



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)



BY SPEED POST  
TIME BOUND

Dated: 24 January, 2020.

No. 4/5/2017/Admn./267

To

The Chief Engineer (N)/(S),  
NWDA, Lucknow / Hyderabad

Sub: Rotational transfers during the year 2020 - regarding.

Sir,

I am directed to say that as per existing Transfer Policy for NWDA Employees, officers/employees, who have completed four years or more of service at a particular station, can request for transfer to the place of their choice. Accordingly, all the officers/employees, who are working in a particular station for more than four years, as per Guidelines of Transfer Policy, 2014, may be informed to submit options for transfer, in the proforma enclosed, to any three places of their choice. The option(s) so received will be considered while considering rotational transfers during the year 2020. It is requested that this letter may be brought to the notice of all officers/staff to enable them to exercise their option. The cases of officers/employees, who do not submit their option, will be decided as per administrative requirement or it will be assumed that official(s) has no objection for transfer outside from his present place of posting.

It may please be noted that no further representation(s) will be entertained by this office regarding change of place of posting, if any officer/employee fails to submit his/her option. It is requested that options so received may please be compiled, **cadre wise**, in the enclosed proforma, and forwarded to this office immediately but not later than **10.02.2020**.

Encl: As above

Yours faithfully,

  
(Rajesh Kumar)

Dy. Director (Admn)

Copy forwarded for information and necessary action to:

1. Sr. PS to Director General, NWDA, New Delhi.
2. PS to Chief Engineer (HQ), NWDA, New Delhi.
3. Director (Tech)/ (Finance)/ (MDU), NWDA, New Delhi.
4. All Superintending Engineers, NWDA.
5. All Executive Engineers, NWDA.
6. All Sub Division Offices, NWDA.
7. Accounts Officer, NWDA, New Delhi.
8. Vigilance Section, NWDA, New Delhi.
9. Web master, NWDA, New Delhi.
10. Transfer file no.
11. Notice Bord





NATIONAL WATER DEVELOPMENT AGENCY  
18-20, Community Centre, Saket, New Delhi-110017

PROFORMA FOR ROTATIONAL TRANSFER OF DEPARTMENTAL OFFICER/STAFF MEMBER

1. Name, Designation & present place of work :
2. Date of joining in NWDA :
3. Date of birth :
4. Date of Retirement :
5. Date of posting at present place (not Office) :
6. Three choice of place of posting other than present place to be considered in descending order (No repetition allowed) :
7. Place of posting of Spouse at present and cadre from he/she belongs (Full office address & Tel. No.) :
8. Place of Home Town
9. Other information (if any) :

First	Second	Third

I certify that above details are true to the best of my knowledge.

Signature of the employee  
Office Address:  
Date:

Signature of the Controlling Officer