

**Transfer policy and transfer orders**

## Transfer policy and Transfer Orders of Department of Water Resources, RD & GR

<b>Transfer policy and Transfer Orders</b>	<b>Transfer policy:-</b>  For SO and above – 04 Yrs For ASO – 03 Yrs.  Transfer Orders are regularly posted on intra-net of Department
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**Email****SO Coord. DoWR**

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**Re: Third Party transparency audit for 2022-23**

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**From :** SO E I Section <eone-mowr@nic.in>

Fri, Jun 16, 2023 01:58 PM

**Subject :** Re: Third Party transparency audit for 2022-23 4 attachments**To :** SO Coord. DoWR <coord-mowr@nic.in>**Cc :** Anil Kumar Sharma <use1-mowr@nic.in>, Ms  
Bhuvaneswai Hariharan Under Secretary  
<b.hariharan@nic.in>

Sir,

With reference to the trail email, please find enclosed Rotation Transfer Policy in respect of CWES (Gr. 'A'). In this regard, it is to mention that transfer of officers upto JAG level is handled by CWC. Transfer of officers at SAG, HAG and Apex levels is handled by this Department. Accordingly, transfer orders issued in 2023 so far by this Department are also enclosed as required.

Regards

Establishment-I, DoWR, RD &amp; GR

Shram Shakti Bhawan

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**From:** "SO Coord. DoWR" <coord-mowr@nic.in>**To:** "Admin Section" <admn-mowr@nic.in>, "SO E I Section" <eone-mowr@nic.in>, "GWE Section" <sogwe-mowr@nic.in>, "Ashok Kumar" <dirgwe-mowr@nic.in>, "Sanjeev Tiwari" <soe4-mowr@nic.in>, "vigilance-mowr" <vigilance-mowr@nic.in>, "Ramesh Kumar" <budget-mowr@nic.in>, "IFD" <ifd-mowr@nic.in>, "IFD" <ifd-mowr@gov.in>, "e-Governance Cell MoWR" <egov-mowr@nic.in>**Cc:** "G.S. Panwar" <dscoord-dowr@gov.in>, "US Coord." <uscoord-mowr@nic.in>**Sent:** Thursday, June 15, 2023 4:00:07 PM**Subject:** Re: Third Party transparency audit for 2022-23**Reminder-1**

Sir,

Please refer to trailing email, requisite information is still awaited. It is requested that kindly may be provide information to coord-mowr@nic.in by 15.6.2023 at 5:00 PM positively.

This may be treated as Top Priority.

Regards,

(Coord. Section)

DoWR, RD &amp; GR

No. A. 22011/3/2017-Estt.I  
Government of India

Ministry of Water Resources, River Development & Ganga Rejuvenation

Shram Shakti Bhavan, Rafi Marg,  
New Delhi, dated 1<sup>st</sup> February, 2018

Office Memorandum

**Subject: Transfer Policy in respect of Members of Central Water Engineering (Group-A) Service – regarding.**


The matter relating to framing a comprehensive policy guidelines for transfer/posting of Members of Central Water Engineering (Gr-A) Service (CWES), from Junior Time Scale to Higher Administrative Grade was being considered by this Ministry for some time past.

2. After detailed deliberations on this issue and consultations with the senior members of the CWES and Central Water Commission, the President is pleased to issue comprehensive policy-guidelines, as contained in the Appendix of this O.M., for effecting transfer/posting in the cadre of the CWES, for all its formations, field offices and encadred posts.

3. This policy-guidelines will take immediate effect and will supersede all previous orders issued either by this Ministry or by the Central Water Commission, on the subject. The Central Water Commission shall give wide publicity of this policy among all members of CWES and shall also ensure its strict compliance.

Encl. Appendix

  
(Narendra Singh)  
Under Secretary to the Government of India  
Tel: 23716928

  
To  
Central Water Commission,  
(Shri Ashish Banerjee, Secretary),  
Sewa Bhawan, R.K. Puram,  
New Delhi.

