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भारत सरकार  
Government of India  
केन्द्रीय जल आयोग  
Central Water Commission  
मुख्य अभियंता कार्यालय  
Office of the Chief Engineer  
ऊपरी गंगा बेसिन संगठन  
Upper Ganga Basin Organization



दूरभाष सं: 2715832

फैक्स सं: 2719834

Email-secolucknow-cwc@nic.in

'जान्हवी सदन', 21/496, इंदिरा नगर  
'Janhavi Sadan', 21/496, Indira Nagar

लखनऊ-226016.

Lucknow-226016

दिनांक 08. 11.2019

### कार्यालय ज्ञापन


ऊपरी गंगा बेसिन संगठन, केन्द्रीय जल आयोग, लखनऊ के अन्तर्गत वर्ग 'ग' व 'कार्यभारित स्थापना हेतु कार्यरत स्थानान्तरण नीति का चौथी क्षेत्रीय परिपद की बैठक में लिए गये निर्णय के अनुक्रम में समिति द्वारा प्रदत्त सिफारिश के आधार पर कार्यालय ज्ञापन सं 1/7/2016-17/ आर.सी.एम./ ऊ.गं.वे.स./3107-30 दिनांक 03.08.2017 का अधिक्रमण करते हुये इस संगठन के अन्तर्गत मानव संसाधन को तर्कसंगत, कारगर और दक्ष करने हेतु वर्ग 'ग' व 'कार्यभारित स्थापना में स्थानान्तरण प्रक्रिया को सुगम करने हेतु नवीनतम स्थानान्तरण नीति तत्काल प्रभाव से लागू होगी।

ऊपरी गंगा बेसिन संगठन, केन्द्रीय जल आयोग, लखनऊ के अन्तर्गत वर्ग 'ग' नियमित कर्मचारियों का स्थानान्तरण मुख्य अभियंता द्वारा व 'कार्यभारित स्थापना' में स्थानान्तरण संबंधित परिमंडल के अधीक्षण अभियंता द्वारा स्थानान्तरण नीति में प्रदत्त प्रावधानों के अनुसार मान्य होंगे।

स्थानान्तरण नीति को प्रभावी और सुव्यवस्थित कार्यान्वयन हेतु निम्नलिखित चरणों का पालन किया जाना सुनिश्चित किया जाय।

1. सबसे लम्बे समय तक रहने वाले कर्मचारियों की सूची प्रत्येक वर्ष 30 नवम्बर तक कार्यालय द्वारा तैयार कर परिचालित करते हुये कार्यालय के नोटिस बोर्ड पर व वेबसाइट पर संबंधित कार्यालय द्वारा अपलोड किया जाय।
2. स्थानान्तरण हेतु कर्मचारियों से पसंदीदा स्टेशनों के साथ आवेदन पत्र की मांग निर्धारित प्रोफार्मा में प्रत्येक वर्ष 15 दिसम्बर तक कार्यालय द्वारा मांगा जाय। नियमित स्थापना हेतु मुख्य अभियंता कार्यालय एवं कार्यभारित स्थापना हेतु परिमंडल कार्यालय में दिनांक 31 दिसम्बर तक प्राप्त हो जाना सुनिश्चित करें।
3. नियमित स्थापना से संबंधित मामले मुख्य अभियंता कार्यालय द्वारा एवं कार्यभारित स्थापना से संबंधित मामले परिमंडल कार्यालय द्वारा प्रत्येक वर्ष 31 मार्च तक स्थानान्तरण आदेश जारी कर दिये जाय।
4. स्थानान्तरित कर्मचारी को सामान्य अवस्था में 15 अप्रैल तक कार्यमुक्त कर दिया जाय व विशेष अवस्था में 30 अप्रैल तक कार्य मुक्त कर दिया जाय, ताकि संबंधित कर्मियों के वच्चों के शिक्षण सत्र प्रारम्भ होने के समय अथवा विशेष अवस्था में मानसून काल से पूर्व नये स्थल पर कार्य योगदान कर सके।
5. कार्यालय ज्ञापन जारी होने की तारीख से स्थानान्तरण नीति (संलग्न) मान्य होगी।

यह मुख्य अभियंता, ऊपरी गंगा बेसिन संगठन, केन्द्रीय जल आयोग, लखनऊ के अनुमोदन से जारी किया जाता है।

  
( आशिष कुमार पाल )  
अधीक्षण अभियंता ( समन्वय )

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित (Through E-mail/ UGBO web portal)।

