

No. 20-09/2020-Min.Estt. -2489

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Central Ground Water Board

"Bhujal Bhawan"  
NH-4, Faridabad-121001

Dated:

23 JUN 2021

To

All Regional Directors, CGWB/RGI, Raipur  
All Executive Engineers, CGWB  
All Officer-In-Charge, SUO, CGWB/CGWA

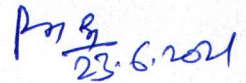
Sub: Transfer Policy in respect of CGWB Officer-Officials regarding

Sir,

I am directed to enclose herewith a copy of Revised Transfer Policy received from the Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, New Delhi vide Ministry's letter A-50013/14/2021-(GW Estt) Section-MOWR dated 11.06.2021 for circulation amongst all the officers/officials of CGWB for information and further compliance.


Yours faithfully

Encls : As above

  
(P. L. Bhagora)  
Administrative Officer

Copy to:

1. The Under Secretary (GWE), Ministry of Jal Shakti, DOWR, RD and GR, New Delhi for kind information with reference to Ministry's letter referred to above.
2. PA to Chairman, CGWB, CHQ, Faridabad for kind information.
3. PAs to all Members, CGWB/CGWA, Faridabad/New Delhi for kind information.
4. The Programmer, CGWB, Faridabad with the request to upload above circular with Revised Transfer Policy issued by the Ministry on CGWB's website.
5. All Officers/AOs/Sectional Heads, CGWB, Faridabad for kind information and circulation amongst the Officers/Officials working under them.

  
(P. L. Bhagora)  
Administrative Officer

I/47088/2021

A-50013/14/2021-(GW Estt) Section-MOWR

Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(GWE Section)

Room No.633,  
Sharam Shakti Bhawan, New Delhi  
Dated : 11-06-2021

To

The Chairman,  
Central Ground Water Board,  
NH IV , Faridabad

**Sub : Transfer Policy in respect of CGWB officers/officials- regarding**

Sir,

I am directed to refer to this Ministry's letter No.25/80/2014-CGWB dated 11.12.2017 on the subject mentioned above and to forward a revised transfer policy in respect of CGWB officers/officials, duly approved by the Hon'ble Minister, Ministry of Jal Shakti for immediate circulation and strict compliance.

Encl: As above

Yours faithfully,

(A.K. Sahoo)

Under Secretary to the Govt. of India  
Tel : 23716928

Copy To : 1. The Director (Admn.), CGWB, Faridabad

Signature Not Verified to JS(Admn.), DoWR, RD &amp; GR, N. Delhi

Digitally signed by AKSHAYA  
KUMAR SAHOO  
Date: 2021.06.11 17:24:10 IST



## **ROTATIONAL TRANSFER POLICY (RTP) OF CGWB**

The Central Ground Water Board (CGWB) is a subordinate organization under the Ministry of Water Resources, River Development & Ganga Rejuvenation, and Government of India. It was established in 1970 by renaming the Exploratory Tube Wells Organization under the Ministry of Agriculture, Government of India. It was merged with the Ground Water Wing of the Geological Survey of India during 1972.

2. The Board is headed by Chairman and it has five Members including Member (Finance). There are 18 Regional Offices at various State Capitals, headed by Regional Directors. Besides, there are 17 Divisional Offices and 11 State Unit Offices.

3. The service conditions of officers and employees of CGWB have a mandatory provision for posting in any part of the country to meet the requirements of the Organisation. Therefore, transfer/posting of officers/employees at periodical intervals from one station to another are an essential feature of CGWB's organisational requirements and developmental interests. It is, therefore, desirable that all the officers and employees should serve in various parts of the country to get a holistic vision, exposure and to gain experience.

### **4. Applicability of Rotational Transfer Policy**

The Rotational Transfer Policy (RTP) is applicable to all Group 'A', Group 'B' and Group 'C' officers/officials of CGWB.

