

Government of India  
Central Water Commission

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4<sup>th</sup> Floor(S), Sewa Bhawan,  
R.K.Puram, New Delhi-110066  
Dated the

December,2019

**OFFICE MEMORANDUM**

**Subject:- Rotational Transfer of Scientific Cadre - regarding**

I am directed to say that in connection with the ensuing rotational transfer in 2020, all Officials of Scientific Cadre Officers i.e. Research Officer (RO), Assistant Research Officer (ARO) & Senior Research Assistant (SRA) who desire consideration of their requests for transfer are given an opportunity to indicate their preferences for place of posting of their choice (not more than 3 places/regions) in the proforma, at Annexure. Normal period of stay at a station is 3 years other than NE for which tenure period is 2 years. Option for transfer if exercise before completion of 3 years(2 years in case of NE) of stay at a place can be considered as request for transfer at own cost and needs to be mentioned clearly while giving options by the applicant. The choices exercised will be taken into consideration as far as possible. However, keeping in view the exigencies of work and administrative requirements, postings may be made to any office.

2. In view of above, the request for transfer/option for choice places or regions may be forwarded in the given proforma, through proper channel. The choices may be consolidated region-wise and sent with the recommendation of Superintending Engineer (Coord.) of the regional organization/Chief Engineer/Director concerned at Head Quarter, so as to reach to the Under Secretary in charge of the Establishment Section latest by 26.12.2019.

3. Further, the officers concerned may give option for field postings appropriately early keeping in view of its requirements for promotion/pay parity. Officers who are likely to get promoted during the 1<sup>st</sup> Half of year 2020, may also indicate their choices for consideration of posting under promotion.

4. The contents of this Office Memorandum may kindly be brought to the notice of all officers of Scientific Cadre working under your administrative control.

5. Further, it has been observed in the past that a few officers either through their family members and / or through VIP references try to pressurize administration/ placement committee to accede to their request for posting. It is assured that

administration / Placement Committee always strives to post officials to their choice place of posting subject to availability of vacancies, transfer policy, work requirements and administrative constraints. All are, therefore, requested not to bring out any undue pressure through their family members, VIP references etc., else action for violation of CCS (Conduct) Rules, 1964 read with CCS (CCA) Rules, 1965, shall invariably be initiated against erring officials.

Encl: As above

Validity unknown  
Digitally signed by RAJI  
CHACKO  
Date: 2019.12.12 13:14:42 IST

(Raji Chacko)  
Under Secretary  
Ph.011-29583534

Copy to:-

1. All Chief Engineers of Regional Offices of CWC & CWC (Hqrs.)
2. All Superintending Engineer (Coord.) of Regional Offices of CWC.
3. All Executive Engineer in Regional Offices of CWC through website.
4. All officials of Scientific Cadre (RO, ARD & SRA)

Copy for information to:-

1. PPS to Chief Engineer (HRM), CWC
2. PPS to Joint Secretary, CWC.

ANNEXURE

PROFORMA FOR INDICATING CHOICE STATION/REGION FOR TRANSFER

1. Name :
2. Designation :
3. Date of Birth :
4. Date of Joining Service in CWC :
5. Date of superannuation :
6. Declared Home Town :
7. Place of present posting and since when posted:
8. Details of previous posting since appointment in CWC:  
(Please attach Bio-data Sheet downloaded from CWC website duly updated as on 01.11.2019)
9. Choice stations/regions:
  - 1.
  - 2.
  - 3.
- (Choice of station will be considered as far as possible subject to administrative requirements/exigencies and provisions of transfer policy)
10. On request at own cost/On turn/immediate:  
(for completion of field posting criteria for promotion/pay parity)
11. Any specific information which the official wishes to furnish:

Place

Signature

Date