



दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लो0नि0वि0
12वां तल, ब्रह्म-मजिला भवन, इन्द्रप्रस्थ संपदा, नई दिल्ली-110002
☎ 23724561, 23317520, फैक्स 23766924
Toll Free Complaint No. 1908
Website: <http://pwd.delhigovt.nic.in>
E-mail- einc-pwd@delhi.gov.in



सं0: 27(6)/प्रमुख अभि./लो.नि.वि./ई-1/2025/7552 दिनांक: 13 10.2025

कार्यालय आदेश

विषय:- Regarding request for regularization of selection of cashier for division offices under PWD.

संदर्भ:-CE (Works cum TLQA), CPWD, Chandigarh Letter no 21(22)/CE (Works cum TLQA)/Coord.(NR)/EE(C-3)/2025/ 1672 dated 26.09.2025.

उपरोक्त विषय पर महानिदेशक, केन्द्रीय लोक निर्माण विभाग, निर्माण भवन, नई दिल्ली के कार्यालय ज्ञापन सं0 DG/RE/Manual/15 दिनांक 24.04.2015 एवं DG/RE/Manual/2014 दिनांक 15.12.2014 का अवलोकन करें, जिसके अन्तर्गत अवर श्रेणी लिपिक/ उच्च श्रेणी लिपिक/ कार्यालय अधीक्षक/आशुलिपिक ग्रेड-11/आशुलिपिक ग्रेड-1/निजी सचिव के0लो0नि0वि0 अधीनस्थ स्टाफ के स्थानांतरण/तैनाती आदेश नीति के अंतर्गत समयावधि के संबंध में दिशा-निर्देश जारी किए गए हैं।

अतः लोक निर्माण विभाग के अंतर्गत सभी अंचलों को निर्देश दिए जाते हैं कि अपने अंचल के अन्तर्गत Cashier पद पर चयन करते समय संदर्भित पत्र तथा महानिदेशक, के0लो0नि0वि0, निर्माण भवन, नई दिल्ली द्वारा जारी दिनांक 24.04.2015 एवं 15.12.20214 के कार्यालय ज्ञापन द्वारा जारी दिशा/निर्देशों का पालन करना सुनिश्चित करें।

यह पत्र प्रमुख अभियंता महोदय की अनुमति से जारी किया जाता है।

उप निदेशक (स्थापना)

प्रतिलिपि:-

1. प्रधान मुख्य अभियंता (एम एंड एफ), लोनिवि, 12वाँ तल, एमएसओ भवन, नई दिल्ली।
2. प्रधान मुख्य अभियंता (परियोजना), लो.नि.वि., 9वाँ तल, नई दिल्ली।
3. मुख्य अभियंता (वर्क कम.टी.एल.क्यू.ए) के.लो.नि.वि., सैक्टर-7बी, चंडीगढ़-160019 को उनके पत्र के संदर्भ में सूचनार्थ।
4. सभी मुख्य अभियंता, लो0नि0वि0 नई दिल्ली।
5. PWD Website.

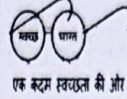

उप निदेशक (स्थापना)

CONFIDENTIAL



भारत सरकार
GOVERNMENT OF INDIA
केन्द्रीय लोक निर्माण विभाग
CENTRAL PUBLIC WORKS DEPARTMENT
<https://cpwd.gov.in>

कार्यालय-मुख्य अभियन्ता (वर्क्स कम टीएलक्यूए)
(समन्वय शाखा) केन्द्रीय लोक निर्माण विभाग
सेक्टर- 7बी, नजदीक केलोनिवि निरीक्षण भवन,
चण्डीगढ़- 160019
दूरभाष सं 0172-2794034
ई-मेल: ce-wtqa-chd@cpwd.gov.in



Office of the C.E. (Works cum TLQA)
Central Public Works Department
Sector -7B, Near CPWD Inspection Bungalow
Chandigarh-160019
Phone No. 0172-2794034
email: ce-wtqa-chd@cpwd.gov.in

पत्र सं: 21(22)/म.अभि.(वर्क्स कम टीएलक्यूए)/सम.(उ.क्ष.)/का.अभि.(सि.-3)/2025/ 16 दिनांक: 26/09/2025
To

The Chief Engineer (Health),
PWD, Govt. of Delhi, 2nd Floor,
MSO Building, I.P. Estate,
New Delhi-110002

Sub:- Regarding request for regularization of selection of cashier for division offices under your zone.

