



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली. 110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No. 3/4/2014-El.

Dated 23.04.2014

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To

**The Directors of all the National Labs. / Instts. of CSIR**

**Sub: Revised Guidelines for transfer and posting of Common Cadre Officers of CSIR**

Sir,

I am directed to enclose herewith Revised TPC Guidelines (total 06 pages), duly approved by DG, CSIR for your information. These Guidelines are in supersession of all previous TPC Guidelines / Instructions, including those notified vide letter of even no. dated 17.4.2014.

These guidelines come into force with immediate effect.

This may be brought to the notice of all Common Cadre Officers.

Yours faithfully,

  
(A.K. Mukherjee)  
Deputy Secretary

Encl: As above

Copy to:-

1. US, O/o of DG, CSIR
2. US, O/o of JS(A), CSIR
3. PA to FA, CSIR
4. CVO, CSIR
5. Legal Advisor, CSIR
6. PA to Sr. DS(HR-I)
7. DS(CO)
8. Head, IT with the request to display it on CSIR website
9. Office copy

**Council of Scientific & Industrial Research**  
**Anusandhan Bhawan, Rafi Marg, New Delhi – 110001**

**Guidelines for transfer and posting of Common Cadre Officers of CSIR.**

The existing Transfer & Posting Guidelines for Common Cadre Officers (CCOs) of CSIR have been reviewed by the Committee of senior Directors. After taking in to consideration various instructions issued by the Govt. of India and CVC on the subject from time to time, the Committee suggests the following revised TPC guidelines:

I. **Short Title :** These guidelines may be called as '*Guidelines for Transfer and Posting of Common Cadre Officers of CSIR*'.

II. **Definitions:**

**Family:** Wife, Children including legally adopted children, step children and dependent parents. This also includes the family as defined vide Min. of Health and FW OM No.S-14025/29/89-MS dated 5.6.1990 and OM No.4-24/96-C&P-CGHS(P) dated 31.5.2007.

**Permanent Employee spouse:** This means spouse who is a paid employee in any Govt./ Public organization/ and not a self employed spouse.

**Station:** It means any place where CSIR Lab/Institute/Unit/Centre is located

**Zone:** A group of stations where CSIR Lab/Institute is located in the region, as shown below :

Zone 1	-	Delhi, Ghaziabad, Pilani, Lucknow
Zone 2	-	Dehradun, Roorkee, Chandigarh, Jammu/Srinagar, Palampur
Zone 3	-	Bhubaneswar, Dhanbad, Durgapur, Jamshedpur, Jorhat and Kolkata
Zone 4	-	Hyderabad, Bangaluru, Chennai, Karaikudi, Mysore and Thiruvananthapuram
Zone 5	-	Bhopal, Nagpur, Bhavnagar, Goa and Pune

**Home Station:** Home Town or a station, nearest to officer's declared Home Town as mentioned in the service book or a station in his/her state, where CSIR Lab/Institute is located.



**Tenure:** A continuous stay at a station for a specific period, as defined for the employees for different stations after which an officer becomes liable to be transferred.

**Service:** Means the period for which a person has been holding charge of a post on a regular basis in CSIR.

**Choice Station:** The CSIR laboratory where an employee desires to be posted, not necessarily his home station.

### III. Categories of Transfers-

- 1      **Normal Transfer :** Transfer on Completion of prescribed Tenure
- 2      **Exigent Transfer/Transfer in Public Interest :** Transfer on administrative grounds in public interest (i.e. functional needs or any other extraordinary reason in public interest).
- 3      **Transfer on Compassionate Grounds.**
- 4      **Transfer on Request**
- 5      **Non-Transfer on request** (applies only to CCO serving at difficult/solitary laboratory towns/stations)

### IV. Norms, Periodicity and tenure-

#### 1. Normal Transfer :

- i) All the Common Cadre Officers will ordinarily be considered for transfer after 5 years of stay in a Laboratory/Institute. While doing so, it will be ensured that all the three heads of administrative wings i.e. Gen. Admin., F&A, S&P in a Lab. will not be moved simultaneously.
- ii) To the extent possible, every Group 'A' CCO should have a minimum tenure of five years in two different zones
- iii) Every Common Cadre Officer will be required to serve at least one tenure (2 years) at one of the difficult stations. After the difficult station posting, choice posting to the extent possible will be considered even across zones.
- iv) On transfer out of one's station of choice/home station, the officer shall be allowed to retain Council accommodation on payment of normal Licence fee for 4 months + 2 months, thereafter on review by Director, only in

special circumstances like medical treatment, serious ailments or academic session of child, the accommodation can be retained.