Copy forwarded for information to:-

1. Chairman, Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi
2. Additional Private Secretary to the Hon'ble Minister/Hon'ble Minister(s) of State
3. PS to Secretary/PPS to JS & FA/PPS to JS (PP&RD)/PPS to JS (A&GW), MoWR, RD & GR

  
(Narendra Singh)  
Under Secretary to the Government of India  
Tel: 23716928

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## APPENDIX

[Please refer to MoWR, RD&amp;GR O.M. No. A-22011/3/2017-E.I, dt. 01.02.2018]

**Ministry of Water Resources, River Development & Ganga Rejuvenation**  
**Transfer Policy Applicable to Officers of CWES Cadre**

**1. Preamble**

1.0 Central Water Engineering Group 'A' Service (CWES-Gr 'A') is one of the organized Central Engineering Services of the country which deals with all the aspects of the water resources development and management in the country at Central level. The CWES officers man the encadred engineering posts in Ministry of Water Resources, River Development & Ganga Rejuvenation, Central Water Commission (CWC), Central Electricity Authority, Ganga Flood Control Commission, Sardar Sarovar Construction Advisory Committee, Farakka Barrage Project, Krishna River Management Board & Godavari River Management Board.

1.1 Nature of functions of CWC and other organizations under the Ministry varies widely according to its mandates- ranging from basin planning, project appraisal, project monitoring, flood management, capacity building, design of Irrigation/HE projects to conflict resolution. In all cases, it demands that officers - either leading these organisations, or posted in junior to middle management levels - possess specific specialization and administrative/ leadership skills. Furthermore, ensuring widening of knowledge and skill of various activities and functions of field formations of CWC/Boards/Specialized units in CWC/FBP/Training Academy/SSCAC is another inescapable objective of the Ministry, in a way to equip these officers adequately for their future role as they rise in their career to occupy HAG and higher assignments both within the Ministry or in the CWC. This calls for rotation/transfer at certain interval from one functional unit to another so that these officers can effectively handle diverse and complex issues, that have already emerged, or likely to occupy centre-stage, sometime later in the water resources sector.

1.2 This transfer policy holds a set of guidelines enumerated in succeeding paragraphs that help determine transfer/postings of all officers on encadred posts. This Policy offers only general guidelines to the competent authority in the Ministry of Water Resources, River Development and Ganga Rejuvenation, as well as in the Central Water Commission, but does not restrict its powers.

**2. Applicability**

The Policy is applicable to officers of Central Water Engineering Group 'A' Service at all levels.

**3. Salient features of Transfer Policy**

The salient features of this transfer policy are as follows;

- a) All transfers and postings in HAG, SAG, JAG, STS and JTS of the Service shall be made with the approval of the Competent Authority as provided in Annexure of this document.
- b) Normally, rotational transfers will be carried out on completion of fixed tenure policy; promotion to the next higher grade and/or as and when it is felt expedient to do so by the Competent Authority.
- c) All annual rotational transfer orders shall normally be made by last week of February and in any case, not later than 15<sup>th</sup> March of the year.

- d) Guidelines for dealing with different types of compassionate grounds cases have been laid down.
- e) A correct and complete database containing the profiles of all officers of the Service shall be regularly updated.
- f) All grievances arising out of the implementation of this Transfer Policy shall be addressed in accordance with the guidelines issued by DOPT only.

#### 4. Criteria

The transfer of officers is required to be made from one station/office to another to meet various contingencies, the indicative but not exhaustive list which is given below:

- a) Officers will, as far as possible, be rotated between Head Quarter posts and Field Office/encadred posts through Rotational transfer / transfer on promotion to ensure adequate experience at field formation and utilize the expertise gathered during service for betterment of the organization.
- b) Posts at Field Offices and encadred with other organizations will be given priority to the extent possible.
- c) All representations for transfer/posting on compassionate grounds to address the genuine problems of officers will be considered to the extent possible, as elaborated under clause 'Compassionate Ground'.
- d) Mandatory posting may be done for meeting obligatory requirements on account of:-
  - i. For fulfillment of the mandatory requirement of field posting as specified in the RRs
  - ii. Transfer of personnel working in NE Region as per Government policy;
  - iii. Posting of personnel coming back from deputation to other organizations;
  - iv. Posting of personnel coming back from foreign deputation;
  - v. Posting of personnel to remote areas / non-preferred offices like the Farakka Barrage Project in West Bengal and Maithon in Jharkhand.
  - vi. For fulfilling the Organizational requirements like:-
    - a. requirement of personnel with known specialization or skill at a particular location;
    - b. developing all round experience to personnel for his career planning;
    - c. for the purpose of shifting/closing/opening of an office

