



भारत सरकार  
महानिदेशालय, केन्द्रीय लोक निर्माण विभाग  
एस. एंड डी, अनुभाग  
कमरा सं. 205 ए., निर्माण भवन, नई दिल्ली  
Ph. No. 011-23061911, 23063027, Fax No. 011-  
23061122  
Email: cpwd\_dirsd@nic.in



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### Office Memorandum

## ONLINE TRANSFER POLICY of Officials upto Executive Engineer and equivalent level in CPWD.

This policy is in supersession to all existing transfer policies to ensure equitable, rational distribution of Government employees of various Cadres at different locations in a fair and transparent manner, to maximize job satisfaction amongst employees and further to improve performance of the Department.

### 1. **Application**

The Policy will be applicable to officers upto Executive Engineer and equivalent level.

### 2. **Hard Area**

- a. Border Area Posts
- b. North Eastern State (except Guwahati)
- c. Jammu & Kashmir, Leh & Ladakh
- d. Andaman & Nicobar, Lakshdweep

### 3. **Definitions**

- i. **'Eligible Employee'** means an employee who is eligible to participate in the Transfer Drive as per the provisions of this Online Transfer Policy;
- ii. **'Station Tenure'** means maximum tenure of any station except "Delhi and its Urban agglomerate" will be 3 Years. For "Delhi and its Urban agglomerate" will be 3+3 years.

Delhi and its Urban agglomerate will be considered in two parts as Delhi - 1 and Delhi - 2.

Delhi – 1 shall comprise of PWD Delhi and Directorate CPWD.

Delhi – 2 shall comprise of other than Delhi -1.

(iii) **‘Minimum Tenure of Station** means the minimum tenure of stay at one station, after which an employee can participate in the transfer drive that is 1 year for Hard Area and 2 years for Normal Area.

Note: (a) The tenure at the station shall include deputation, MoEF&CC, DoNER and other such/encadred posts.

(b) The period spent on deputation at a station within the country shall be treated as period of stay at the station of deputation. The period spent on training; study leave and on deputation in a foreign country shall be reckoned as period spent at the last station of posting (except hard area) prior to proceeding on foreign country deputation/training/study leave.

(c) Period of leave availed during the tenure shall be aggregated and deducted from actual posting period to the extent it exceeds 30 days per financial year (casual leaves and restricted holidays not to be counted).

(d) Period spent on leave before joining at new station of posting shall be reckoned as period spent at last station of posting

(iv) **‘Cut-off date’** means the 31<sup>st</sup> May of the year. The cut-off date will be used for calculating the station tenure of an employee, age of employee etc. for this transfer and posting policy.

(v) **‘Vacant Post for transfer’** means

a. **Existing Vacancy** - Post not occupied by any employee --;

b. **Deemed Vacancy** -Post presently occupied by an employee completing his tenure on the cutoff date.

c. **Contingent Vacancy** - Likely vacancy arising due to new opening, promotions or any other reason after the publication of the notified list.

d. **Voluntary vacancy** - Post which are likely to fall vacant due to voluntary transfer option exercised by the incumbents who have not completed station tenure.

(vi) **‘Blocked Posts’** means the vacant posts of a cadre not available under this policy for filling up (for gazetted officers and JE, SO(Horticulture).

(vii) The following posts will not participate in general transfer/posting.

- a. Parliament works Divisions.
- b. President estate Divisions.
- c. PMO Works Divisions.
- d. Supreme Court Works Divisions.
- e. Vigilance unit.
- f. Central Vista Project Divisions.
- g. Division B, E, I, DED 101, DED102, Vigyan Bhawan Division, Vigyan Bhawan Electrical Division.
- h. Divisions under Amravati Project.
- i. Design Unit (CDO).

**Note:**

1. At least 25% of the longest overstaying employees occupying the blocked posts shall be transferred after completion of 3 years or more annually.
  2. CVC guidelines shall be followed for posting on sensitive posts issued vide CVC memorandum 03/09/13 dated 11.09.2013 and DoPT OM No. 11020/1/2015-Vig. dated 14.09.2015.
- (viii) **'Unit'** means an area, such as a section, sub-division, division, circle, zone, region, directorate etc. at a station.
- (ix) **Protected Employee** - These employees shall not be transferred to other stations without their consent.
- a. Those employees who are due for retirement on attaining the age of superannuation within 12 months from the cutoff date of transfer.
  - b. Employee whose children are studying in class 10<sup>th</sup> & 12<sup>th</sup> during the year of consideration.
  - c. Self-disability or Employee who is care giver to dependent daughter/son/spouse/brother/sister with specified disabilities as per DoPT OM No. 36035/44/2023 dated 02-02-2024.

Note: Protected employee has to take part in each rotational online transfer posting drive on completion of station tenure.