- v) Officers on promotion will invariably be transferred out of their present station unless there is a special reason, which shall be recorded by the TPC.
- vi) Female employees will be accommodated, as far as possible, at the station of their choice, subject to felt needs and availability of vacancies, and also their fulfilling the provisions of (i), (ii) and (iii).

## **2. Transfer on Request :**

Requests from Common Cadre Officers having only 3 (three) years or less service before retirement will, as far as possible, be acceded to for posting at the same station even on promotion or otherwise, barring exception, at the discretion of the competent authority.

## **3. Exigent Transfer /Transfer in Public Interest:**

Notwithstanding any provision of these guidelines, the CCOs are liable to be transferred at any time to any Lab./Instt./HQrs or its Units by DG, CSIR in public interest (i.e. functional needs or any other extraordinary reason in public interest) to be recorded in writing,

## **4. Transfer on Compassionate Grounds:**

- i) Other things remaining the same, while considering transfers on Compassionate Grounds, preference would be given to those who have-
  - Special need of challenged children/employee
  - medical emergency
  - school-going children, especially those studying in classes 10 and 12, and
  - those who wish to construct their first own house at the station sought for posting on the plot already purchased and such other relevant factors. The time frame for this is only upto 2 years..
- ii) Requests for transfer will not normally be entertained unless the CCO has completed 5 years at the station of his posting; 2 years in case of posting at a difficult station.
- iii) Transfer on compassionate grounds will be subject to availability of vacancies and other administrative exigencies.
- iv) **Non-Transfer on request** (applies only to CCOs serving at difficult/solitary laboratory towns/stations ):

Considering the experience that difficult stations/solitary laboratory towns are not usually opted for by the CCOs, requests of the existing incumbents at such stations to continue even after completion of their tenure may be considered favourably, subject to the request being forwarded by the concerned laboratory and CCO from other stations not opting for these stations.

**V. General provisions & procedures-**

- a) While considering requests of CCOs, those who have completed their tenure at difficult stations and those who have completed full tenure at their respective stations of postings, will be given priority for posting at the station of their choice i.e. Choice station.
- b) While considering the postings and transfers, it would be ensured, to the extent possible that a minimum core strength of CCOs in General Administration, Finance & Accounts, Stores & Purchase is deployed/ maintained in each of the Labs.
- c) The TPC while giving its recommendation along with due reasons/ justifications for the same, will indicate clearly whether the recommendations are in accordance with the guidelines issued by CSIR from time to time.
- d) Cases recommended in relaxation of the guidelines should be accompanied with justification/reasons and should not form precedence. The reasons need to be communicated to the concerned officer.
- e) Each recommendation should be accompanied with complete past and present posting record of the officer concerned.
- f) Request transfer cases not recommended by the Committee would also be sent to the competent authority i.e., DG, CSIR along with reasons thereof.
- g) If the DG, CSIR changes any of the recommendations of the TPC, the reason should be substantiated.



- h) Approval on the recommendations of the TPC would be accorded by the DG, CSIR as soon as possible, and in no case, later than 3 (Three) available working days of submission of the recommendations.
- i) No representations or requests for reconsideration will be entertained after the approval of DG, CSIR on the recommendation of the TPC. The transfer orders will be full and binding to be followed within the specified time frame.
- j) In the normal situation, Directors of the concerned labs may be consulted, before transfer of a Common Cadre Officer from/to their Labs. The Directors need to appreciate that their views are required to be balanced with the availability of the officers and exigencies of the situation. Co-operation of all concerned, i.e. the Directors and concerned officers will be needed to make the process viable. The Directors need to appreciate that the non-release of transferred officers, if and when it happens, would affect the entire transfer chain.
- k) Stay particulars of all the Common Cadre Officers will be placed on the CSIR Website in order to make the system and process transparent. The Directors as well as Common Cadre Officers are welcome to send their suggestions to the Transfer and Posting Committee by the end of January every year so that these may be taken into account while effecting the transfers.
- l) Requests/suggestions received after 31<sup>st</sup> January of the year shall not be considered that year.
- m) The relieving orders/instructions will become a part of the transfer order.
- n) All transferred officers concerned shall exchange charge within a maximum period of 30 days, from date of order, failing which they shall be deemed to have been relieved from their existing place of posting in accordance with transfer/posting orders issued by the competent authority and their salary shall be drawn only after their resuming charge at the new station/place of posting.



