



राष्ट्रीय जल विकास अभिकरण
जल शक्ति मंत्रालय, भारत सरकार
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)
National Water Development Agency
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)



NO. 4/2/2020/Admn./ 2

Dated: 1st January, 2021

OFFICE ORDER NO. 01/2021

Subject: Guidelines for transfer of officers and staff in NWDA-2021

The guidelines for transfer of officers and staff in NWDA were last updated in 2014 and were circulated vide letter No.4/8/2014-Admn./dated 08.05.2014. These have been reviewed taking into consideration the past experience and the suggestions received from field offices of NWDA. In supersession of the 2014 guidelines, the modified guidelines, namely, "Policy on rotational Transfer (RTP) of Officers/Officials of National Water Development Agency (NWDA)" is enclosed as Annexure to this Office order. These guidelines have the approval of the Director General and shall come into force with immediate effect.

Hindi version will follow.

Encl: As above.


01/01/21
(Rajesh Kumar)
Deputy Director (Admn.)

Copy to:

1. Chief Engineer (North)/(South), NWDA, Lucknow /Hyderabad.
2. Director (Technical)/Director (Finance)/Director (MDU), NWDA (HQ), New Delhi.
3. All Superintending Engineers, NWDA.
4. Vigilance Section, NWDA (HQ), New Delhi.
5. Web Master, Multi Disciplinary Unit, NWDA, New Delhi – for display at the website of the Agency.
6. Office Order file.

Copy for information to:

1. PS to Director General, NWDA, New Delhi.
2. PS to Chief Engineer (HQ), NWDA, New Delhi.

**POLICY ON ROTATIONAL TRANSFER (RTP) OF OFFICERS/OFFICIALS OF
NATIONAL WATER DEVELOPMENT AGENCY (NWDA)**

A guideline for transfer of officers and staff has been existing since 2014 in NWDA. For overall growth of an officer, exposure to different offices and aspects of working of the NWDA is very important. Transfers are necessary to avoid developing vested interests. Furthermore, ensuring widening of knowledge and skill of various activities and functions of field formations of NWDA is another inescapable objective, in a way to equip the officers adequately for their future role as they rise in their career to occupy higher assignments in NWDA. This calls for rotation/transfer at certain interval from one functional unit to another so that these officers can effectively handle diverse and complex issues, that have already emerged, or likely to occupy centre-stage, sometime later in the water resources sector. Rotational Transfer Policy aims to harmonize these seemingly opposite objectives with one another by prescribing a fixed tenure in a particular office in NWDA.

The Policy is applicable to officers of NWDA at all levels.

Salient features of Transfer Policy

- i. Normally, rotational transfers will be carried out on completion of fixed tenure policy, promotion to the next higher grade and/or as and when it is felt expedient to do so by the Competent Authority.
- ii. All annual rotational transfer orders shall normally be made by last week of February.
- iii. Guidelines for dealing with different types of compassionate grounds cases have been laid down.
- iv. A correct and complete database containing the profiles of all officers/officials of NWDA shall be regularly updated.
- v. A grievances arising out of the Implementation of this Transfer Policy shall be addressed in accordance with the guidelines issued by DARPG only.

Criteria

The transfer of officers/officials of NWDA is required to be made from one station/office to another to meet various contingencies, the indicative but not exhaustive list which is given below:-

- i. Officers will, as far as possible, be rotated between Head Quarter posts and Field Office through Rotational transfer/transfer on promotion to ensure adequate experience at field formation and utilize the expertise gathered during service for betterment of the organisation.
- ii. Posts at Field Offices will be given priority to the extent possible.



- iii. All representations for transfer/posting on compassionate grounds to address the genuine problems of officers will be considered to the extent possible, as elaborated under clause "Compassionate Ground".
- iv. On promotion, an officer at any level shall be posted out if he/she has served in the same office/station in any capacity for a period exceeding the prescribed tenure for the promotion post. However, an officer who has not completed the prescribed tenure may also be transferred out on promotion in case there is no vacancy to accommodate him/her in the same office.
- v. If the officer is due for superannuation within two years he/she concerned 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.
- vi. An officer repatriating from deputation, returning from long leave/long term training will be posted back to the same Office 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.

Tenure

The normal tenure at a station will be of four years duration subject to certain other conditions indicated in this policy and exigency of service. The tenure at one location (HQ or Field) shall not exceed 10 years at a stretch unless required as per work exigency on special circumstances. 10 years tenure at one location for Group C official will not apply unless they are promoted to the next higher grade. On promotion, they will be posted at same station subject to the availability of post. For sensitive posts in the HQ or at Field Offices, the tenure of posting in any such posts shall not exceed three years.