#### 5. Tenure

- a) Unless governed by some specific provisions/ instructions of Government of India, the normal minimum tenure at a station will be of three years duration, subject to certain other conditions indicated in this policy and exigency of Government service.
- b) Tenure for posting in North Eastern region, Farakka Barrage Project (West Bengal) and Maithon (Jharkhand) would be three years during first ten years of service and thereafter, the tenure would be two years. Periods of leave, training etc. in excess of 30 days per year will be excluded in counting the period of stay in the region / place.
- c) The tenure at one location (HQ & Ministry clubbed together or Field) shall not exceed 10 years at a stretch unless required as per work exigency on special circumstances
- d) In order to allow more number of officers to get experience of working in various Wings of the main secretariat of the Ministry of Water Resources, River Development and Ganga Rejuvenation, the normal tenure of posting on encadred posts of MoWR, RD & GR will be for three years extendable upto five years on work exigencies, subject to the condition that the combined tenure of service in any position in the Ministry and Headquarter (HQ) clubbed together shall not exceed as specified in clause (c) above.
- e) For sensitive posts in the HQ or at Field Offices, the tenure of posting in any such posts shall not exceed three years.

#### 6. Guiding Principles

While selecting persons for transfer from one station to the other, the following prioritisation, in general, would be considered:

- a) Officers will be given the option to indicate preference of choice posting to particular place(s) and as far as it is not coming in the way of organisational interests, such choices will be given due consideration, subject to completion of required tenure at the current station and other administrative conveniences.
- b) Officers with longest stay at the place of their present posting at all stations (HQ, including the Ministry, as well as Field) will be considered for transfer. While estimating the period of longest stay, the following points shall be taken into account:
  - i. Officers available for the post/grade in question from the list of promotees to that post/grade shall be simultaneously considered (provided the DPC meeting has been held or likely to be held very shortly) along with those already holding that post in that grade.
  - ii. Period spent on deputation within the country in any organization/project shall be treated at par with CWC posting at that place/region from where the officer has proceeded on deputation. The time of stay shall be counted from the time of his continuous stay at that place/region including the period of deputation.
  - iii. For counting the stay at any particular station/region, the period will be counted from the date of return to that station/region from last posting outside the station/region provided such last posting had been for not less than two years, unless transferred earlier in public interest. Even if transferred earlier in public interest, a stay of minimum period of one year outside that station should be the criteria for break for deciding the longest stay in that station. Periods of leave in excess of 30 days per year for all stations will be excluded in counting the period of stay at that station/region.
  - iv. A list indicating the longest stayees at each station will be published by the CWC administration preferably in November every year. The list will include officers posted in Ministry or in other organizations.
  - v. While considering transfer to a particular location from amongst a number of officers desirous for the posting, preference will be generally accorded to the officer having the lowest aggregate service in the region provided the officer fulfills other factors justifying his posting at that station.
  - vi. Officers who have served in the North Eastern Region, Farakka Barrage Project(FBP) or Maithon, Jharkhand for a minimum period of two years shall not ordinarily be transferred again to North Eastern region/FBP/Maithon before the expiry of seven years from the date of their return or rotational transfer becomes due, unless they themselves desire so.
  - vii. Officers returning from Foreign posting/service/deputation shall normally be posted at FBP and Maithon depending upon the requirement and vacancy.
  - viii. Officers due for retirement on superannuation within a period of two years before their superannuation shall not ordinarily be transferred if persons of lesser age are available for the post.
  - ix. Requests for posting to station where the employee's spouse working in Central Government service is posted would be considered and efforts will be made to the extent possible to accommodate the officer at, or near the place of posting of the spouse subject to the administrative conveniences. While doing so, the existing guidelines issued by the Government of India will be followed. Such transfers may be treated as transfers "on own request" on compassionate grounds, if ordered within a period of stay of three years at that station.
  - x. All transfers will be treated as in the "public interest" except those done on compassionate grounds
- (c) For posting as Senior Joint Commissioner (SJC) in the Ministry, Central Water Commission (CWC) shall recommend only those CWES officers, who are not likely to

