भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केन्द्रीय जल आयोग
योजना परिमंडल

सत्यमेव जयते

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD& GR
Central Water Commission, Planning Circle

संख्या: 18/12/यो.परि./प्रशा-4/T&P/2025/2654-2658 दिनांक: 26.11.2025

**Office Memorandum**

विषय:– केंद्रीय जल आयोग )CWC) के क्षेत्रीय कार्यालयों में कार्यरत MTS (गैर समूह (तकनीकी-'C' कर्मचारियों के संबंध में स्थानांतरण नीति/Transfer Policy for field offices of Central Water Commission in Respect of MTS (Non-Technical) Group''C'' Employees.

केंद्रीय जल आयोग के क्षेत्रीय कार्यालयों में कार्यरत MTS (गैर समूह (तकनीकी-'C' कर्मचारियों के संबंध में अब तक किए गए सभी संशोधनों सहित अद्यतन स्थानांतरण नीति की प्रति जानकारी एवं मार्गदर्शन हेतु संलग्न है ।

A copy of the Transfer Policy enclosed herewith upto-date amendment brought out so far in respect of MTS (Non-Technical) Group''C'' Employees of field offices of CWC for information and guidance.

Encl AS Above.

(मयंक सुहंद)
अधीक्षण अभियंता

**प्रति:-**

1. प्रधान निजी सचिव, अध्यक्ष, केंद्रीय जल आयोग, सेवा भवन, नई दिल्ली।
2. प्रधान निजी सचिव, सदस्य (नदी प्रबंधन), केंद्रीय जल आयोग, सेवा भवन, नई दिल्ली।
3. समस्त मुख्य अभियंता, केंद्रीय जल आयोग, क्षेत्रीय कार्यालय।
4. समस्त कार्यालय प्रमुख, केंद्रीय जल आयोग, क्षेत्रीय कार्यालय।
5. निदेशक, SM Dte., केंद्रीय जल आयोग, सेवा भवन, नई दिल्ली से अनुरोध है कि उक्त स्थानांतरण निति केंद्रीय जल आयोग के वेबसाईट पर अपलोड करने हेतु।

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Conserve Water-Save Life

# CENTRAL WATER COMMISSION

## TRANSFER POLICY APPLICABLE TO MTS (NON TECHNICAL) GROUP "C" NON – MINISTERIAL CADRE OF SUBORDINATE OFFICE OF CWC'S PERSONNEL

## PREAMBLE:

All appointments to Civil Posts/Services of MTS (Non-Technical) GROUP "C" Non – Ministerial Cadre of Subordinate Office of CWC's officials in the field offices of Central Water Commission, inter-alia, include a provision for transfer or posting to any part of the country. In view of the functional and administrative requirements, periodical transfers of its employees from one station to another is a normal feature. The "Transfer Policy" has been evolved to ensure harmonizing the functional and administrative requirements of the Organization and the interests of the employees.

## CLAUSE -1:

This policy is applicable to all MTS (Non-Technical) GROUP "C" Non – Ministerial Cadre of Subordinate Office of CWC's officials in the field offices of Central Water Commission.

## CLAUSE-2:

Subject to exigencies of public service & administrative requirements, transfers from one station to another may be kept to the minimum and to the extent possible to meet the following contingencies:-

a. When transfers become essential for the purpose of adjusting surplus staff or making up deficiencies of staff or shifting of an office.
b. On the request of employees on compassionate grounds as per the provision mentioned under Clause-10.
c. To accommodate request of staff for posting at choice place, as far as possible on completion of tenure of posting at NER as per guidelines of DoPT.

## CLAUSE-3:

While transferring the personnel, preference will be given to those

who opt for such transfers. Alternatively, persons with longest stay at a station (for transfer within the region) or in the region (for outside-region transfers) will be transferred

1. The following points may be taken into account:-

a. For limited purpose of calculating period of longest stay, the posting at Faridabad or NOIDA will also be treated as posting at Delhi

b. Officials 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.

## CLAUSE-4:

Request for transfer will generally be considered only after completion of 3 years of service at a station.

## CLAUSE-5:

Employees due for retirement on superannuation within a period of 2 years before their superannuation shall not ordinarily be transferred if the persons of lesser age are available for manning the posts. The requests for transfer to the place of their choice. if made, would be considered.

## CLAUSE-6:

Officials under zone of consideration of transfer should give their preference for region/station of posting, well in time, and the same will be considered subject to the exigencies of work and administrative requirements, along with requests of other officials in the grade entered in the request register maintained for the purpose vide **Clause-10**.

## CLAUSE-7:

As far as possible, rotational transfers will be ordered in the months of March/April and compliance of these orders secured by May/June.

## CLAUSE-8:

Requests for posting to the station where the employee's spouse is posted, will be considered in accordance with DoPT guidelines as far as possible.

## CLAUSE-9:

Requests for posting to a particular organisation in respect of PwD (Persons with Disabilities) candidates will be considered, as far as possible, in accordance with DoPT guidelines.

## CLAUSE-10:

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

a. Employee seeking posting/transfer on compassionate grounds should apply to the concerned cadre controlling authority/competent authority to order transfer, through proper channel. No application for such transfers received from relatives or sent by the employees direct will be entertained.
b. Applications for transfers on compassionate grounds will invariably be forwarded by the incumbent's office with clear recommendations or otherwise to the competent authority.
c. On receipt, these applications will be entered in the transfer register maintained separately. Transfers will be decided by the competent authority on the merits of each case.
d. Consideration of applications for transfers on compassionate grounds should be subject to verification by and satisfaction of the Department on the grounds indicated by the applicants. Applications on medical grounds should be accompanied by appropriate medical certificate from the authorized medical attendant (where authorized medical attendant is not available from a Civil Surgeon or a Medical Superintendent of a Government Hospital) indicating the nature of illness and reasons justifying transfer of the individual.
e. All transfers on compassionate grounds will be ordered at the expenses of the individual if effected within a period of stay of 3 years at that station.
f. Transfer on request to place of choice would normally be ordered against vacant posts only. No existing employee would normally be transferred merely to accommodate the request of another employee unless the former has completed 5 years’ service in a region.

## CLAUSE-11:

Representation, if any, against the transfer/posting orders will be made through proper channel, by the affected individuals within ten

days of the receipt of transfer/posting orders. When the representation received through proper channel is considered and rejected 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/deemed to have been relieved by the competent authority to join the new place of posting.

## CLAUSE-12:

Female employees posted away from their families should as far as possible be brought back as per their request to the station of their choice after they have put two years of service at place of posting.

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