



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. 14023/1/2021/Admn./9912-43

Dated: 14 November, 2023

To

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

Sub: Rotational transfers during the year 2024 - regarding.

Sir

I am directed to state that as per revised Transfer Policy for NWDA, 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, 2021**, 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 2024.

Content of this letter to be brought to the notice of all officers/staff to enable them to exercise their option to your office immediately but not later than **31.12.2023**. 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 requests 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 received in **Annexure-I** may please be compiled at your level, **cadre wise**, in the enclosed **Annexure-II**, and same may be forwarded to this office immediately but not later than **15.01.2024**.

Hindi version will follow.

Yours faithfully

(Khushal Singh)
Dy. Director (Admn)

Encl: As above

Copy forwarded for information and necessary action to:

1. 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.
11. Notice Board

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

PROFORMA FOR ROTATIONAL TRANSFER OF DEPARTMENTAL OFFICER/STAFF MEMBER

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

PREFERENCES FOR POSTING

Sl.No.	Offices	Reason(s) with documentary evidences
1.		
2.		
3.		

Place of Home Town :

History of previous transfer, if any :

Other information (if any) :

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

Signature of the employee

Office Address:

Date:

CERTIFICATE TO BE ISSUED BY THE CONTROLLING OFFICER

I certify the above particulars have been verified from the office records by
me

Signature of the Controlling Officer

PROFORMA FOR COMPLETION OF DATA CADRE WISE

S. No.	Name of officer/ Designation (Separate sheet for each category)	Present place of posting			Place of option	Date working at present place	Remarks If any
		from	To	Total duration			
1	2	3	4	5	6	7	8
					1 2 3		