



NATIONAL WATER DEVELOPMENT AGENCY
18-20, Community Centre, Saket, New Delhi-110017
(Administration Section)

BY SPEED POST/e-Mail

Dated: 02 December, 2022

No. 14023/1/2021-Admn/7653-64

To

The Chief Engineer (South) / (North),
NWDA, Hyderabad / Lucknow.

Sub: Rotational transfers for the year 2022-23 - regarding.

Sir,

I am directed to say that as per Transfer Policy of NWDA circulated vide No.4/2/2020/Admn./2 dated 01.01.2021. The 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 Performa enclosed, to any three places of their choice. The option(s) so received will be considered while considering rotational transfers for the year 2022-23.


It is requested that this letter may be brought to the notice of all officers/staff to enable them to exercise their options to your office immediately but not later than **31.12.2022**. The cases of officers/employees, who do not submit their options, 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 so received in the enclosed Annexure-I, may please be compiled, **cadre wise**, and forward to this office latest by **15.01.2023**.

Hindi version will follow.

Encl.: As above

Yours faithfully,


02/12/22
(Rajesh Kumar)
Dy. Director (Admn.)

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)/(Admn)/(AD,OL), NWDA, New Delhi..
4. Vigilance Section, NWDA, New Delhi.
5. Web master, NWDA, New Delhi.
6. Rotational Transfer file.
7. Notice Board



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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	

Details of Postings (Stations) during last 10 years:(Separate sheets attach if required)

Sl.No.	Post/Grade	Offices	Period		Remarks
			From	To	

PREFERENCES FOR POSTING:

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

Place of Home Town :

Whether above Preference for posting are in own interest :

Yes/No

Other information (if any) :

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

Dated:

Signature of the employee
Employee ID:-
Office Address:-

Signature of the Controlling Officer