### **5. Categories of Transfer**

5.1. Transfer on promotion

5.2. Transfer on Administrative Grounds.

5.3. Transfer on Compassionate Ground - *out of purview of para 14*

5.4. Transfer on Request

5.5. Mutual Transfer - *out of purview of para 14*

### **6. Transfer on Promotion and exemption thereof:**

- a. On promotion, an officer at any level shall be posted out if he/she has served in the same office in any capacity for a maximum period exceeding the tenure for the promotion post as given in **Para 14**.
- b. If the officer is due for superannuation within two years. He/she will be retained in the same office against an existing vacancy of the promotional post. In case of no vacancy of the promotional post then the officer will be transferred to another office.
- c. If the officer is due for superannuation within six months on promotion, he/she will not be transferred as in such a short period one cannot be expected to contribute usefully in another office. Further, such a transfer may result in delay of finalizing pension papers. Such an officer will be retained in the same office against an available vacancy of the promotional post. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post in another office vacant so as not to exceed the cadre strength. On retirement, the post will revert to its original level.

### **7. Transfer on Administrative Ground:**

- i. On Functional requirement of the organization.
- ii. On completing the service tenure as given in **Para-14**.
- iii. On Administrative exigencies e.g. disciplinary action under Rule 14 of the CCS(CCA) Rules 1965, Ongoing Vigilance proceeding against any officer/staff wherein his posting at



same station will be detrimental to the ongoing proceedings till the closure of Vigilance case.

- iv. Notwithstanding anything contained in this policy, the *Competent Authority* may, transfer or post any officer/staff at any station or post, if necessary in public interest.
- v. *Placement Committees for various grades of CGWB will be constituted as mentioned in para 15(b) of this RTP. As far as possible, the Competent Authority will consider implementing the recommendations of the Placement Committees. However, in case of exigencies of service or for any other reasons, to be recorded in writing, the Competent Authority may take the suitable decision even without considering any recommendation from Placement Committee.*

*\*Note: All cases of deviation are to be reported to Ministry immediately and in any case within a period not more than one month."*

## **8. Transfer on Compassionate Ground:**

- I. Employee due for superannuation within 02 years may request for the last positing at his choice station for consideration.
- II. Request for transfer on Medical grounds will be considered after due verification from a medical board/report from Chief Medical Officers of the Government Hospital.
- III. Physically challenged employee shall be considered for transfer as defined in para 8 of DoPT's O.M.No. 36035/3/2004 /Estt. (RES) dated 29-12-2005 on the subject 'Reservation for the persons with Disabilities.
- IV. Posting of Husband & Wife at the same station as per DoPT's OM No. 28034/2/97-Estt. (A) dated 12-06-97 will be followed. However, this cannot be used by any officer as an excuse not to comply with the transfer order issued, by the Competent Authority in public interest.

**9. Transfer on Request:** Transfer on request will be considered on case to case basis by Competent Authority. The request for transfer shall be entered in a register meant for 'Request for Transfer' and all such requests shall be duly examined and placed before the Competent Authority who shall decide each case based on its merit. The Competent Authority shall take final decision keeping organizational requirement as first priority and will accommodate the request as per the transfer policy *and para 14*. On Such transfer their tenure in the new office will be counted afresh and they will be required to serve the prescribed full tenure for the post before they are considered for transfer.

**10. Mutual Transfer:** - Requests for mutual transfer of officers may be considered subject to the following conditions:

- a. Both of the officers who applied for mutual transfer should have completed at least 50% of the maximum tenure prescribed for the post.
- b. The request should be recommended by the Head of offices of the concerned offices.
- c. The officers concerned should be cleared from Vigilance angle.
- d. Requests for mutual transfer will be considered on case-to-case basis keeping functional considerations in mind.
- e. Tenure on Mutual Transfer at the new place of posting will be counted afresh for further transfer under RTP.

## **11. Officer returning from deputation / long leave / long term training etc.**

- a. An officer returning from deputation, long leave/long term training will be posted back to the same office he last served for the balance period of the tenure prescribed for the



grade subject to availability of a vacancy and subject to the condition that at least one year of balance tenure is left. In the absence of a vacancy in the last office served, he/she will be allowed to exercise option for posting treating the last served office as his/her current office. On expiry of the retention for the balance tenure, the officer will be transferred on rotational transfer in the annual rotational transfer.