1. अध्यक्ष, केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
2. सदस्य (नदी प्रबंध), केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
3. मुख्य अभियंता (मानव संसाधन प्रबंध), केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
4. सचिव, केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
5. निदेशक, नदी प्रबंधन समन्वय निदेशालय, केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
6. निदेशक, प्रशासन, केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
7. निदेशक, स्थापना-1, केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
8. निदेशक, स्थापना-2, केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
9. निदेशक, प्रबोधन एवं मूल्यांकन निदेशालय, केन्द्रीय जल आयोग, लखनऊ।
10. निदेशक, प्रबोधन एवं मूल्यांकन निदेशालय, केन्द्रीय जल आयोग, आगरा।
11. अधीक्षण अभियंता, जल विज्ञानीय प्रेक्षण परिमंडल, केन्द्रीय जल आयोग, वाराणसी।
12. अधीक्षण अभियंता, जल विज्ञानीय प्रेक्षण परिमंडल, केन्द्रीय जल आयोग, देहरादून।
13. अधिशासी अभियंता, मध्य गंगा मंडल-1, केन्द्रीय जल आयोग, लखनऊ।
14. अधिशासी अभियंता, मध्य गंगा मंडल-2, केन्द्रीय जल आयोग, लखनऊ।
15. अधिशासी अभियंता, मध्य गंगा मंडल-3, केन्द्रीय जल आयोग, वाराणसी।
16. अधिशासी अभियंता, हिमालयी गंगा मंडल, केन्द्रीय जल आयोग, देहरादून।
- 17-22. अवर सचिव, स्थापना-7/8/9/11/12/13, केन्द्रीय जल आयोग, सेवा भवन, राम कृष्ण पुरम्, नई दिल्ली।
23. कर्मचारी संघ, कार्यभारित कर्मचारी संघ, केन्द्रीय जल आयोग, 402 ए, वी-5, कालिन्दी भवन, नई दिल्ली-110016।
24. ऊपरी गंगा बेसिन संगठन के अन्तर्गत परिमंडल/सभी मंडल/ सभी उपमंडल/ सभी कार्यस्थल के सूचना पट्ट पर।
25. ऊपरी गंगा बेसिन संगठन के वेब पोर्टल पर अपलोड हेतु।
26. ऊपरी गंगा बेसिन संगठन के अन्तर्गत नामित क्षेत्रीय कर्मचारी संघ।



Transfer Policy of Group-C& Work-charged staff of Circles under UGBO  
**UPPER GANGA BASIN ORGANISATION**  
**CENTRAL WATER COMMISSION**  
**LUCKNOW**

**TRANSFER POLICY OF UGBO, CWC APPLICABLE TO GROUP 'C' &  
WORK-CHARGED STAFF OF CIRCLES UNDER UGBO**

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**Preamble**

To carry out the functions of UGBO, CWC in an effective manner, the staff on its establishment, both in regular and work-charged cadre have to be posted in the field offices/site offices. This makes periodical transfer of its employees from one station to another essential for performing normal activities in UGBO, CWC. At present, transfers are being effected in this region as per the existing transfer policy issued vide OM no 1/7/2016/RCM/UGBO/3107-30 Dated 03/08/2017. Now, It has been considered to review the existing "Transfer Policy" for transfers within UGBO to ensure harmonising the requirements of the organisation with that of employees.

The Transfer policy for transfer within the Region shall henceforth be applicable to all Group 'C' & Work-charged staff as brought out in the following clauses. This policy shall come into with effect from 08/11/2019.

**Clause-1:** The transfer policy is applicable to all Group 'C' & 'Work-charged' staff of UGBO, CWC.

**Clause-2:** In principle, the number of transfers shall be kept at the minimum as per the functional requirement of the organisation and efforts shall be made to keep dislocation of the staff minimal. The staff shall become eligible for transfer from a site / office after serving there for a continuous period of three (3) years. Group 'C' and 'Work-charged' personnel will be transferred from one station to another station to meet the work requirements / conditions listed below:

- a. Posting of staff due to opening of new office/site,
- b. Rotational transfers for posting to place of choice,
- c. Rotational transfers for posting to different sites as per requirement,
- d. Redeployment of staff due to closure of any office/site,
- e. Transfer due to unforeseen administrative exigencies.

**Note:** The Case of Inter Circle transfer shall be considered as per HQ, CWC, New Delhi Office Memorandum No A-22020/01/2012-EXII/393-446(E) Dt. 27.04.2018.

**Clause-3:** For transfers under Clause 2(a), the following should be the order of consideration:

In case requests for transfer are more than the number of posts / vacancies, selection will be made primarily on the basis of station seniority. The request for voluntary transfer of any staff will only be considered if he / she has put in a minimum service of 2 years at that particular station. The department, however reserves the right not to consider any request because of administrative requirements.

- a. Persons with longest continuous stay at the place of their current posting, and have never underwent any transfer.
- b. Persons with longest continuous stay at the place of their current posting since their last return to that place.

**Clause-4:** For transfer under Clause 2 (b), register will be maintained containing individual's options for choice places of postings. Interested staff may record their choice places of postings by 31<sup>st</sup> December, each year. A minimum of three choices of stations have to be given for consideration in decreasing order of preference. When the numbers of candidates are more than the available posts at the choice places, rotational transfer will be effected based on service length spent outside the station particularly at different stations. The transfer before normal tenure of three years (two years in remote / difficult sites) shall be at own cost. Some of the staff posted at the station may be displaced, if required, based on longest stay.

