

**Speed Post / E-mail**

No.3-1155/1998-Sci.Estt./Vol-II-8265  
Government of India  
Ministry of Water Resources,  
River Development & Ganga  
Rejuvenation  
Central Ground Water Board  
Bhujal Bhawan  
NH-IV, Faridabad-121 001

Dated:

3 1 AUG 2018

To

**(1) The Regional Director**

Central Ground Water Board

WCR, Ahmedabad / NWR, Chandigarh / NR, Lucknow / SECR, Chennai / MER, Patna / CR, Nagpur / NER, Guwahati / NWHR, Jammu / SR, Hyderabad / SER, Bhubaneswar / WR, Jaipur / NCR, Bhopal / NCCR, Raipur / SWR, Bangalore / ER, Kolkata / KR, Trivandrum / NHR, Dharamshala / UR, Dehradun / NGI, Raipur.

**(2) The Executive Engineer**

Central Ground Water Board

Division I, Ahmedabad / II, Ambala / III, Varanasi / IV, Chennai / V, Ranchi / VI, Nagpur / VII, Guwahati / VIII, Jammu / IX, Haderabad / X, Bhubaneswar / XI, Jodhpur / XII, Bhopal / XIII, Raipur / XIV, Bangalore / XV, Kolkata / XVI, Bareilly / XVII, Dharamshala

**(3) The Officer In-Chrg**

Central Ground Water Bord

State Unit Office

Pune / Jodhpur / Belgaum / Naharlugun / Agartala / Shillong / Ranchi / Visakhapatnam / Allahabad / R. K. Puram, New Delhi / CGWA, New Delhi.

**(4) The Administrative Officer (Local Administration / Ministerial Establishment / Engineering Establishment), CGWB, CHQ, Faridabad.**

**Sub: Report of the Committee for formulating guidelines for forwarding application of officers / officials for direct recruitment / deputaiton to posts within central government, state governments, autonomous / statutory bodies, cases etc.- regarding**

Sir,

Please find enclosed herewith a copy of the repot of the Committee prepared for formulating guidelines for forwarding the application of officers / officials for direct recruitment / deputaiton to posts within Central Government, State Government, Autonomous / Statutory Bodies, Cases etc. in CGWB.

In this context, It is requested to consider such type of applications in respect of officers / officials who have applied for direct recruitment / deputation to posts within central governemnts, autonomous / statutory bodies, cases etc. in the light of the above mentioned guidelines before sending / forwarding the same to this office.

This issues with the approval of Competent Authority.

**Encls : as above**

Yours faithfully,

(V. B. Rajagopalan)  
Administrative Officer

**Copy forwarded to :-**

1. The Programmer, CGWB, CHQ, Faridabad it is requested to kindly upload the above guidelines on the official Website of the Board.
2. PA to Chairman, CGWB, CHQ, Faridabad.
3. PA to Member (HQ), CGWB, CHQ, Faridabad.
4. PA to Director (Administration), CGWB, CHQ, Faridabad.
5. Guard File.

(V. B. Rajagopalan)  
Administrative Officer

Government of India  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
**Central Ground Water Board**

**REPORT OF THE COMMITTEE FOR FORMULATING GUIDELINES FOR FORWARDING  
APPLICATIONS OF OFFICERS / OFFICIALS FOR DIRECT RECRUITMENT / DEPUTATION  
TO POSTS WITHIN CENTRAL GOVERNMENT, STATE GOVERNMENTS,  
AUTONOMOUS/ STATUTORY BODIES, CPSES ETC.**

Keeping in view the large number of applications being received from Officers / Officials for appointment through direct recruitment / deputation in other organizations, the prevailing manpower shortage in various grades and also the need for maintaining sufficient manpower in various wings of CGWB, the following guidelines have been issued for forwarding applications of the officers/ officials of the CGWB for appointment through direct recruitment/ deputation to other Departments / Organizations. These guidelines shall be effective from the date of publication on the web site of CGWB ([www.cgwb.gov.in](http://www.cgwb.gov.in)).

Applications from officers/ officials of CGWB for direct recruitment for posts within the Central Government, State Governments, Autonomous/ Statutory Bodies, CPSEs etc. shall be processed in accordance with the guidelines of DoPT issued vide Office Memorandum No.28011/1/2013-Estt (C) dated 23.12.2013 (**Annexure I**). Requests for deputation shall be processed as per guidelines mentioned in the "Handbook for Personnel Officers - 2013" of DoPT, Government of India.

Apart from the above, the following additional guidelines shall also be considered while processing applications in CGWB.

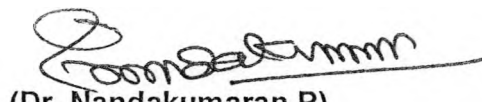
1. These guidelines shall be applicable to Group 'A' , 'B' and Group 'C' officers of Central Ground Water Board.
2. The number of officers on deputation to other departments shall not exceed 5% of the existing (filled) strength in each post.
3. Application for deputation to other organizations shall not be forwarded unless the officer/ official completes a minimum of 5 years in CGWB after his/her initial appointment.
4. In cases where a particular employee cannot be spared without serious detriment to important work in hand, public interest would justify withholding his application even if otherwise the application would have been forwarded.
5. Applications for direct recruitment / deputation from Government servants who have been given some technical training (including induction level trainings at RGI and foreign trainings) by the Government shall not be forwarded for a period of 3 years from the date of completion of training. Even after expiry of three years, their applications may be withheld if considered justified.

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6. The maximum period of deputation in one spell shall be four years. The deputation period may be extended to a maximum period of 5 years in individual cases. The total duration of deputation in the entire career shall not exceed 10 years.
7. The 'cooling off' period for consideration of officers/ officials for fresh deputation after a spell of deputation shall be as under :-
  - (i) Deputation of less than 1 year - 1 year
  - (ii) Deputation of less than 2 years and more than 1 year - 2 years
  - (iii) Deputation of more than 3 years - 3 years.
8. Officers/ Officials already on deputation may be allowed to apply for another ex-cadre post, provided the total period of continued deputation in one spell does not exceed 4 years.
9. When proposals are received from the borrowing organization seeking approval of CGWB for considering the CGWB officers already on deputation with them for a higher post, such post shall be circulated within the CGWB and if no person is willing, concurrence to such a proposal will be given with the stipulation that overall deputation period will be within the prescribed limits indicated above.
10. A Screening Committee chaired by a Member and having representatives of Scientific, Engineering & Administrative discipline shall take a final decision in all cases related to forwarding of applications. The Committee shall meet at least once a month unless when there are no applications pending consideration.

  
(Sanjay Marwaha)  
Regional Director  
Member

  
(Col. R.K. Gaur)  
Director (Administration)  
Member

  
(Dr. Nandakumaran P)  
Member, CGWB  
Chairman