

**GOVERNMENT OF WEST BENGAL**

**PUBLIC WORKS DEPARTMENT**

**Establishment Branch**

No. 566 – E (PW / O / E – 1 / 2T – 3 / 99)

Dated : 10. 4. 2000

**MEMORANDUM**

*Subject* : Transfer Policy in respect of Engineer Officers in the P. W. Department, P.W.(Roads), P.W.(C.B.) & Housing Deptt.

1. 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 24Parganas 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 / Mechanical Wing in order to facilitate transfer & posting.

**Zone : A**

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

**Zone : B**

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

**Zone : C**

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

**Note :**

Officer having permanent residence in any district or any and posted there shall be treated as having been posted at zone.

- 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 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 places 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).

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

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

An Engineer Officer must serve at least one term of three years in Planning / Design / Resources / Monitoring Work at each level of Assistant Engineer and Executive Engineer.

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.