Ref:- Your office order No. 09(19)/CE(Health)/E-I/3719 dated 08/09/2025

Kindly refer to the above subject and office order referred above vide which a request was received for regularization of selection of cashier for division offices under your zone.

In this matter, kindly refer to the Directorate, CPWD OM No. DG/RE/Manual/15 dated April 24, 2015 (copy enclosed) on the transfer/posting of ministerial staff, also to be read with OM No. DG/RE/Manual/12/2014 dated December 15, 2014 (copy enclosed) on modification in the para 12.5 & 12.6, which specifies a minimum cooling-off period of 3 years for posting back to PWD, Delhi.

Since the cooling period of Sh. Hari Om Sharma, UDC (PIMS HOS08041970LDCL011995) for posting back to PWD, Delhi is not over, hence this request for regularization of cashier is hereby regretted.

This issues with the approval of the Competent Authority.

Encl : As above

(D.A. Dewan)

Executive Engineer (HQ)-II

Copy to :-

The Engineer-in-Chief, PWD, 12th Floor, MSO Building, I.P. Estate, New Delhi with a request to issue directions to follow the guidelines issued by the Directorate, CPWD vide above O.Ms in the matter of selection of cashier.

Encl : As above

आवती सं. H-5992
दिनांक 01/10/25

प्रमुख अभियन्ता

निदेशक (कार्मिक)

निदेशक (अनु.)

निदेशक (कार्य)

उप सतर्कता अधिकारी

उप निदेशक (कार्य/कार्मिक/अनु./जन सूचना)

25/09/2025
Executive Engineer (HQ)-II

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CENTRAL PUBLIC WORKS DEPARTMENT

केन्द्रीय लोक निर्माण विभाग

OFFICE MEMORANDUM/कार्यालय ज्ञापन

No. DG/RE/Manual/15

संख्या - महानिदेशक/आरई/मैन्युअल/15

ISSUED BY THE AUTHORITY OF DIRECTOR GENERAL

No. : 28/1/A/2011-EC.V

DATED: 24.04.2015

Subject :- Transfer/Posting Policy for LDC / UDC / Office Superintendent / Stenographer Grade-II / Stenographer Grade-I / PS- CPWD subordinate staff.

In supersession of all earlier orders/directions, with reference to ~~Transfer/Posting in the grade of LDC / UDC / Office Superintendent/Stenographer Gr.-II/Stenographer Grade-I/PS of Subordinate Cadre of CPWD~~, issued from time to time, the competent authority is pleased to issue the new Transfer/Posting policy as per annexure.

(Rahul Ranbir Singh)
Dy. Director (Admn.)

To all concerned through website of CPWD.

TRANSFER POSTING GUIDELINES FOR CPWD SUBORDINATE STAFF
i.e. LDC/UDC/OFFICE SUPDT./STENOGRAPHER/STENOGRAPHER GD-1/PS

1. Transfer and posting of CPWD Subordinate staff comprising of Office Superintendent/Stenographer Grade-1/PS will be done by Regional Co-ordination and transfer & Posting of LDC/UDC/Stenographers will be done by Sub-Region office. However, transfer for change of region shall be done in terms of existing Region change policy.
2. Guidelines for Intra-region transfers will be as under :-
 - i. The normal period of continuous stay at Delhi (including Gurgaon, Faridabad, Ghaziabad, Noida & Greater Noida) and Mumbai stations will be 12 years.
 - ii. The normal period of continuous stay at any other station except those mentioned in point (i), will be **10 years**. However, the request by Ministerial staff for transfer from one station to another after completion of 3 years at that station shall be treated in public interest.
 - iii. Period of continuous stay in Hard Area will be 2 years. Within each region "hard areas" may be identified by the respective Spl. DGs. The criteria for identifications could be an area not well connected and/or has a height more than 8000 ft. After completion of tenure, the staff will be posted to a station of his choice as far as administratively possible.
 - iv. Those who have completed 55 years of age shall not normally be posted to hard areas.
 - v. Those who have attained 57 years of age may not be transferred from existing station, unless individual wants a change on compassionate grounds.
3. As far as administratively feasible and subject to CVC guidelines for shifting of personnel, staff will be transferred on completion of 4 years tenure from one office to another.
4. The period of continuous stay in Delhi PWD will be 6 years. Where required in public interest, a further retention may be allowed for a maximum period of two years, subject to CVC guidelines, relating to change of posting on completion of 4 years.
5. The requests for forego promotion shall be dealt as per DOP&T guidelines. However, after foregoing the promotion transfer/posting of the employees shall be dealt according to Transfer/Posting guidelines for the present post.
6. General guidelines of transfer/posting as mentioned in Para 12.5 of the Regular Establishment Manual, 2013 with up to date modifications shall continue to be applicable to these posts also.
7. Modification, if any, in the transfer/posting guidelines, specific to requirement of a Region, respective Special DG, is authorized to do so under intimation to Director General.
8. Any reference to tenures will be reckoned as on 31st May of that year.