#### 4. Criteria for calculation of merit points.

Merit for allotment of vacant post to an employee will be based on the total composite score of points earned by the employee, out of 100 points, as described below:

- i. Age will be the prime factor for calculation of merit points, as tabulated below.

Sl. No.	Merit/Factors	Remarks
1	Age of the employee as on the cutoff date in years (up to 02 decimal places).	18 years old - 18 points 60 years old - 60 points (based on completed age, as on cutoff date)

- ii. Special Factors-A weightage of maximum 40 points can be availed by the employees as indicated below:

Sl. No.	Merit/Factors	Remarks
1.	Female employee	10 Points.
2.	Divorcee/widower	10 Points.
3.	<b>Family circumstances:</b>	
3 (a)	Suffering of employee from Disease of Debilitating Disorder or Terminal in nature. As per <b>Annexure I.</b>	10 points
3 (b)	Suffering of Spouse/ Son/ Daughter from Disease of Debilitating Disorder or Terminal in nature. As per <b>Annexure I.</b>	8 points
3(c).	Suffering of Dependent Brother/Sister from Disease of Debilitating Disorder or Terminal in nature. As per <b>Annexure I.</b>	6 points
	<b>Note:</b> (Any claim under category 3 (a), (b) & (c) should be accompanied with a medical certificate issued	

	during last one year by a government hospital/doctor not below the rank of CMO or equivalent)	
4.	Working Spouse (Marks will be allotted only if the employee exercises an option for a station that distance is less than the current distance from their place of posting)	!0 points
5.	Negative performance- Deduction of points in case of awarding major or minor penalty during his/her tenure	For major penalty (-)15 For minor penalty (-)5
6.	Employees below the age of 50, who have not served in Hard Area.  (This will be applicable for transfer and posting from year 2028 onwards. It will also not be applicable for new recruits.)	(-) 5

- (iii) (a) Under point 4(ii) (2 to 4) which states about Special Factors- the employee is to submit supporting documents as per the timelines decided by directorate/coordination unit.
- (b) The employees before submitting the application has to submit an undertaking that "I undertake that the information, documents and certificates submitted by me along with my application are true, genuine and correct to the best of my knowledge and belief and no document submitted by me is forged, fabricated or tampered with in any manner. If any document is found forged, fabricated or tampered then the competent authority shall have right to take legal and disciplinary action against me as deemed fit."
- (c) It is further said that Controlling Officer has to verify and forward the application based on service and other available records of the employee within prescribed time of submission by the Employee.
- (d) In case, the Controlling Officer does not verify the application of the employee within the prescribed time as stated above, then

the application of the employee will be automatically forwarded making Controlling Officer also liable for disciplinary action.

- (e) Application forwarded by Controlling Officer has to be finally accepted/rejected by concerned coordination units/ Directorate.

## 5. Process

- i. The transfer and posting will normally be done in the month of April/May of the year.
- ii. Inter-regional Transfer will be done first using the same merit criteria, thereafter Intra Region Transfer will be done.
- iii. Upon recruitment, temporary postings shall be made based on choice given by employee and SSC merit. After region allotment through Inter Region transfer, he will further participate in Intra Region T/P along with existing employees.

Every employee participating in the transfer process will have to submit his/her choices of the posts (online) on the portal, in order of his/her preference. He/she may submit as many choices as he/she wishes from the declared vacant posts for transfer, excluding the blocked posts. The transfer and posting will be made by the system depending on the total merit points score of the employee and his/her choices. The employee having higher merit point score will get higher preference.

- a. In case of equal merit point score, female employee will get preference over male employee. In case of same gender, employee older in age will get preference.
- b. In case of no choice for vacant post OR limited choice for vacant posts which are already allotted to the employees having higher merit points then in that case the employee will be considered for the remaining vacant posts available randomly by the system.
- c. Option for the same post or a post in the same office or a post under the same controlling officer is not permitted. If an employee is posted in a division or sub division he cannot opt for a post in same division but he can opt for other division OR the circle/zone/sub region/region under which the division exist and vice versa. At Directorate level an employee cannot opt for a post under same Chief Engineer or equivalent level offices.

