

**Government of India**  
**Central Water Commission**  
**(Establishment XI)**  
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7th Floor(N), Sewa Bhawan,  
R.K.Puram, New Delhi-110066  
Dated the 13 Jan -2022

**OFFICE MEMORANDUM**

Subject:- Calling applications for Rotational Transfer from Officers of Scientific Cadre, CWC-reg.

In connection with the ensuing rotational transfer in 2022, 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 exercised before completion of 3 years (2 years in case of NE) of stay at a place, can be considered as request for transfer 'on 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. Officers of Scientific cadre who have completed / will complete their tenure by 31.07.2022 may exercise their option for specific places but not specific offices. In case transfer is required to places within the same region, officers may send their choices to the concerned Chief Engineer; not to CWC Hqrs.

3. 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 the concerned Establishment Section latest by 15.02.2022.

4. Further, the officers concerned may give option for field postings appropriately early keeping in view of its requirements for promotion. This should be clearly indicated at the designated place in the proforma. Officers who are likely to get promoted during the 1st Half of year 2022, may also indicate their choices for consideration of posting under promotion.

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

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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 any political / 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.

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

Encl: As above

(Asha Bhatt)  
Section Officer  
Ph.011-29583328

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.

Copy for information to:-

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

Signed by Asha Bhatt  
Date: 12-01-2022 16:14:34  
Reason: Approved

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