- b. Period of leave/training exceeding six months will be treated as long leave/long term training for the purpose of posting under RTP.
- c. Officers to be retained on promotion in the same office in terms of the RTP would be adjusted first and only thereafter officers returning from deputation, long leave or training would be considered for retention, subject to availability of vacancy.

## 12. Cut off date and Tentative Schedule of transfer

- a. The cut-off date for calculating the period of residency at any place of posting will be 1<sup>st</sup> January of the year. An Officer/employee for being covered under RTP should have completed prescribed tenure as on **1<sup>st</sup> January**. The Cut-off date for calculating two years in respect of officers Superannuating will be calculated as on the last date of the month in which rotational transfer order is issued.
- b. The rotation under RTP in each grade will be undertaken once in a year. As far as possible, transfer process shall be completed by the end March.

## 13. Choice for Transfer

All Officers/officials completing their tenure at normal station or at station in J&K and North Eastern Region should give three choices of stations (other than his/her present station of duty) for transfer. As far as possible, they will be transferred to one of the stations of their three choices. However, choice can't be claimed as a right and transfer will be ordered keeping overall requirements of service and in organizational interests.

**14. Service Tenure** The Transfer Policy envisages a fixed tenure at a station before consideration of any transfer *except Transfer on Compassionate Grounds and on Mutual Transfer* as given below:

Name of Post	Maximum Service tenure for transfer in general except for North-East and J&K Region	Maximum Service tenure at any North-East and J&K Region	Minimum continued Service tenure at a Station (in same or different Post) before transfer to other Station	Permissible maximum Accumulated tenure at any Station during whole service tenure (in same or different post)
Regional Director, Executive Engineer, Assistant Executive Engineer/Assistant Engineer(in charge of store/purchase)	3 years (Identified as sensitive post by CGWB vide their Letter No. 1-6/2016-Vig-96 DT. 01.05.2017)	As per Government of India policy for North East and J & K region	2 years	15 years



Administrative Officer	3 years (Identified as sensitive post by CGWB vide their Letter No. 1-6/2016-Vig-96 dt. 01.05.2017)		2 years	15 years
Other Group A	4 years		2 years	15 years
officers Group B (Gazetted)	8 years		2 years	20 years
Group B (Non-gazetted)	12 years		2 years	20 years

**Note : Group 'C' employees are exempted from Rotational Transfer Policy. However, they will transfer in organizational interest.**

#### 15. Transfer Policy Implementation

- Transfer orders once issued after due consideration shall be strictly enforced. Disciplinary action shall be initiated against the officers/officials who bring extraneous pressure for cancellation of their transfer orders. Moreover, in each case, a record shall be kept in the APAR dossier of the officer/official concerned to the effect.
- Posting on promotion/transfer will be processed by a Placement Committee and its recommendations will be approved by the Competent Authority. The composition of Placement Committee is as under:

#### **Members, Regional Directors, All Scientist 'D' and Superintending Engineers**

- Chairman, CGWB -Chairman
- Member(CGWB), CHQ -Member
- Director (Admin.), CGWB -Member

#### **Other Group 'A' and Group 'B' (Gazetted) Officers**

- Member (CGWB), CHQ -Chairman
- Director (Admn.), CGWB -Member
- Superintending Level(Scientist (Sc.-D) officer, CHQ -Member
- Superintendent Engineer, CHQ -Member

#### **Group 'B' (Non-Gazetted) officials**

- Director (Admin) - Chairman
- Executive Engineer, CHQ - Member
- Sr. Admn. Officer, CHQ - Member
- Junior Level Scientist (Scientist 'B'), CHQ - Member

**NOTE:-** While making recommendations, the committee will consider the factors like vacancies, seniority, choice of posting, past experience, exigencies of service, tenure/posting

profile of officers / officials (including total time spent at a station in his entire tenure), functional requirement of the organization etc.

