A-22017/25/2025-S.O (E-VII)/128

Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
Central Water Commission
(Establishment-VII Section)
****

5th Floor (N), Sewa Bhawan,
R.K. Puram, New Delhi – 110066.
Dated: 5 December, 2025

OFFICE MEMORANDUM

Sub: Annual Rotational Transfer -2026 of Ministerial & Non- Ministerial Cadre of Subordinate Offices of CWC.

The undersigned is directed to say that in pursuance of implementation of Transfer Policy and to give effect rotational transfer in 2026, all Ministerial and Non-Ministerial Staff (Jr. Translation Officer and Storekeeper) Group B & C Officers under the administrative control of E-VII Section working in different field offices of CWC, who desire consideration of their requests for transfer are hereby given an opportunity to indicate their preferences for place of posting of their choice (not more than 3 places/regions) in the proforma enclosed as Annexure.

2. Officers in the rank of Assistant, UDC, LDC, Stenographer Grade-I, Stenographer Grade-II and Junior Translation Officer, Storekeeper who have completed/will complete their tenure of two years in NE Region by 31.7.2026 may exercise their option for specific place but not for specific office. All others may indicate only their choice region (further posting is under the jurisdiction of Chief Engineer in the field offices of CWC) to which they desire to be transferred. In case transfer is required to place within the same region, officers may send their choices to the concerned Chief Engineer.

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 only with the recommendation of Chief Engineer** of the regional organization (along with duly linked latest incumbency showing sanction, filled and vacant posts of Organisation), so as to reach the CWC Hq. latest by **05.01.2026**. The requests received after 05.01.2026 will not be considered. The requests may also be sent by post/ email also (The applicant can also send an advance copy to Estt-VII Section, CWC directly only for information).

4 . Request for transfer will be governed as per transfer policy applicable to Group-'B' & 'C' personnel of Ministerial Cadre of Subordinate offices of CWC circulated vide letter No A- 22015/4/2013-E.VII/809 dated 12.11.2013, which may please be seen in the Publication

Ramesh 5/12/2025

Section of CWC Website.

Hindi version of the Notice shall follow shortly.

Encl:- As above.

5/12/2025

(Ramesh Chander Rathee)
Section Officer
Tell: 011-29583287
Email- estt7@nic.in

Copy to:-

1. All Chief Engineers / Superintending Engineer(C) of field offices of CWC.
2. All Ministerial and Non-Ministerial Staff of Subordinate Offices of CWC.
3. Assistant Director (Hindi Section), CWC with a request for providing a Hindi version of this OM.

ANNEXURE (2)

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 :

Post held	Office / Place & Region	Period of stay		Remarks
		From	To	

9.	Choice of 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	:	
11.	Any specific information which the official wishes to furnish	:	
Place : Date :		Signature : Name :	