

2042
30/04/09
Chairman
21/4/09
To

No. 25/7/2008-CGWB
Government of India
Ministry of Water Resources

Room No.635,
Shram Shakti Bhawan,
Rafi Marg, New Delhi.
17 April, 2009.

To
The Chairman,
Central Ground Water Board,
NH-IV, Faridabad.

Subject: Revised Transfer norms in respect of officers/officials of CGWB.

Sir,

I am directed to refer to Board's letter No. 20-20/2008-Min. Estt. Dated 18th June, 2008 forwarding therewith the revised transfer norms in respect of Group-A & B and Group-C & D officers/officials of CGWB. Revised transfer norms in respect of CGWB personnel (both Gazetted & non-Gazetted) duly approved by Secretary (WR) are forwarded herewith for strict compliance. These guidelines will come into force with immediate effect and may be followed strictly.

Encl: As above.

Yours faithfully,



(M.N. Sukumaran)

Under Secretary to the Govt. of India
Tel. 23711370

TRANSFER NORMS OF GROUP 'A' AND 'B' OFFICERS OF THE
CENTRAL GROUND WATER BOARD

Service conditions of Group 'A' & 'B' officers in the Central Ground Water Board include a provision for posting in any part of the country in view of the nature of functions of the Organisation and the fact that good number of posts are located in the field formations. Transfers of officers at reasonable periodical intervals from one station to another is an essential feature of the requirement of service in the CGWB. Accordingly the following guidelines for the transfer and posting of Group 'A' and Group 'B' officers of CGWB are laid down:

1. The first posting on appointments as far as possible shall not to be made in home state of the officer.
2. The minimum period of posting at a place shall normally be three years for consideration of transfer.
3. In the case of Regional Directors, the tenure as RD in a station would not be more than 5 years. Those Regional Directors who have worked in a particular station in lower ranks also in the same station, the total continuous tenure in that station including the period spent as RD, would not be more than 15 years.
4. Generally, the officers staying at a place for a longer period (more than 15 years) shall be transferred in such a manner that the desired level of redeployment of officers is achieved without dislocation in work. Normally, those officers will be considered for transfer first who have served longest total stay in a particular place. Transfers will be effected in two phases.
5. Officers due for retirement on superannuation within a period of 2 years shall as far as possible be transferred/retained at the place of their choice keeping in view exigencies of work.
6. The instructions of the Government regarding positing of husband and wife at the same station will be followed as far as possible. Similarly, in the case of physically handicapped and mentally retarded, their transfer/postings will be based on DOP&T guidelines in this regard.
7. Instructions of the Government with regard to concession for Central Government officers serving in North Eastern Region, Islands will be followed. Similar policy will also be followed for officers posted at Shrinagar of Kashmir Region. Officers who have served a tenure of 2-3 years in North-Eastern Region shall not ordinarily be transferred again to that region before the expiry of 7 years from the date of their return from that place unless they desire so.
8. The officers having spent a long period at a place of posting may give four choices in order of preference for the place of their next posting. As far as possible these choices shall be kept in view while ordering the transfers.

9. The request for transfers shall be entered in a "Register of Request for transfers" and all such request shall be duly examined and placed before the competent authority who shall decide on merit of such case. The concerned authority shall communicate the acknowledgement of the request within 30 days.
10. As far as possible transfers should be ordered during March to May in such a manner that the compliance of the transfer orders could be ensured by June/July.

Priority shall be as follows for transfers

- 1st Priority Those who are retiring from the Service within three years.
- 2nd Priority Those who have served in the North Eastern parts/Island /Srinagar for stipulated period of 2-3 years. This facility would be regulated in accordance with the instruction issued by the Government from time to time

11. Transfer and postings of the President/General Secretary of the National/Branch Council of the Association should be dealt in accordance to the guidelines issued by the DOPT under OM No.27(7)/88-CS-IV dated 19.8.88.

Note: (a) In the first instance, officials who have the longest tenure at a station would be out of the station. Thereafter, others who have put in more than 10 years will be transferred. The transfers will be effected in two phases ensuring that it will not affect the overall functioning of CGWB.

(b) Scientist 'D' level officers would be required to serve for 2-4 years in the Central HQrs.

(c) Transfer of officers would be effected in such a way that they would gain experience both in field and HQrs Offices.