- be posted outside for next three years, so that he/she can serve the Ministry for next three years.
- (d) Posting in the Ministry may not come in the way of implementation of Transfer/Posting orders of CWES Officers; organizational interest for posting of an Officer in any place in India will have precedence over personal choice.
  - (e) If an Officer is due for Field Posting, in order to grant her/him Non-Functional Upgradation (NFU), his movement from Ministry/Headquarters shall not be restricted on any personal grounds.
  - (f) posting in offices like the Farakka Barrage Project (FBP) and Maithon, which are generally not preferred by the CWES officers because of lack of facilities as otherwise available in a metropolitan city, considering it as "difficult area", shall have some organizational incentives, such as:
    - i) CWES officers posted at FBP/Maithon shall, normally, have a clear two years tenure only.
    - ii) CWES Officers posted at FBP/Maithon shall have a choice for his next posting, which shall be accommodated to the extent possible.
    - iii) CWES Officers posted at FBP/Maithon by choice will normally be given preference for their deputation abroad over their other counterparts posted elsewhere.
  - (g) Exemption from posting out of HQ or any other place can be considered in exceptional circumstances, normally, on the following grounds:
    - i) Medical disabilities/conditions of the officer or dependents which are of serious nature and the proposed field posting lack medical facilities in such condition.
    - ii) if the children of the officer are studying in the 10<sup>th</sup>, or in the 12<sup>th</sup> Class during which the Officer may have to undertake a lot of activities for new admission / education of his/her children.

## 7. Compassionate Grounds

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

- a) an officer seeking posting/transfer on compassionate grounds shall apply through his Controlling Officer, to the Chairman, CWC in the prescribed proforma; no application for such transfer received from relatives or sent by the employee direct shall be acknowledged/entertained;
- b) Applications for transfers on compassionate grounds shall invariably be forwarded by the existing office of the applicant with suitable remarks to the competent authority;
- c) Consideration of applications for transfers on the compassionate grounds shall be subject to verification and satisfaction of the CWC on the grounds indicated by the applicants.
- d) The grounds for transfer shall be limited to:
  - i. illness of self or his/her dependents which includes wife/husband, children, mother and father only.
  - ii. employee's spouse working in Central Government service is at a different station.
- e) All transfers on compassionate grounds shall be at the expense of the individual, if effected, within a period of stay of three years at that station.
- f) The request for transfer on compassionate grounds will be considered only for the purpose of overcoming immediate personal difficulties faced by the officer on furnishing an assurance by the officer that he would proceed on transfer/re-transfer within a short period if effected within a period of stay of two years. Apart from the degree of personal difficulty of the officer, the general record of the past performance of the officer, the time already spent by the officer in difficult area etc. will be considered.

## 8. Placement Committee(s):



Placement Committees for various grades of CWES will be constituted as per the structure given in the Annexure of this document. As far as possible, the Competent Authority will consider implementing the recommendations of the Placement Committees. However, in case of exigencies of service or for any other reasons, to be recorded in writing, the Competent Authority may deviate from the recommendations given by the Placement Committees.

**9. Saving Clause**

Notwithstanding anything contained in Clauses (1) to (8), the Minister in charge of the Ministry of Water Resources, River Development and Ganga Rejuvenation may, at his/her discretion, relax or deviate from the guidelines or override recommendation(s) of Placement Committees and order transfer/posting of any officer in public interest as per the exigencies of work.

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## File No.A-22011/3/2017-E-I Section

ANNEXURE

## Placement Committee and Authority competent to approve the proposal of transfer

#	For whom constituted	Members of the Committee	Authority competent to approve the recommendations of the Placement Committee
1.	CWES Officers of the level of SAG and HAG, including Commissioners in the MoWR, RD & GR	(i) Secretary, MoWR, RD & GR - Chairperson (ii) Chairman, CWC - Member (iii) Jt. Secretary(Admn), MoWR, RD & GR - Member & Convener	Minister in charge of MoWR, RD & GR
2.	Posting of Senior Joint Commissioners in the Ministry	(i) Jt. Secretary (Admn), MoWR, RD & GR - Chairperson (ii) CE (HRM), CWC - Member (iii) Director/Dy. Secretary (in charge of CWC) MoWR, RD & GR - Member & Convener	Secretary, MoWR, RD & GR
3.	CWES Officers up to the level of Junior Administrative Grade (Director/Superintending Engineer)	(i) Senior-Most Member. CWC - Chairperson (ii) CE (HRM), CWC - Member (iii) Director/Dy Secretary, (In-charge CWC) MoWR, RD & GR - Member (iv) Secretary, CWC - Member & Convener  [one co-opt Member from Chief Engineer from SC/ST category to be nominated by Chairman, CWC in case none from the composition belongs to these communities]	Chairman, CWC

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No. A-22011/3/2017-E-I

भारत सरकार

Government of India

जल शक्ति मंत्रालय

Ministry of Jal Shakti

जल संसाधन नदी विकास और गंगा संरक्षण विभाग

Department of Water Resources, River Development and Ganga Rejuvenation

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, the 10<sup>th</sup> December 2021

**OFFICE MEMORANDUM**

Subject: Transfer Policy in respect of the members of Central Water Engineering Group (A) Service – modifications regarding.