- d. Options for the same station shall be blocked for the employees who have completed the maximum tenure at the present station.
- e. For MTS and work charged employees there will be no maximum tenure for station. Those willing to be transferred may apply for transfer after completing the minimum tenure at their station. The posting will be done online based on above merit scores subject to vacancies.
- f. In case any group 'B' or 'C' employee desires posting outside his/her present Region (i.e. Northern, Southern, Eastern and Western) whose seniority is maintained at regional level shall lose their seniority as per guidelines in case they want transfer to other region.
- g. Options of Project Units shall be blocked for gazetted employees having age of 55 years and above.
- h. Options of Field Units shall be blocked for gazetted employees having age of 58 years and above.
- i. The employees who have completed 50 years of age shall normally be not posted to Hard Area.
- j. A gazetted officer shall not be posted in a State for more than two tenures in his/her entire service.
- k. A gazetted officer undergoing medical issues, non-performance, or any other such reasons shall be reported by the ADG/SDG to the DG for posting to another unit, after consideration by a committee at the Directorate.
- l. For gazetted officers rotations for field and planning posting shall be done i.e. after two consecutive field postings, planning posting shall be done.
- m. Employees under DI (Doubtful Integrity) list or Agreed List will be posted to a non-sensitive post only as per CVC guidelines.
- n. The employees who have not completed the station tenure as on the cutoff date but voluntarily opt to participate after minimum tenure in the rotational transfer will not be entitled for transfer TA/DA/joining time, irrespective of their final place/post of posting on the basis of their respective merit point score.
- o. Within 15 days of issuance of Transfer/Posting orders, an employee aggrieved with the transfer process can represent the competent authority i.e. DG, CPWD.

## **6. Timelines.**

### **A. For Inter-regional Transfer.**

- a) 16 December- Notification will be issued.
- b) 17-24 December- The employees who have completed their minimum tenure and willing to participate in Inter Regional Transfer may register and submit documents.
- c) 25 December to 4 January- The moderation of posts shall be done between by the respective Coordination unit/Directorate.
- d) 5 January- Last date of forwarding willingness/documents for transfer posting by head of office.
- e) 6-13 January- updating of protected employee and acceptance/rejection of the documents by coordination unit/directorate.
- f) 14 January- Declaration of the Vacant Posts for Transfer.
- g) 15-31 January- Employees to fill up their options/choice.
- h) 1 February- The Transfer and Posting order will be published.

### **B. For Intra-regional Transfer upto EE and equivalent.**

- a) 1 February- Notification will be issued.
- b) 2-10 February- The employees who have completed their minimum tenure and willing to participate in Transfer may register and submit documents.
- c) 11-28 February- The moderation of posts shall be done between by the respective Coordination unit/Directorate.
- d) 20 February- Last date of forwarding willingness/documents for transfer posting by head of office.
- e) 21-28 February- updating of DI/Agreed Lists, updating of protected employee and acceptance/rejection of the documents by coordination unit.
- f) 1 March- Declaration of the Vacant Posts for Transfer.
- g) 2-20 March- Employees to fill up their options/choice.
- h) 7 April - The Transfer and Posting order will be published. The employee concerned has to join the new place of posting within 14 days after issue of the transfer order.

**Timelines for year 2026 is at Annexure – II.**

Note: The above time lines can be amended with the approval of DG, CPWD.

The DDO of employee concerned will not draw salary of the employee who have not complied with the orders.

This issues with the approval of the Hon'ble Minister, HUA.



(ASHISH GUPTA)  
Executive Engineer (S&D)

To, (through CPWD website)

All Concerned Officers

## Annexure-I

### **List of diseases of debilitating disorder.**

1. Chronic Heart Diseases and Chronic artery diseases
2. Chronic renal failure
3. Brain tumours & Malignancy of different organs.
4. AIDS.
5. Liver and Kidney transplant.
6. Cystic Fibrosis.
7. Type-I Diabetes.

(Note: Valid medical certificate issued during last one year by a government hospital/doctor not below the rank of CMO or equivalent should mandatorily be submitted).

**Timelines for year 2026**

**a. For Inter-regional Transfer**

- a. 30.04.2026 – Notification will be issued.
- b. 01.05.2026 to 05.05.2026 - The employees who have completed their minimum tenure and willing to participate in Inter Regional Transfer may register & submit documents.
- c. 11.05.2026 - Last date of verification and forwarding, willingness/documents for transfer posting by head of office.
- d. 12.05.2026 to 14.05.2026 - Updating of protected employee and acceptance/rejection of the documents by Directorate.
- e. 15.05.2026 to 17.05.2026 – Moderation of posts/Declaration of the Vacant Posts for Transfer.
- f. 18.05.2026 to 22.05.2026 - Employees to fill up their options/choice.
- g. 23.05.2026 – The Inter Regional Transfer and Posting order will be published.

**b. For Intra-regional Transfer upto EE and equivalent.**

- a) 24.05.2026 – Notification will be issued.
- b) 25.05.2026 to 28.05.2026 - The employees who have completed their minimum tenure and willing to participate in Transfer may register and submit documents.
- c) 03.06.2026 - Last date of submitting willingness/documents for transfer posting by head of office.
- d) 04.06.2026 to 08.06.2026 - updating of DI/Agreed Lists, updating of protected employee and acceptance/rejection of the documents by coordination unit/Directorate.
- e) 09.06.2026 to 11.06.2026 – Moderation of posts/Declaration of the Vacant Posts for Transfer by the respective coordination unit/Directorate.
- f) 12.06.2026 to 18.06.2026 - Employees to fill up their options/choice.
- g) 19.06.2026 - The Transfer and Posting order will be published.