o) In case of posting to/from a difficult station due consideration would be given to factors such as the history of postings of the concerned officer, his age, exposure to desired areas of work, competency profile etc..

p) Officers transferred on request will be eligible for TA, Joining Time and other allowances as per rules if they have served for 5 years or more at a normal station and 2 years or more at a difficult station. In other cases of transfer on personal requests, the officers will not be eligible for TA/Joining Time etc.

#### **VI Constitution of Transfer and placement Committee**

Director of a CSIR laboratory to be nominated by DG,CSIR	Chairman
Joint Secretary (Adm.), CSIR	Ex-Officio
Financial Advisor, CSIR	Ex-Officio

*(Generally, Chairman, DPC for Gr. 'A' posts is also the Chairman, TPC)*

#### **VII List of difficult stations and Solitary laboratory town stations:**

CSIR-North East Institute of Science and Technology, Jorhat, Assam.

CSIR-Institute of Himalayan Bioresouce Technology, Palampur, H.P.

CSIR-Central Salt and Marine Chemicals Research Institute, Bhavnagar, Gujarat.

CSIR-Central Electrochemical Research Institute, Karaikudi, Tamilnadu.

CSIR-Central Electronics Engineering Research Institute, Pilani, Rajasthan.

CSIR-National Institute of Oceanography, Goa.

CSIR-Central Institute of Mining and fuel Research, Dhanbad, Jharkhand

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**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ENGINEERING SERVICES DIVISION  
CSIR COMPLEX**

No. 11-17(1)/Transfer Policy/2017-Engg

09.05.2018

**OFFICE MEMORANDUM**

DG, CSIR has been pleased to approve the ' Guidelines for Transfer and Posting of Group-III Engineers from Gr.III(1) to Gr.III(7) for all CSIR National Labs/ Instts, CSIR HQ and other CSIR Establishments across India' based on the recommendations of the Committee constituted by DG, CSIR to formulate the Rotation Policy for Gr.III Engineers. The Copy of the approved Guidelines is enclosed for reference and information of all.

*bsc*  
09.05.18

(K.D. Kothiyal)

Section Officer (Engg.)

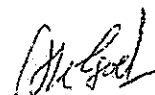
**Copy to**

1. PS to DG, CSIR
2. PS to Director(EC)
3. PS to Joint Secretary (Admn)
4. PS to FA, CSIR
5. PS to CVO
6. PS to Legal Adviser
7. Directors/ Heads of all National Labs./ Instts./ Units/ Centres
8. Head, IT, CSIR - With a request to upload the O.M. and its enclosures on CSIR Website.
9. Hindi Officer, CSIR HQ - With a request to provide Hindi Version of this to ESD.



**Guidelines for Transfer and Posting of Group-III Engineers from Gr.III(1) to Gr.III(7) for all CSIR National Labs./Instts, CSIR HQ and other CSIR Establishments across India.**