In partial modification in the "Transfer Policy" for Central Water Engineering Group (A) Service officers, which has been circulated vide this Department's Office Memorandum of even number, dated 01.02.2018, the Placement Committee for posting of Senior Joint Commissioners (SJC) in the Department, is hereby modified as under:

- |   |   |                     |
|---|---|---------------------|
| • Joint Secretary (Admn.), DoWR, RD & GR                            | - | Chairperson         |
| • Chief Engineer (HRM), CWC   | - | Member              |
| • Commissioner<br>(in charge of the Wing where SJC is to be posted) | - | Member              |
| • Director/ Deputy Secretary (in charge of CWC)                     | - | Member and Convener |

2. This issues with the approval of the Secretary (WR, RD & GR).

(A.K. Das)

Under Secretary to the Government of India

Tel No.: 011-23716928

To

Central Water Commission

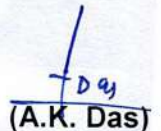
[Shri R. K. Sinha, Member (RM) &amp; Chairman (in-charge)]

Sewa Bhawan, R.K. Puram,

New Delhi.

Copy forwarded for information to:

1. Chief Engineer (HRM), Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi.
2. Joint Secretary (Admn), DoWR, RD & GR
3. All Commissioners of DoWR, RD & GR
4. Deputy Secretary (Admn.), DoWR, RD & GR
5. Copy for information to PPS to Secretary(WR,RD&GR)

  
(A.K. Das)

Under Secretary to the Government of India

Tel No.: 011-23716928

**Email****SO Coord. DoWR**

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**Re: Third Party transparency audit for 2022-23**

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**From :** GWE Section <sogwe-mowr@gov.in>

Mon, Jun 19, 2023 12:27 PM

**Subject :** Re: Third Party transparency audit for 2022-23 1 attachment**To :** SO Coord. DoWR <coord-mowr@nic.in>**Cc :** Shalini Gupta <usgw-mowr@nic.in>

Reference from trailing email,

Point no. 1.5.4 pertains with GWE Section, in this regard enclosed please find herewith transfer policy of CGWB issued GWE Section.

(GWE Section)  
Deptt. of Water Resources, RD & GR,  
Ministry of Jal Shakti,  
Shram Shakti Bhawan,  
New Delhi.  
Tele: 011-23711261

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**From:** "SO Coord. DoWR" <coord-mowr@nic.in>**To:** "Admin Section" <admn-mowr@nic.in>, "GWE Section" <sogwe-mowr@nic.in>, "Ashok Kumar" <dirgwe-mowr@nic.in>, "Sanjeev Tiwari" <soe4-mowr@nic.in>, "vigilance-mowr" <vigilance-mowr@nic.in>, "Ramesh Kumar" <budget-mowr@nic.in>, "IFD" <ifd-mowr@nic.in>, "IFD" <ifd-mowr@gov.in>, "e-Governance Cell MoWR" <egov-mowr@nic.in>**Cc:** "G.S. Panwar" <dscoord-dowr@gov.in>, "US Coord." <uscoord-mowr@nic.in>**Sent:** Monday, June 19, 2023 10:26:24 AM**Subject:** Re: Third Party transparency audit for 2022-23**Reminder-2**

Sir,

Please refer to trailing email, requisite information is still awaited. It is requested that kindly may be provide information to coord-mowr@nic.in by 19.6.2023 at 12:30 PM positively.

This may be treated as Top Priority.

Regards,

1/47088/2021

A-50013/14/2021-(GW Estt) Section-MOWR

Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(GWE Section)

Room No.633,  
Sharam Shakti Bhawan, New Delhi  
Dated : 11-06-2021

To

The Chairman,  
Central Ground Water Board,  
NH IV , Faridabad

**Sub : Transfer Policy in respect of CGWB officers/officials- regarding**

Sir,

I am directed to refer to this Ministry's letter No.25/80/2014-CGWB dated 11.12.2017 on the subject mentioned above and to forward a revised transfer policy in respect of CGWB officers/officials, duly approved by the Hon'ble Minister, Ministry of Jal Shakti for immediate circulation and strict compliance.