(c) The Competent Authority to approve proposals for transfer/postings will be:

- i. Members : Hon'ble Minister, Ministry of Jal Shakti, Deptt. of Water Resources, RD & GR
- ii. Regional Directors : Secretary, Deptt. of Water Resources, RD & GR
- iii. Other Group 'A' and Group 'B' (Gazetted) Officers: Chairman, CGWB
- iv. Group 'C' and Group 'B' (Non-Gazetted) officials: Member (CGWB)

**16.** The objective of posting/transfer policy is to meet the requirement of services by the organization i.e., CGWB. In all cases, **Organizational Interest will be supreme**. Efforts will be made to accommodate all requests for transfer/ posting based on merits of each case and the final decision shall rest with the Cadre Controlling Authority / Competent Authority.

**17.** Any failure to comply with transfer orders issued with the approval of the Competent Authority will invite action under CCS (CCA) Conduct Rules.

**18. Saving Clause**

Any proposal for modification / relaxation in implementation of the provisions RTP will be examined by the ministry base on the merit of each case and approved by the Competent Authority. Speaking orders will be issued in such cases.

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Asak

No.20-26/2019-Min.Estt. -7543

Government of India

Ministry of Jal Shakti

Department of Water Resources, RD & GR

Central Ground Water Board  
Bhujal Bhawan

NH-IV, Faridabad-121001

Dated:

25 NOV 2022

CIRCULAR

Sub: Representation of officers/official on transfer.

विषय: स्थानांतरण पर अधिकारियों/अधिकारियों का प्रतिनिधित्व।

It has been observed that representations have been received from time to time regarding the retention on transfer at the same place from the different officers/officials of Central Ground Water Board. In this regard, it is to inform officers/officials that while sending their representations to CHQ, they are mentioning that their son/daughter are studying in class 10<sup>th</sup> or 12<sup>th</sup> and thereby seeking relaxation in transfer. It is to mention here that in Rotational Transfer Policy-2021 placed on CGWB's Website there is no clause for relaxation in retention on transfer at the same place.

यह देखा गया है कि केन्द्रीय भूजल बोर्ड के विभिन्न अधिकारियों/कर्मचारियों से एक ही स्थान पर स्थानांतरण पर रोक बनाए रखने के संबंध में समय-समय पर अभ्यावेदन प्राप्त होते हैं। इस संबंध में, अधिकारियों/कर्मचारियों को सूचित करना है कि सीएचक्यू को अपना अभ्यावेदन भेजते समय वे उल्लेख कर रहे हैं कि उनका बेटा/बेटी कक्षा 10 वीं या 12 वीं में पढ़ रहे हैं और इस प्रकार स्थानांतरण में छूट की मांग कर रहे हैं। यहां यह उल्लेख किया जाता है कि सीजीडब्ल्यूबी की वेबसाइट पर उपलब्ध रोटेशनल ट्रांसफर पॉलिसी-2021 में एक ही स्थान पर बने रहने के लिए स्थानांतरण पर प्रतिधारण में छूट के लिए कोई खंड नहीं है।

It is hereby informed that officers/officials of CGWB should not mention such ground for retention at the same place while sending their representations on transfers.



इसके परिपत्र द्वारा यह सूचित किया जाता है कि CGWB के अधिकारियों/कर्मचारियों स्थानान्तरण पर अपना अभ्यावेदन भेजते समय उसी स्थान पर प्रतिधारण के लिए ऐसे आधार का उल्लेख ना करे।

Above instructions must be adhered in letter and spirit.

उपरोक्त निर्देशों का अक्षरशः पालन किया जाना चाहिए।

This is issued with the approval of Competent Authority.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।



(Sanjeev Gupta.)

Administrative Officer

Distribution:-

1. All RD/EE/SUO and other offices of CGWB with the request to circulate this among all officers and officials under your control.
2. Administrative Officer (HQ), CGWB, NH IV, Faridabad
3. PA to the Chairman, CGWB.
4. Sr. PS/PS/PAs all Members.

✓ S. Webb Rahman