Transfer on compassionate grounds

- An officer or employee and his/her spouse/dependent children/father and mother only, who is chronically ill due to debilitating diseases like heart disease, cancer, paralysis etc. Having mentally challenged children or children who are fully blind, provided that necessary supporting documents are submitted along with transfer request.
- Employee's spouse working in Government service is at a different station.
- Any other valid grounds subject to the satisfaction of the Competent Authority.
- All transfers on compassionate grounds shall be at the expense of the individual, if affected, within a period of stay of four years at that station.



- An officer seeking posting/transfer on compassionate grounds shall apply through his controlling officer, to the Director General, NWDA in the prescribed proforma (Annexure-I), no application for such transfer received from relatives or sent by the employee direct shall be acknowledged/entertained.
- Applications for transfers on compassionate grounds shall invariably be forwarded by the existing office of the applicant with suitable remarks to the competent authority;

Other issues

1. The rotation under RTP will be undertaken once in a year.
2. The phased implementation policy will be carried out from 2021 onwards.
3. The cut-off date for calculating the period of residency in a particular office will be 1st July of the year in which rotational transfer is carried out. An officer for being covered under RTP should have completed prescribed tenure as on this date of 1st July. The cut-off date for calculating two year (in case of promotion) in respect of officers superannuating will be calculated as on the last date of the month in which rotational transfer order is issued.
4. A list indicating the longest stayees at each station will be published by the Administration preferably in November every year.
5. While considering transfer to a particular location from amongst a number of officers desirous for the posting, preference will be generally accorded to the officer having the lowest aggregate service in the region provided the officer fulfils other factors justifying his posting at that station.
6. Officers due for retirement on superannuation within a period of two years before their superannuation shall not ordinarily be transferred if persons of lesser age are available for the post.
7. All transfers will be treated as in the "public interest" except those done on compassionate grounds.
8. A committee consisting of the following officers has been constituted to examine the rotational transfer of officers/officials of NWDA, when all annual regional transfer will be held in the month of February of the year:-

Chief Engineer (HQ.)	-	Chairman;
Chief Engineer (South)	-	Member;
Chief Engineer (North)	-	Member
Director (Admn.)	-	Member-Secretary.



9. Following categories of staff will be considered inter-changeable for handling the work entrusted to them in the offices of the NWDA:-
- a. Assistant Executive Engineer/AD/Assistant Engineer
 - b. Superintendent Gr.I/II
 - c. Junior Accounts Officer/Junior Accountant
 - d. Stenographer I/II
 - e. UDC/LDC
 - f. Head D'Man/D'man Gr.I/ D'mn Gr.II/III
 - g. Driver Spl. Grade/Driver Grade I/II/III
10. Placement on promotion of an employee as indicated above will be adequate justification to be recorded in writing and with prior approval of the Director General.
11. The staffing strength in any office would be as per the work requirement and within the posts as sanctioned. Allowing staff beyond the sanctioned strength is not permissible except by changing the sanctioned strength or as a temporary measure in the interest of work. Both the situations will, however, require approval of the DG, NWDA.
12. Chief Engineer (North)/Chief Engineer (South) are empowered to decide the posting/transfer of employees upto the level of Assistant Director/Assistant Engineer within their respective jurisdiction as per the above guidelines. All inter-regional posting/transfer of employees of above level will be taken place with the approval of DG, NWDA. Relaxation of any clause of the policy will need approval of the Director General, NWDA.

Non compliance of orders issued by Admn.

- The Director General, NWDA shall be the competent authority to transfer a officer of any Grade from one unit to another unit and it shall be the duty of the concerned unit to relieve the officer concerned within 30 days of receipt of the transfer order;
- Every Office of NWDA is, therefore, duty bound to comply with the transfer orders issued by the Competent Authority and relieve the officer concerned within the stipulated period. In case of non-compliance of the order, Hqr will be constrained to issue order for deemed relieving, thereafter, no formal relieving by the office will be required and the officer concerned will report to the office to which posted in compliance of order failing which the officer concerned will attract punitive action.

NOTWITHSTANDIDNG anything contained in the above transfer guidelines, the Director General has the inherent power to decide the posting/transfer of any officer/employee for any of the reasons mentioned in Clauses of the guidelines.



PERSONAL INFORMATION

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Present office	
5.	Contact Number	
6.	Official e.mail address	

EXPERIENCE

Sl. No.	Grade	OFFICES	PERIOD	REMARKS
1.				
2.				
3.				
4.				

PREFERENCES FOR POSTING

Sl. No.	Offices	Reason(s)
1.		
2.		
3.		