Encl: As above

Yours faithfully,

(A.K. Sahoo)

Under Secretary to the Govt. of India  
Tel : 23716928

Copy To : 1. The Director (Admn.), CGWB, Faridabad

Signature Not Verified to JS(Admn.), DoWR, RD &amp; GR, N. Delhi

Digitally signed by AKSHAYA  
KUMAR SAHOO  
Date: 2021.06.11 17:24:10 IST



## **ROTATIONAL TRANSFER POLICY (RTP) OF CGWB**

The Central Ground Water Board (CGWB) is a subordinate organization under the Ministry of Water Resources, River Development & Ganga Rejuvenation, and Government of India. It was established in 1970 by renaming the Exploratory Tube Wells Organization under the Ministry of Agriculture, Government of India. It was merged with the Ground Water Wing of the Geological Survey of India during 1972.

2. The Board is headed by Chairman and it has five Members including Member (Finance). There are 18 Regional Offices at various State Capitals, headed by Regional Directors. Besides, there are 17 Divisional Offices and 11 State Unit Offices.

3. The service conditions of officers and employees of CGWB have a mandatory provision for posting in any part of the country to meet the requirements of the Organisation. Therefore, transfer/posting of officers/employees at periodical intervals from one station to another are an essential feature of CGWB's organisational requirements and developmental interests. It is, therefore, desirable that all the officers and employees should serve in various parts of the country to get a holistic vision, exposure and to gain experience.

### **4. Applicability of Rotational Transfer Policy**

The Rotational Transfer Policy (RTP) is applicable to all Group 'A', Group 'B' and Group 'C' officers/officials of CGWB.

### **5. Categories of Transfer**

5.1. Transfer on promotion

5.2. Transfer on Administrative Grounds.

5.3. Transfer on Compassionate Ground - *out of purview of para 14*

5.4. Transfer on Request

5.5. Mutual Transfer - *out of purview of para 14*

### **6. Transfer on Promotion and exemption thereof:**

- a. On promotion, an officer at any level shall be posted out if he/she has served in the same office in any capacity for a maximum period exceeding the tenure for the promotion post as given in **Para 14**.
- b. If the officer is due for superannuation within two years. He/she will be retained in the same office against an existing vacancy of the promotional post. In case of no vacancy of the promotional post then the officer will be transferred to another office.
- c. If the officer is due for superannuation within six months on promotion, he/she will not be transferred as in such a short period one cannot be expected to contribute usefully in another office. Further, such a transfer may result in delay of finalizing pension papers. Such an officer will be retained in the same office against an available vacancy of the promotional post. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post in another office vacant so as not to exceed the cadre strength. On retirement, the post will revert to its original level.

### **7. Transfer on Administrative Ground:**

- i. On Functional requirement of the organization.
- ii. On completing the service tenure as given in **Para-14**.
- iii. On Administrative exigencies e.g. disciplinary action under Rule 14 of the CCS(CCA) Rules 1965, Ongoing Vigilance proceeding against any officer/staff wherein his posting at



same station will be detrimental to the ongoing proceedings till the closure of Vigilance case.

- iv. Notwithstanding anything contained in this policy, the *Competent Authority* may, transfer or post any officer/staff at any station or post, if necessary in public interest.
- v. *Placement Committees for various grades of CGWB will be constituted as mentioned in para 15(b) of this RTP. As far as possible, the Competent Authority will consider implementing the recommendations of the Placement Committees. However, in case of exigencies of service or for any other reasons, to be recorded in writing, the Competent Authority may take the suitable decision even without considering any recommendation from Placement Committee.*

*\*Note: All cases of deviation are to be reported to Ministry immediately and in any case within a period not more than one month."*

## **8. Transfer on Compassionate Ground:**

- I. Employee due for superannuation within 02 years may request for the last positing at his choice station for consideration.
- II. Request for transfer on Medical grounds will be considered after due verification from a medical board/report from Chief Medical Officers of the Government Hospital.
- III. Physically challenged employee shall be considered for transfer as defined in para 8 of DoPT's O.M.No. 36035/3/2004 /Estt. (RES) dated 29-12-2005 on the subject 'Reservation for the persons with Disabilities.
- IV. Posting of Husband & Wife at the same station as per DoPT's OM No. 28034/2/97-Estt. (A) dated 12-06-97 will be followed. However, this cannot be used by any officer as an excuse not to comply with the transfer order issued, by the Competent Authority in public interest.

