

**Government of West Bengal
Public Works Department
Establishment Branch**

No. 275 - E

PW/O/E - 1/2T - 3/99

Dated 28.01.2002

M E M O R A N D U M

Sub: Transfer Policy in respect of Engineer Officers in the P. W. Department,
P.W.(Roads), P.W.(C.B.) & HOUSING DEPTT.

The matter of transfer and posting of the Engineer Officers in the cadre of West Bengal Senior Services of Engineers concerning Executive Engineers and Superintending Engineers (Civil + Electrical + Mechanical) and West Bengal Services of Engineers concerning Assistant Engineers (Civil + Electrical + Mechanical) in the Public Works, Public Works (Roads), Public Works (C.B) & Housing Departments was under consideration for some time past.

2. After careful consideration of the matter, the undersigned is directed to state that for smooth functioning of the entire Directorate, the following principles and norms relating to the transfer and posting of the Engineer Officers as stated in Para - 1 are adopted in the interest of public service.

3. i) There will be 4 (Four) Zones comprising the entire State Cadre (Civil Wing) in order to facilitate transfer and posting.

Zone: A.

Comprising the Districts of Calcutta, Howrah, Hooghly, North 24 Parganas and South 24 Parganas.

Zone: B

Comprising the Districts of Murshidabad, Nadia, Burdwan & Birbhum.

Zone: C

Comprising the Districts of Midnapore, Bankura & Purulia.

Zone: D

Comprising the Districts of Uttar Dinajpur, Dakshin Dinajpur, Darjeeling, Jalpaiguri, Cooch Behar & Malda.

ii) There will be 3 (three) zones comprising the entire State Cadre of Electrical and Mechanical Wing in order to facilitate transfer & posting.

Zone: A

Calcutta, 24 Parganas (North and South) and Howrah.

Zone: B

Hooghly, Burdwan, Midnapore, Birbhum, Purulia, Nadia, Bankura and Murshidabad.

Zone: C

Cooch Behar, Jalpaiguri, Darjeeling, Uttar Dinajpur, Dakshin Dinajpur and Malda.

Note: Officers having permanent residence in any district or any Zone and posted there shall be treated as having been posted at Zone - A.

4. i) Transfer and posting of Assistant Engineers, Executive Engineers and Superintending Engineers should normally be made after 3 (Three) years. Movement of the Engineer Officers so transferred shall be binding on their part in the interest of Public Service.

ii) For some difficult areas and Zone - D, transfer may be considered after 2 (Two) years against prayer.

iii) Orders of Routine transfer shall normally be issued by 1st week of April of every year.

iv) An Officer who has completed 2 (two) years 9 (nine) months on 31st March of the year will be considered for Routine transfer.

v) An Officer having 5 (five) years or more at the same Head Quarters will be liable to transfer to another Zone but after completion of 3 (three) years at the present place of posting.

vi) An Officer must serve least once in Zone - D in his service career (for Civil Wing) and Zone - C (for Electrical / Mechanical Wing). For Electrical / Mechanical Wing posting in Zone - C shall be considered as far as practicable.

5. Transfer will generally be made from one Zone to another after each tenure even if it be inter Directorate.

Inter Directorate transfer will be effected normally after a period of 6 (six) years.

6. An Engineer Officer must serve at least for one term of three years in Planning / Design / Resources / Monitoring Work at each level of Assistant Engineer and Executive Engineer for Civil Wing and as far as possible for Electrical Wing.

7. The transfer after normal tenure may be deferred for a maximum period of one year in case of extreme exigencies on the following grounds:-

(i) In the interest of Government works.

(ii) In case of Secondary / Higher Secondary / Degree Examinations of the Children / Wards of the Officers and who are living with their parents.

(iii) Serious illness of any member of the family of the Officers.

8. Engineer Officers should deserve appropriate consideration for getting a suitable posting preferably in home District / District having permanent residence, two years prior to retirement if desired so.

9. Posting in the post of Executive Engineer - I from the post of Executive Engineer - II & T. A. to Superintending Engineer will be made in general in order of seniority.

10. An Office Bearer of any Association, whose transfer is due, will not be transferred for the year under consideration but he may be transferred during the next year even if re-elected.

11. (i) All relevant factors should be considered during placement on deputation.

(ii) Deputation should be considered as transfer and shall be made for one tenure.

12. An Officer transferred / deputed to a post having financial benefit, should be repatriated after three years.

13. An up-to-date bio-data card incorporating all dates of transfer and all places of posting shall be maintained for all Engineer Officers.

14. Competent Authority reserves the right to transfer any Engineer Officers any time before completion of the tenure of normal posting on administrative reasons.

15. This cancels this Department's Memo No. 566-E dated 10.04.2000.

Engineer - In - Chief and
Ex - Officio Secretary
Public Works Department.

No. 275/1(14)-E dated 28.1.2002

Copy forwarded for information and necessary action to:-

1. Chief Engineer, P.W.Directorate.
2. Chief Engineer (Electrical I/II/III/IV), P.W.Directorate.
3. Chief Engineer (C.B.), P.W.Directorate.
4. Chief Engineer P.W. (Roads)Department.
5. Chief Engineer (NH), P.W. (Roads) Directorate.
6. Chief Engineer DEW, P.W. (Roads) Directorate.
7. Chief Engineer, Housing Department.
8. Chief Engineer PIU, P.W. (Roads) Directorate.
9. Chief Engineer, World Bank, P.W. (Roads) Directorate.
10. Additional Chief Engineer (HQ), P.W. Directorate.

Deputy Secretary - I
P.W.Deptt.