority/competent authority to order transfer, through proper channel. No application for such transfers received from relatives or sent by the employees direct will be entertained.
- (b) Applications for transfers on compassionate grounds will invariably be forwarded by the incumbent's office with clear recommendations or otherwise to the competent authority.
- (c) On receipt, these applications will be entered in the transfer register maintained for each grade/post separately by the concerned Estt. Section for processing/dealing such requests in the order of receipt of the request by the concerned section. Transfers will be decided by the competent authority on the merits of each case.

- (d) Consideration of applications for transfers on compassionate grounds should be subject to verifications by and satisfaction of the Department on the grounds indicated by the applicants. Applications on medical grounds should be accompanied by appropriate medical certificate from the authorized medical attendant (where authorized medical attendant is not available from a Civil Surgeon or a Medical Superintendent of a Government Hospital) indicating the nature of illness and reasons justifying transfer of the individual.
- (e) All transfers on compassionate grounds will be ordered at the expenses of the individual if effected within a period of stay of 3 years at that station.
- (f) Transfer on request to place of choice would normally be ordered against vacant posts only. No existing employee would normally be transferred merely to accommodate the request of another employee unless the former has completed 5 years service in a region.

CLAUSE-11:

Employees posted to sensitive places, such as work of secret/confidential nature or work involving procurement/handling of stores, award of contracts/handling of cash etc. should not ordinarily be retained on that work for a period of more than 3 years. There shall also be periodical inter-sectional transfers (including Technical Directorates) so that normally no person remains in the same Section/Directorate for more than 5 years.

CLAUSE-12:

Representation, if any, against the transfer/posting orders will be made through proper channel, by the affected individuals within ten days of the receipt of transfer/posting orders. When the representation received through proper channel is considered and rejected by the appropriate authority, the concerned individual will move without further delay and in no case exceeding 15 days, failing which the official will be relieved/deemed to have been relieved by the competent authority to join the new place of posting.

CLAUSE-13:

Female employees posted away from their families should as far as possible be brought back as per their request to the station of their choice after they have put in two years of service at the place of posting.