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Government of India
Central Water Commission

R.No-806(S), Sewa Bhawan
R.K.Puram, New Delhi-110066
Dated: -12 November, 2013

To,

All Chief Engineers & Superintending Engineers (C)
Central Water Commission
Government of India.

Subject:- Transfer Policy Applicable to Group B and C Personnel of Ministerial Cadre of Subordinate offices of CWC.

Sir/Madam

Please find enclosed herewith Transfer Policy duly approved by the Competent authority of CWC in respect of Group B and C Personnel of Ministerial Cadre of Subordinate offices of CWC for your information and necessary action.

It is requested that, instructions/guidelines of Transfer Policy may be adhered to while forwarding application of the official for his/her transfer to other offices of CWC under Rotational Transfer Policy.

Yours faithfully



(P.K.Saxena)
Section Officer

Copy to:-

- 1) Deputy Director, SMD, CWC, Sewa Bhawan with request to upload a copy of the same in CWC Website.

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**TRANSFER POLICY APPLICABLE TO GROUP B and C PERSONNEL OF MINISTERIAL
CADRE OF SUBORDINATE OFFICES OF CWC**

PREAMBLE

All appointments to Group B & C Ministerial Cadre of Subordinate offices of CWC inter-alia include a provision for transfer or posting to any part of the country. In view of the fact that these Gr B & C posts on its establishment are meant for the field formations, periodical transfers of its employees from one station to another is a normal feature of the requirement of service in CWC.

Nature of functions of CWC varies considerably requiring specialization in specific subjects suggesting a minimal disturbance. At the same time, knowledge of various other functions including the working of field formations is considered essential from the view point of career planning of the officer. This calls for transfer at certain interval.

The "Transfer Policy" has been evolved to ensure harmonizing the essential needs of the organization and the interests of the employees.

The Transfer Policy gives only general guidelines to the competent authority and do not constitute rules. General directives issued by the Govt. of India on matters related to transfer from time to time will also be taken into consideration. Delegation of administrative powers in regard to transfers is made separately. This policy is only a guideline to the competent authority and not in terms of restricting its powers.

The main provisions of the policy are brought out in the following clauses:

Clause 1

The Policy is applicable to all Group B and Group C staff of the Ministerial Cadre of Subordinate offices of CWC.

Clause 2

Group B and Group C Ministerial personnel are liable to be transferred from one station to another to meet various contingencies, some of which are listed below:

- a) for purpose of adjusting surplus staff/making up deficiencies of staff on shifting/closing/opening of an office of the Commission; due to various factors like public interest , administrative inconvenience, promotion and the personal reasons etc of the employees becomes imperative to transfer the employee from one station to another.
- b) on promotion of an individual when the promotee cannot be adjusted at the same station;
- c) for filling up vacancies at any station resulting due to retirement/promotion etc. of the personnel at that station;
- d) on compassionate grounds
 - i) mutual transfers;
 - ii) to address the genuine personal problems of personnel(to the extent possible);
 - iii) to facilitate keeping husband and wife at one place;
- e) for meeting obligatory requirements
 - i) transfer of personnel working in NE Region as per Govt. policy;
 - ii) transfer of personnel coming back from deputation to other organizations;
- f) regarding work needs
 - i) requirement of personnel with known specialization or skill at a particular location and requirements of posting a very suitable person at a particular location;
 - ii) providing all round experience to personnel for his career planning;
- g) due to administrative reasons including but not limited to:
 - i) transfer of personnel from sensitive post after completion of specified tenure;
 - ii) requirement from vigilance angle;
 - iii) filling up of the resultant vacancies due to any of the above transfers.
- h) transfers consequential to the above mentioned transfers.

Clause 3

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

1. Transfer of persons willing to go to a particular place where such transfers are possible and necessary in the interest of work.

2. Staff with longest stay at the place of present posting. While estimating the period of longest stay, the following points shall be taken into account :

- i) Staff available for the post/grade in question from the list of promotes to that post/grade shall be simultaneously considered 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. The time of longest 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 five years, unless transferred earlier in public interest. Even if transferred earlier in public interest, a stay of minimum period of three year outside that station should be the criteria for break for deciding the longest stay in that station
- iv) For counting the longest stay at a place, the stay in the region will be considered instead of stay at a particular place. In general the jurisdiction of the field Chief Engineers will be considered as a region. However, the Delhi region will consist of Delhi, Faridabad and NOIDA.

