No. 3/4/2016-O&M/ 328
Government of India
Central Water Commission
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Room No. 326(S), SewaBhawan,
R.K. Puram, New Delhi-110066

Dated 15 February, 2018

**OFFICE MEMORANDUM**

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

A copy of Ministry of Water Resources, River Development and Ganga Rejuvenation's O.M.No.A-22011/3/2017-Estt.I dated 1st February, 2018 on the subject mentioned above is circulated for information and compliance.

Encl. As stated.

**( S.S. Chauhan)**
**Under Secretary, CWC**
**Tele. No. 26176567**

**Copy to :**

1. All the Chief Engineers (Headquarters and Field offices), CWC.
2. All the Superintending Engineers/Directors, CWC.
3. Director (WP&P Coordn)/Director(RM Coordn)/Director(D&R Coordn),CWC.
4. Secretary, CWC/Director (Estt.I), CWC.
5. Accounts Officer, CWC.
6. All the Under Secretaries/Section Officers, CWC.
7. Guard File, O&M Section.
8. CWC's Website.

Sl. No. 22(R)

**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 1st February, 2018

Secretary (WR) Dy. No. 518 Date 7-2-18 CWC

**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.

May please upload in CWC website

Encl. Appendix

07/02/2018

**(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.**

US(O&M)
US(E-I)

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

Take immediate action for uploading the same.

07/02/2018
ASO (RS)

39/US(O&M)
8/2/18

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

**APPENDIX**

**[Please refer to MoWR,RD&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 encadered 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 15th 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/encadered 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 encadered 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 $10^{th}$ , or in the $12^{th}$ 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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**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<br>(ii) Chairman, CWC - Member<br>(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<br>(ii) CE (HRM), CWC - Member<br>(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<br>(ii) CE (HRM), CWC - Member<br>(iii) Director/Dy Secretary, (In-charge CWC) MoWR,RD&GR - Member<br>(iv) Secretary, CWC - Member & Convener<br><br>[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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