



# 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. 12/24/2020-Admn./ 3039

Dated: 25 November, 2020

To

Shri S.C. Awasthi,  
Superintending Engineer,  
National Water Development Agency,  
12-SADA Bhawan, 2<sup>nd</sup> Floor,  
City Center,  
Gwalior -474011 (MP)

Sub:- Information under Right to Information Act, 2005.

Sir,

Reference to your application dated 20.10.2020 (Received in this office vide Dairy No. 2424 dated 27.10.2020). and to furnish information as under:-

Paras	Reply
Para-1, 2 & 4	The requisite information is enclosed at Annexure- I, II & III.
Para-3	You have asked for information by way of question, for which as per the RTI Act, 2005, CPIO does not give reply for questionnaires neither he submits any reason. You may ask any information, which is available in material form in NWDA.

2. In case you are not satisfied with the reply, you may prefer an appeal to the 1st Appellate Authority in NWDA under section 19 of the RTI Act, 2005 within 30 days from the date of receipt of this letter. The particulars of the Appellate Authority is as under:-

Shri R.K. Jain,  
CE(HQ) & 1<sup>st</sup> Appellate Authority,  
National Water Development Agency,  
18-20, Community Centre, Saket,  
New Delhi-110017  
(e-mail Id – cehqnwda@rediffmail.com)  
Phone No. 26852735.

भवदीय,

(चिरंजित सरकार)

निदेशक (प्रशा.) एवं सीपीआईओ

☎ 26535141

Copy to: Director (MDU), NWDA Saket, New Delhi for uploading the same NWDA website.

Reference note from pre-page.

2. For promotion to the post of SEs (2 posts) in NWDA, the DPC headed by DG, NWDA, and other two members (i) Shri Nitishwar Kumar, Joint Secretary (Admn.), Department of WR, RD & GR and (ii) Shri R. K. Jain, CE Hqrs, NWDA was held on 5<sup>th</sup> May, 2020 and recommended the name of Shri K.K. Srivastav & Shri N.G. Rao. Secretary to the Department of WR, RD & GR as Chairman of the Governing Body of NWDA has accepted the recommendation of the DPC.

3. It is pertinent to mention that one regular post of Superintending Engineer was fallen vacant after retirement of Shri C.P. Sengar on attaining the age of superannuation w.e.f. 1<sup>st</sup> February, 2020. It is proposed that Shri K.K. Srivastava may be posted in IC, Patna on his promotion to the post of Superintending Engineer.

4. It has been discussed in the Chamber of DG, NWDA, in the presence of Chief Engineer, Hqrs. and the undersigned that one of the above said SEs may be posted in place of Shri Muzaffar Ahmad when he will be promoted as Director (Technical). After discussion, it has been decided that Shri D.K. Sharma, SE may be posted in NWDA Hqrs, New Delhi from IC, Valsad, in place of Shri. Muzaffar Ahmad. It has also been discussed that there is only one post of Superintending Engineer in Hyderabad office and Shri R.K. Kharbanda, SE is presently posted in IC, Hyderabad, therefore, Shri N.G. Rao, Dy. Director may be posted out of Hyderabad on his promotion to the post of Superintending Engineer. Accordingly, it has been decided that Shri N.G. Rao may be posted in IC, Valsad on his promotion to the post of SE in place of Shri D.K. Sharma.

5. In view of the above, if agreed to, we may issue the promotion order of Shri K.K. Srivastav as SE, IC NWDA Patna. Further, Shri N.G. Rao Dy. Director/Exe. Engineer may be posted to the post of Superintending Engineer as SE, IC NWDA Valsad as and when post of one SE falls vacant after joining of Shri Muzaffar Ahmad as Director (Technical), NWDA. Drafts Orders placed below for kind approval of DG please.

*[Signature]*  
20/5/2020  
(Chirabrta Sarkar)  
Director (Administration)  
20.05.2020

~~CE(HQRs)~~

*[Signature]*  
20/5/2020

~~DG, NWDA~~

As proposed at 'A' above.

~~मुख्य अभियंता (मु.)~~

*[Signature]*  
21-5

*[Signature]*  
21/05/2020

~~वि. वे. (आ.)~~

*[Signature]*  
21/5

*[Signature]*  
A.O.