Clause 4

While transferring personnel from one station to the other, the following aspects will be kept in view:

1. Officers who have served in the North Eastern Region for a minimum period of two/three years shall not ordinarily be transferred again to that region before the expiry of ten years from the date of their return, unless they desire so.

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2. Exigencies of work and other administrative reasons may require transfer of officers at any time even though he may not have spent sufficient long time at that particular place/region.

Clause 5

Officials returning from deputation shall be posted at any location depending upon the requirement.

Clause 6

Employees due for retirement on superannuation within a period of two years to three years before their superannuation shall not ordinarily be transferred if persons of lesser age are available for manning the post.

Clause 7

Officials under zone of consideration of transfer should give their preference for a place of posting, well in time, before annual rotational transfers, so that the same may be considered subject to the exigencies of work and administrative requirements along with requests of other staff. The options given will be valid for that particular year only. It will not be essential for the Commission to accede to such requests.

Clause 8

As far as possible, transfers shall be ordered in the months of February to April and compliance of these orders secure latest by June end as this will cause the least disruption of the educational schedule of the School/College going wards of the employees except in the cases of postings ordered in view of promotion, closing/opening of units, additional/expansion of activities of the existing units and other time bound activities.

The transfers of Ministerial Personnel of Sub offices of CWC are also required to be made by the field Chief Engineers within their jurisdiction in accordance with these guidelines. Such transfers shall be issued only after the transfer/posting orders are issued by the headquarters.

Chief Engineers shall maintain a list of Group B & C Ministerial Personnel in their region in descending order of longest stay within the region, also indicating the period of stay at each of

Clause 9

Requests for posting to station where the employee's spouse in Govt. service is posted would be considered and efforts will be made to the extent possible to accommodate the official at or near the place of posting of the spouse subject to the administrative conveniences. While doing so, the existing guidelines issued by the Govt. of India will also be considered. Such transfers may be treated as transfers "on request" on compassionate grounds if effected within a period of stay of 5 years at that station; otherwise, the transfer will be treated as in the "public interest".

Clause 10

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

- a) employee seeking posting/transfer on compassionate grounds shall apply to the concerned cadre controlling authority/competent authority to order transfer, through proper channel in the prescribed proforma in pursuance to the Circular to be issued by CWC(Hqrs) every year inviting such requests for choice posting ; no application for such transfer received from relatives or sent by the employee direct shall be 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) on receipt, these applications shall be entered in compassionate transfer register maintained for each grade/post separately by competent authority for processing/dealing such requests in the order of receipt of the request by the concerned Section. Transfers shall be decided by the competent authority on the merits of each case;
- d) consideration of applications for transfers on the compassionate grounds shall be subject to verification by and satisfaction of the department of the grounds indicated by the applicants. Applications on medical grounds shall be accompanied by appropriate medical certificate from the authorized medical attendant (where authorized medical

- e) all transfers on compassionate grounds shall be at the expense of the individual, if effected within a period of stay of five years at that station. The request for or against 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. Apart from the degree of personal difficulty of the officials, the general record of the past performance of the officer, the time already spent by the officer in difficult area etc. will be considered.

Clause 11

Officers posted to sensitive places such as involving work of secret/confidential nature of work or involving procurement/handling of stores, award of contracts etc. shall not ordinarily be retained in that post for a period of more than three years and shall also not be brought back to the same post within three years of transfer from that post.

Clause 12

No Representations, against the transfer/posting orders shall be entertained after issue of transfer orders.

Clause 13

Appropriate authorities for considering representations against transfers shall be cadre controlling authority for Group B officers and Group C officials.

Clause 14

Notwithstanding anything contained hereinabove, the competent authority in CWC may at his discretion relax or deviate from the guidelines detailed above and order transfer/posting of any officer in public interest as per the exigencies of work.

Clause 15

These guidelines will also be applicable to Junior Translator and Storekeeper personnel working in Subordinate Offices of CWC.

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