**9. Transfer on Request:** Transfer on request will be considered on case to case basis by Competent Authority. The request for transfer shall be entered in a register meant for 'Request for Transfer' and all such requests shall be duly examined and placed before the Competent Authority who shall decide each case based on its merit. The Competent Authority shall take final decision keeping organizational requirement as first priority and will accommodate the request as per the transfer policy and para 14. On Such transfer their tenure in the new office will be counted afresh and they will be required to serve the prescribed full tenure for the post before they are considered for transfer.

**10. Mutual Transfer:** - Requests for mutual transfer of officers may be considered subject to the following conditions:

- a. Both of the officers who applied for mutual transfer should have completed at least 50% of the maximum tenure prescribed for the post.
- b. The request should be recommended by the Head of offices of the concerned offices.
- c. The officers concerned should be cleared from Vigilance angle.
- d. Requests for mutual transfer will be considered on case-to-case basis keeping functional considerations in mind.
- e. Tenure on Mutual Transfer at the new place of posting will be counted afresh for further transfer under RTP.

## **11. Officer returning from deputation / long leave / long term training etc.**

- a. An officer returning from deputation, long leave/long term training will be posted back to the same office he last served for the balance period of the tenure prescribed for the



grade subject to availability of a vacancy and subject to the condition that at least one year of balance tenure is left. In the absence of a vacancy in the last office served, he/she will be allowed to exercise option for posting treating the last served office as his/her current office. On expiry of the retention for the balance tenure, the officer will be transferred on rotational transfer in the annual rotational transfer.

- b. Period of leave/training exceeding six months will be treated as long leave/long term training for the purpose of posting under RTP.
- c. Officers to be retained on promotion in the same office in terms of the RTP would be adjusted first and only thereafter officers returning from deputation, long leave or training would be considered for retention, subject to availability of vacancy.

## 12. Cut off date and Tentative Schedule of transfer

- a. The cut-off date for calculating the period of residency at any place of posting will be 1<sup>st</sup> January of the year. An Officer/employee for being covered under RTP should have completed prescribed tenure as on **1<sup>st</sup> January**. The Cut-off date for calculating two years in respect of officers Superannuating will be calculated as on the last date of the month in which rotational transfer order is issued.
- b. The rotation under RTP in each grade will be undertaken once in a year. As far as possible, transfer process shall be complied by the end March.

## 13. Choice for Transfer

All Officers/officials completing their tenure at normal station or at station in J&K and North Eastern Region should give three choices of stations (other than his/her present station of duty) for transfer. As far as possible, they will be transferred to one of the stations of their three choices. However, choice can't be claimed as a right and transfer will be ordered keeping overall requirements of service and in organizational interests.

**14. Service Tenure** The Transfer Policy envisages a fixed tenure at a station before consideration of any transfer *except Transfer on Compassionate Grounds and on Mutual Transfer* as given below:

Name of Post	Maximum Service tenure for transfer in general except for North-East and J&K Region	Maximum Service tenure at any North-East and J&K Region	Minimum continued Service tenure at a Station (in same or different Post) before transfer to other Station	Permissible maximum Accumulated tenure at any Station during whole service tenure (in same or different post)
Regional Director, Executive Engineer, Assistant Executive Engineer/Assistant Engineer(in charge of store/purchase)	3 years (Identified as sensitive post by CGWB vide their Letter No. 1-6/2016-Vig-96 DT. 01.05.2017)	As per Government of India policy for North East and J & K region	2 years	15 years



Administrative Officer	3 years (Identified as sensitive post by CGWB vide their Letter No. 1-6/2016-Vig-96 dt. 01.05.2017)		2 years	15 years
Other Group A	4 years		2 years	15 years
officers Group B (Gazetted)	8 years		2 years	20 years
Group B (Non-gazetted)	12 years		2 years	20 years

**Note : Group 'C' employees are exempted from Rotational Transfer Policy. However, they will transfer in organizational interest.**

### 15. Transfer Policy Implementation

- Transfer orders once issued after due consideration shall be strictly enforced. Disciplinary action shall be initiated against the officers/officials who bring extraneous pressure for cancellation of their transfer orders. Moreover, in each case, a record shall be kept in the APAR dossier of the officer/official concerned to the effect.
- Posting on promotion/transfer will be processed by a Placement Committee and its recommendations will be approved by the Competent Authority. The composition of Placement Committee is as under:

#### **Members, Regional Directors, All Scientist 'D' and Superintending Engineers**

- Chairman, CGWB -Chairman
- Member(CGWB), CHQ -Member
- Director (Admin.), CGWB -Member

#### **Other Group 'A' and Group 'B' (Gazetted) Officers**

- Member (CGWB), CHQ -Chairman
- Director (Admn.), CGWB -Member
- Superintending Level(Scientist (Sc.-D) officer, CHQ -Member
- Superintendent Engineer, CHQ -Member

#### **Group 'B' (Non-Gazetted) officials**

- Director (Admin) - Chairman
- Executive Engineer, CHQ - Member
- Sr. Admn. Officer, CHQ - Member
- Junior Level Scientist (Scientist 'B'), CHQ - Member

**NOTE:-** While making recommendations, the committee will consider the factors like vacancies, seniority, choice of posting, past experience, exigencies of service, tenure/posting

profile of officers / officials (including total time spent at a station in his entire tenure), functional requirement of the organization etc.

(c) The Competent Authority to approve proposals for transfer/postings will be:

- i. Members : Hon'ble Minister, Ministry of Jal Shakti, Deptt.  
of Water Resources, RD & GR
- ii. Regional Directors : Secretary, Deptt. of Water Resources, RD & GR
- iii. Other Group 'A' and Group 'B' (Gazetted) Officers: Chairman, CGWB
- iv. Group 'C' and Group 'B' (Non-Gazetted) officials: Member (CGWB)

**16.** The objective of posting/transfer policy is to meet the requirement of services by the organization i.e., CGWB. In all cases, **Organizational Interest will be supreme**. Efforts will be made to accommodate all requests for transfer/ posting based on merits of each case and the final decision shall rest with the Cadre Controlling Authority / Competent Authority.

**17.** Any failure to comply with transfer orders issued with the approval of the Competent Authority will invite action under CCS (CCA) Conduct Rules.

**18. Saving Clause**

Any proposal for modification / relaxation in implementation of the provisions RTP will be examined by the ministry base on the merit of each case and approved by the Competent Authority. Speaking orders will be issued in such cases.

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No.20-26/2019-Min.Estt. -7543

Government of India

Ministry of Jal Shakti

Department of Water Resources, RD & GR

Central Ground Water Board  
Bhujal Bhawan

NH-IV, Faridabad-121001

Dated:

25 NOV 2022

CIRCULAR

Sub: Representation of officers/official on transfer.

विषय: स्थानांतरण पर अधिकारियों/अधिकारियों का प्रतिनिधित्व।

It has been observed that representations have been received from time to time regarding the retention on transfer at the same place from the different officers/officials of Central Ground Water Board. In this regard, it is to inform officers/officials that while sending their representations to CHQ, they are mentioning that their son/daughter are studying in class 10<sup>th</sup> or 12<sup>th</sup> and thereby seeking relaxation in transfer. It is to mention here that in Rotational Transfer Policy-2021 placed on CGWB's Website there is no clause for relaxation in retention on transfer at the same place.

यह देखा गया है कि केन्द्रीय भूजल बोर्ड के विभिन्न अधिकारियों/कर्मचारियों से एक ही स्थान पर स्थानांतरण पर रोक बनाए रखने के संबंध में समय-समय पर अभ्यावेदन प्राप्त होते हैं। इस संबंध में, अधिकारियों/कर्मचारियों को सूचित करना है कि सीएचक्यू को अपना अभ्यावेदन भेजते समय वे उल्लेख कर रहे हैं कि उनका बेटा/बेटी कक्षा 10 वीं या 12 वीं में पढ़ रहे हैं और इस प्रकार स्थानांतरण में छूट की मांग कर रहे हैं। यहां यह उल्लेख किया जाता है कि सीजीडब्ल्यूबी की वेबसाइट पर उपलब्ध रोटेशनल ट्रांसफर पॉलिसी-2021 में एक ही स्थान पर बने रहने के लिए स्थानांतरण पर प्रतिधारण में छूट के लिए कोई खंड नहीं है।

It is hereby informed that officers/officials of CGWB should not mention such ground for retention at the same place while sending their representations on transfers.