*[Signature]*  
21/5/20

## Position of Superintending Engineers as on 05.11.2020

S. No	Name of the Office	S	F	V	Name of Officer S/Shri	Since when working	Date of Retirement	Remarks
1	HQ, New Delhi	2	2	0	Afroz Alam DK Sharma	24.05.2017 15.06.2020	31.12.2020 30.04.2023	
2	IC, BBSR	1	1	0	B.L. Sharma	29.11.2013	31.01.2023	
3	IC, Patna	1	1	0	K.K. Srivastava	01.07.2020	31.12.2021	
4	IC, Gwalior	1	1	0	S.C. Awasthi	07.10.2014	31.03.2023	
5	IC, Hyderabad	1	1	0	R. K. Kharbanda	22.10.2018	31.07.2021	
6	IC, Valsad	1	1	0	N.G. Rao	29.06.2020	30.06.2023	
<b>Total</b>		<b>7</b>	<b>7</b>	<b>0</b>				

### Guidelines for Transfer of officers and staff in NWDA-2014

NWDA has its Headquarter at New Delhi and its field offices are located at various places in India. The Offices of NWDA are opened, closed or shifted from one place to another depending upon the work requirements. The broad guidelines to be followed as regards transfer of officers and staff of NWDA are as under:

1. There is no public dealing in NWDA and hence periodical rotational transfers may not be necessary unless for sensitive posts.
2. Transfers shall be resorted to generally on:
  - a. Closure or shifting of an office on completion of works/restructuring of an office on the basis of work programme.
  - b. Promotion when no post is available at the place and/or vacant posts are to be filled elsewhere in the interest of work.
  - c. Exigencies of Agency's work
  - d. Compassionate and humanitarian grounds
  - e. Administrative reasons
  - f. Mutual basis at own cost.
3. Transfer on request made before completing normal tenure of four years continuous service at a station may be considered on merit wherever possible. Efforts will be made to post an official to the place of choice opted annually, and the same cannot be claimed as a matter of right. **This will be treated as at own cost.** However,

(i) an officer belonging to Group A who has worked for a continuous period of four years or more at a particular station, can opt for his transfer to a place of his choice and his request for such transfer may be considered as far as possible subject to the condition that the person to be transferred in his place has also a continuous stay of four years or more at that station and is the longest stayee on the basis of station seniority. Such transfers, which will be considered to be in public interest, cannot be claimed as a matter of right but will be subject to the exigencies of work.

(ii) Request for transfer to a place of choice can be made after two years continuous service at a station and such a request can be considered **at own cost**, if a vacancy is available at the place of choice.

(iii) an official belonging to Group B and C and women employees of any group, who has worked for a continuous period of two years or more at a particular station, can opt for his/her transfer to a place of their choice and the request for such transfer may be considered as far as possible provided vacancy is available. Such transfers, which will be considered **at own cost**, cannot be claimed as a matter of right.

4. When the transfer is due to requirement of the Agency and irrespective of the period of stay of the incumbent at a station, it shall be considered to be in public interest. Normally, the officers with the longest stay at a place shall be transferred, except in case of individual who may be required at the new station by virtue of his expertise, knowledge, etc. in a particular field.

5. (i) The transfer of officials, who have requested for transfer after completing minimum **two years** continuous service at a station, may be **considered at his/her cost** before the stipulated minimum period of **four years** stay at a place, when no substitute is required and there is no consequential transfer on this count.

5. (ii) Officers/employees shifted from different field offices to newly opened offices will, as far as possible, be sent back to the old stations or stations of their choice. Such transfers will be governed by the stipulations under these guidelines.

5. (iii) In case of newly opened field offices, options will normally be obtained from officers/ employees for posting at that field office(s). If more officers/ employees opt for posting at the new field office, decision will be taken on the basis of station seniority/ work experience. For remaining vacancies, if any, posting will be decided on the basis of overall station seniority and in the interest of work.

5. (iv) If an officer / employee is transferred in the exigencies of work, efforts will be made for transfer to a place of his/her choice and there should be a clear vacancy. Otherwise the person, against whom he/she is transferred, should have a stay of four years at that station.