(d) Transfers, earlier than the above time limit, will be effected subject to exigencies of service.

TRANSFER NORMS FOR GROUP 'B' (NON GAZETTED),
GROUP 'C' AND GROUP 'D' OFFICIALS OF
CENTRAL GROUND WATER BOARD

1. (a) Members of the Group 'B' (Non-Gazetted) 'C' & 'D' category staff should be posted nearer their home town as far as possible. While issuing transfers due consideration should be given to the fact that transfer to a long distance away from the home town is likely to cause hardship.

(b) If there is a pending request for transfer to a particular vacant post by serving employees in a place this may be given priority over local recruitment of candidate for filling up the post and if vacancy arises due to this in a different station, it could be filled in that station.
2. Keeping in view the instructions issued by the Central Government with regard to the facilities for staff posted in difficult terrain and in order to give a better consideration for the retiring persons under mentioned additional criteria will be followed:

Following types of cases would be given priority while considering the transfers:-

- 1st Priority Widows and unmarried girls appointed on compassionate ground should be posted at the place of their choice.
- 2nd Priority Those who are retiring from the Service within three years.
- 3rd Priority Those who have served in the North Eastern parts/Island for stipulated period of 2-3 years. This facility would be regulated in accordance with the instruction issued by the Government from time to time. Similar criteria may also be followed for officials posted at Srinagar of Kashmir Region.
- 4th Priority Employees who have refused promotion for 3 times or more at a particular post on some
 - a) Valid medical grounds supported by Medical Certificate at least from a Civil Surgeon or Medical Board.
 - b) Valid personal ground supported by documentary evidences.

Where, there is a local claimant for posting at a particular station who has rendered longer field service away from home town and the claims of the persons for the posting to the station of choice would be considered on the basis of relative length of field service. In the event of staff being declared surplus at a particular station, the officials would be transferred on the basis of the length of stay i.e. the persons with longest stay would move first.

A person claiming for his transfer to the choice place/hometown be considered based on his long field stay (more than 15 years). If no vacancy is available at that station, longer stayed person (total stay more than 15 years) on that station of same category should be moved out.

3. In the event of transfer of a Drilling Rig, the decision will be widely circulated within the Division for obtaining willingness from the persons interested for his transfer to the place where the rig is shifted. In that condition, the willing persons will be transferred along with the Rig under shifting otherwise the entire crew of the rig shall be transferred along with the rig irrespective of the fact that whether the transfers within the division or outside the division. However, the following points may be kept in view before transferring the personnel along with the Rig.
4.
 - (i) Those who are to retire within 3 years will not be transferred as far as possible
 - (ii) Those who have not completed one year on a particular rig, should not be transferred as far as possible, in case of shifting of the particular rig.
 - (iii) Those who have not completed 3 years service in the Division will not be transferred as far as possible.
5. Transfer and postings of the President/Chairman, Secretary General/General Secretary of the Central Branch Committee of the association will be in accordance with the guidelines issued by the DOPT under OM.No.27(7):88IV dated 19.8.88.
6. The instructions of the Government regarding positing of husband and wife at the same station will be followed as far as possible. Similarly, in the case of physically handicapped and mentally retarded, their transfer/postings will be based on DOP&T guidelines in this regard.
7. Instructions of the Government with regard to concession for Central Government personnel serving in North Eastern Region, Islands will be followed. Similar policy will also be followed in respect of personnel posted at Shrinagar of Kashmir Region. Personnel who have served a tenure of 2-3 years in North-Eastern Region shall not ordinarily be transferred again to that region before the expiry of 7 years from the date of their return from that place unless they desire so.
8. On receipt of the request for transfer, from the employees for a particular place, it will be immediately recorded in the request register and be got countersigned by the concerned Administrative Officer. The Heads of the Offices should forward the request applications of the official concerned within 15 days for Registration in the Register of CHQ. The concerned authority shall communicate the acknowledgement of the request within 30 days.

NOTE: (a) In the first instance, officials who have the longest tenure at a station would be transferred out of the station. Thereafter, others who have put in more than 10 years will be transferred. The transfers would be effected in two phases ensuring that it will not affect the overall functioning of CGWB.

- (b) Transfer of officials would be effected in such a way that they would gain experience both in field and HQrs Offices.
- (c) Transfers, earlier than the above time limit, will be effected subject to exigencies of service.