**Clause-5:** For posting at remote/difficult sites (as per Annexure-A) rotational transfer policy will be as followed:

After serving at the remote area for 2 years, one will be given place of choice posting to the extent administratively possible superseding the Clause-4. The transfer from remote areas will be made as per the provision of Clause-3. Period of leave in excess of 30 days per year for all stations will be excluded in counting the period of stay at that station. On Transfer from Remote/ Difficult Site the staff shall not be ordinarily again transfer to Remote/ Difficult site before the expiry of five (5) years from the date of their return, the employees of more than 55 years age shall not be transferred to the remote/ difficult Sites.

**Clause-6:** Re deployment of staff after closure of office / site will be made as per vacancy available at other sites / offices, keeping in view the provisions of Clause-4 and Clause-5.

**Clause-7:** Transfer due to administrative exigencies under Clause 2 (e) will supersede all the provisions of Clause-3, Clause-4, Clause-5 and Clause-6. Such transfers will generally be effected



- i. When there is a prima-facie case against any official indulging in activities against the Govt. interest;
- ii. Un-becoming conduct of the employee which is in contravention to the code of conduct;
- iii. Indulging in illegal activities;
- iv. Administrative and Technical requirement/reasons.

**Clause-8:** The following procedure will apply for transfer/postings on compassionate grounds within UGBO.

- a. Group 'C' employees should apply to the Chief Engineer through proper channel and the W/c staff will apply to the concerned Superintending Engineer through proper channel which should reach the concerned offices by the end of December with due recommendation from EE/SE as the case may be.
- b. The requests for transfer on compassionate ground will be entered in a register maintained in the office of Chief Engineer or Circle office, as the case may be, for each grade/post separately. Transfer/ posting will be decided by the competent authority on the merit of each case. Such transfers will be treated as 'Special case under compassionate ground' and will supersede all the provisions under Clause-2, Clause-3, Clause-4, Clause-5 and Clause-6.
- c. Consideration of applications for transfers on compassionate grounds should be subject to verifications and satisfaction of the department on the genuineness of the grounds indicated by the applicant.
  - i- PWD (Person With Disabilities) employee.
  - ii-Critical illness like cancer, mental disability etc. supported by authenticated medical report of employee's dependents which includes wife / husband, children, mother and father, who are dependent on that employee only.
  - iii- Education of children appearing next year in class 10<sup>th</sup> or 12<sup>th</sup>.
  - iv- Employee's spouse working in Government service is at a different station.
- d. The transfer on compassionate ground should be restricted to maximum Five percent (5%) in a given year of the total transfer effected by CE/SE offices.
- e. The retention on compassionate grounds at the present place of posting shall be normally for a period of 1 year and in no case, shall exceed 2 years.



- f. All transfers on compassionate grounds shall be at the expense of the individual (own cost), if effected before normal tenure of three years at the present 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 staff 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 officer, the general record of the past performance of the staff, the time already spent by the staff in difficult area etc. will be considered.
- g. Requests for posting to a station where the employees 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.

**Clause-9:** Representations, if any, against the transfer/posting orders shall be made through proper channel, by the affected individuals, within fifteen days of receipt of the posting orders. If, the representation received through proper channel is rejected after due consideration 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 or deemed to have been relieved by the competent authority.

**Clause-10:** Employees having less than 2 years to their superannuation shall not ordinarily be transferred if the persons of lesser age are available for manning the posts. The requests for transfer made by such employees for posting/transfer to the place of their choice would be considered positively to the extent administratively possible.

**Clause-11:** If an employee has gained sufficient expertise in a particular activity and is performing well, he may be retained at the same place to use his expertise but not beyond 10 years without compelling circumstances that too after obtaining approval of CE (UGBO). Notwithstanding anything contained in the clauses mention above CE/SE may at his/her 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-12:** If an employee has requested transfer on medical grounds supported by medical certificate etc., the head of office may refer such type of cases to medical board for a report on employee's health and suitability for continuing in job they are expected to perform in Government Service. After receipt of report from medical board, the case may be examined on merit and taking into account administrative suitability may be forwarded for necessary action to the competent authority, if required. No administrative action on such request shall be taken till receipt of report from Medical Board.

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**Annexure-‘A’**

**Remote/Difficult sites under UGBO, CWC, Lucknow:**

1. Jauljibi- MGD-I, Lucknow.
2. Ghat- MGD-I, Lucknow
3. Kanjyoti, MGD-I, Lucknow
4. Pancheshwar, MGD-I, Lucknow
5. Kharra, MGD-III, Varanasi
6. Badrinath, HGD, Dehradun
7. Joshimath, HGD, Dehradun
8. Karnprayag, HGD, Dehradun
9. Nandkeshri, HGD, Dehradun
10. Uttarkashi, HGD, Dehradun
11. Koteswar, HGD, Dehradun
12. Marora, HGD, Dehradun

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