5. (v) **If an officer/ employee is transferred to a new station under rotational transfers and thereafter, is transferred back to old station within two years of his transfer on compassionate grounds, the station seniority will be treated as continuous as if he/she was not transferred from the old station.**

5. (vi) Under the provisions contained in the Supplementary Rules, "a transfer at his own request should not be treated as a transfer in the public interest unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs". In such cases, Travelling Allowance and Joining Time are not admissible.

5.(vii) Posting/transfer of an officer or employee due to administrative convenience in the same station is not under ambit of transfer.

5. (viii) As far as possible, the routine transfer orders will be issued during the month of Feb/March every year.

5. (ix) Mutual transfer of officers and staff can be considered sympathetically at **their own cost** only after completing continuous service of **two years** or more. But, it cannot be claimed as a matter of right.

5. (x) Efforts will be made not to transfer an officer/employee, who already attained the age of 57 years, from his/her present place of posting. However, his/her request for transfer to the place of his/her choice at the time of retirement will be considered. But this cannot be claimed as a matter of right.

5. (xi) A request for transfer on compassionate grounds can be considered on the following criteria:

a) **Health grounds:** An officer or employee and his/her spouse/dependent children, 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.

b) **On academic ground of children:** Officers/employees whose children are studying in Class X, XI and XII standards only.

c) Any other valid grounds subject to the satisfaction of the competent authority.

5. (xii) The incumbents of the posts of Superintending Engineer, Executive Engineer, Accounts Officer, Junior Accounts Officer, Junior Accountant, Superintendent Gr.-I/II, Head Clerk and Cashier who are working in sensitive posts, may be considered for transfer to another station on completion of their tenure of four years. Normally, they may not be allowed to function for more than four years unless it is explicitly recommended for their retention by the Chief Engineer concerned in the exigencies of work.

5. (xiii) The total tenure of choice posting at a station of an officer/employee in all the grades/posts counted together normally should not exceed more than **twenty years**.

6. On issue of transfer order involving change of Head Quarter, the employee concerned may normally be relieved by the Controlling Officer within one month of the issue of the order.

7. In case an employee, who has been transferred, wants to represent against the transfer on any grounds, he/she should submit a representation to his/her controlling officer within 15 days of the date of issue of the transfer order. The representation will be considered by the Competent Authority within a period of 10 days. After the decision of the Competent Authority on the representation is conveyed, the individual should be relieved, if so required by the decision, after giving him/her a reasonable but short period for preparations. The period for the purpose, to be decided by the Controlling Officer after considering the exigencies of work, should not normally exceed one month.

8. Following categories of staff will be considered inter-changeable for handling the work entrusted to them in the offices of the NWDA. However, in no case, the total posts can exceed the combined sanctioned strength in each category for all the

offices located at a given station, provided also that the total posts sanctioned under the jurisdiction of any Chief Engineer are not exceeded under each category:

- a. Assistant Executive Engineer/AD/Assistant Engineer.
- b. Superintendent Gr.-I/II.
- c. Junior Accounts Officer/Junior Accountant
- d. Stenographer I/II/III
- e. UDC/LDC
- f. Head D'Man/D'man Gr. I
- g. D'man Gr. II/III
- h. Driver Spl. Grade/Driver Grade I/II/II

Placement on promotion of an employee as indicated above will be on adequate justification to be recorded in writing and with prior approval of the Director General.

9. 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.

10. Based on the requests received from the officers/employees for transfer to the place of their choice for various personal reasons, the method of maintaining a suitable register, in which all such cases are entered, shall be followed. As and when vacancies arise, these cases are considered in the order of receipt of requests as well as the grounds on which transfer is sought for in each case. Preference will be normally given to such cases where the authority is satisfied about the genuineness of more pressing reasons. The period spent at the present station of posting is also considered.

11. Chief Engineer (North)/Chief Engineer (South) are empowered to decide the posting/transfer of employees below the level of Assistant Engineer within their respective jurisdiction as per the above guidelines. Similarly, Chief Engineer (HQ) is empowered to decide inter-regional posting/transfer of employees of above level. Relaxation of any guidelines will need approval of the Director General.

12. **NOTWITHSTANDING** any thing 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 Clause 2 of the guidelines.