Rajeev Chandra Singh
DDA-IV

9. Guidelines for transfer of LDC/UDC from one office to another within the same Circle will be as under :-
- Every 3 years, i.e. Accounts branch/Sub-division to correspondence branch and vice versa without involving change of station may be ordered by the Superintending Engineer of the concerned Circle.
 - The period of 3 years stay in accounts seat shall be reckoned from 1st April and 1st October of a year.
 - Transfers shall be completed by 1st May and 1st November of the year.
 - In case of station transfer involving AB/CB, proposal will be forwarded to Sub-Region for issue of formal orders.
 - The Superintending Engineers are empowered to grant exemption from transfers under this rule, for the recorded reasons, up to a maximum period of one year where circumstances so warrant.
 - After 10 years continuously in a Circle, the employee shall be transferred to another Circle by Sub-Regional office.
 - LDC/UDC of CPWD Cadre posted in ADG/CE/CA/SA/Project Zones/Project Circles will also be considered for posting in Accounts Branch/Sub-divisions by Designated/Authorized offices at the same station.

Rajesh Kumar Singh
DDA - IV



CENTRAL PUBLIC WORKS DEPARTMENT

OFFICE MEMORANDUM

No. DG/RE/Manual/12/2014

ISSUED BY AUTHORITY OF DIRECTOR GENERAL

NIRMAN BHAVAN, NEW DELHI

DATED: 15.12.2014

Subject: Modification in the para 12.5(iii);12.5(x);12.6(b)(iv) and addition of para12.5(Xii) of CPWD Manual on Regular establishment and office procedure-Transfer/Posting.

These provisions are as under and shall be applicable with immediate effect:

Existing Provision	Proposed provision
12.5(iii) For the purpose of annual tenure transfer, the longest stayee list shall be circulated by January / February of the year. The list shall be prepared based on completion of station tenure as on 30 th June of the year. The transfer orders should normally be issued in the month of March / April so that the officers can move before commencement of the academic year.	For the purpose of annual tenure transfer, the longest stayee list shall be circulated by January / February of the year. <u>The list shall be prepared based on completion of station tenure as on 31st May of the year.</u> The transfer orders should normally be issued in the month of March/ April so that the officers can move before commencement of the academic year. The above is not applicable to officers returning back from Hard Areas & Inter Regional Transfer.
12.5(x) The period spent in Headquarter posting shall not count towards station tenure in respect of officers of Engineering Cadre (of the rank SE/EE/AE/JE). The Headquarter posting shall include posting in the Directorate, CDO, CSO, CSQ and Vigilance Unit.	12.5 (x) The period spent in Headquarter posting shall not count towards station tenure in respect of officers of Engineering Cadre (of the rank CE/SE/EE/AE/JE) and DD(Hort.). The HQ posting shall include posting under ADG(S&P), ADG(TD), DDG (Hort.), attached Engineer with the DG and Spl DG(HQ), B.F.R. Cell connected with HLEC & Technical Committee and Vigilance Unit.
12.5(xii) Does not exist	12.(xii) There shall be minimum cooling off period of 3 years before an Executive Engineer/ Assistant Engineer /Junior Engineer is considered for posting back to PWD Delhi.

12.6(b)(iv) There shall be minimum cooling off period of 2 years before an Assistant Engineer is considered for posting back to PWD, Delhi. Further no AE shall normally be posted in Delhi, PWD if he has less than (04 years) of balance stay at Delhi.

12.6(b)(iv) AE shall normally not be posted in Delhi, PWD if he has less than 2 years remaining of normal period of continuous stay at Delhi.


(VINOD JINDAL)
DIRECTOR (ADMN.)-II

Issued from F.No.28/1/A/2011-EC.V

Copy to:-

1. All SDGs, ADGs, CPWD, I-in-C, PWD, Delhi Govt. They are requested to endorse a copy of this to all CEs, SEs & EEs with further directions that they should bring this change to the notice of all the concerned.
2. CPWD web site.


(VINOD JINDAL)
DIRECTOR (ADMN.)-II