1. Human resource forms the single most important asset in any organization. It is the most potent force available for creating an efficient organization. In any organization there will be times when organizational requirements and individual aspirations do not coincide. With proper human resource management, this gap can be bridged to help create a fair and proactive system. Keeping in view the changed circumstances arising out of increased workload of infrastructure development in all CSIR Laboratories, RTI Act, transparency requirement etc, there is a need to review the present system and evolve suitable policy guidelines so as to have a motivated and satisfied lot of engineering workforce to support the architectural and engineering services required to carry out various R&D activities across CSIR in an efficient and dynamic way.
2. Engineering Services Division (ESD) in CSIR HQ is providing architectural, engineering and technical services to CSIR. Technical competency, experience in various disciplines and assignments are of paramount importance to CSIR. To fast track works related services with optimum use of existing human resource, is the real challenge faced by the CSIR in the changed scenario where the technical knowledge, skill and professional acumen of the Engineering hands are required to be effectively harnessed. The engineers of CSIR not only deal with specialized R&D environments but also work in various regional environments of the country. It is therefore imperative that they gain experience in these diverse environments which could be taken advantage of at other places by putting in place a rotation policy which is otherwise essential to balance the working strength of the Labs. in keeping with the guidelines issued by the CVC on mobility from time to time.
3. CSIR is a pan India organization where the engineers located in different laboratories all over the country manning sensitive posts while handling works and services which include tendering, contract management and dealing with public funds. Generally, these engineers remain posted in a particular laboratory/ Institute for very long time. CSIR does not have a Rotation/ Transfer Policy in place for Gr.III Engineers/ Technical Officers and the transfers are done on case to case basis or on need basis. Therefore a need has been felt to frame Rotation Policy for Group-III Engineers/Technical Officers to avoid development of vested interests, and provide adequate exposure to the Engineers of



CSIR by working in different CSIR Labs and CSIR HQ which will also ensure overall growth of the Engineers/ Technical officers.

4. Accordingly a proposal regarding Rotation/ Transfer Policy keeping in view the DOPT OM No.11013/10/2013-Esst dated 2<sup>nd</sup> July, 2015 regarding framing a 'Transfer Policy in all the Ministries/Departments and, instructions of Central Vigilance Commission in the Circular No. 03/09/13 (No.004NGL/090/225 553 dated 11.9.2013) reiterated that sensitive posts should be identified and staff working in these posts strictly rotated, was placed before Nineteenth Engineering Apex Committee (EAC) held on 31.08.2017 at CSIR HQ and the same has been approved 'in principle' by EAC.

5. General Guidelines for Transfer & Posting

- (i) This Policy applies to Engineers/ Technical Officers handling Civil/ Electrical/ Mechanical/ Air-conditioning works and are involved in construction, renovation and maintenance works of Lab./ Instts., CSIR HQ, and other CSIR Establishments across India.
- (ii) ESD, CSIR HQ will be the nodal office for implementation of Rotation/ Transfer of Engineers across CSIR and will plan in advance so that all Engineers/ Technical Officers have equal opportunity of working in different CSIR Laboratories/ Institutes/ ESD-CSIR HQ.
- (iii) ESD, CSIR HQ shall maintain the database of Rotation/ Transfer of Engineers/ Technical Officers and prepare a suitable monitoring mechanism. The action taken report would be submitted to competent authority.
- (iv) Chief Engineer will propose for transfer/ posting of engineers keeping in view their expertise, nature of ongoing engineering activities across CSIR and the requirement of a particular engineer for any particular engineering activity in any CSIR Lab/ Instt/ Centre, present work load etc. for smooth running of engineering activities and to achieve targets according to the timeline. Chief Engineer will simultaneously take into account the future requirements.
- (v) However all transfers will be finally reviewed and approved by DG, CSIR through a TPC at Headquarters. The TPC will comprise the following:



1.	DG or Nominee	Chairman
2.	Director (EC)/ESD	Member
3.	Director of any CSIR Lab/ Instt.	Member
4.	Chief Engineer, ESD	Member-Convener

- (vi) Officers having 3 years residual service before their retirement may not be transferred from the existing Station except in public interest or on personal request. The personal request of the employee for such transfer will be considered subject to availability of vacancy at the Lab/ Instt./ ESD-CSIR HQ
- (vii) For the purpose of determining station tenure, the period spent at a Lab/Instt./ESD-CSIR HQ continuously shall be considered irrespective of the post held.
- (viii) The ESD may recommend retention of officers for a period of one year on children education/medical ground after completion of tenure at a particular Lab./Instt./ESD-CSIR HQ

*Note :* (i) Cases of Medical ground shall constitute terminal diseases and case of mentally challenged. (ii) Educational grounds shall constitute child studying in class- 10<sup>th</sup> & 12<sup>th</sup> only.

- (ix) Permission for study after office hours will not be a ground for retention in same Lab/Instt./ESD-CSIR HQ
- (x) Once transfer orders are issued, officer should be relieved by their controlling officer immediately after issue of order without waiting for substitute unless direction contrary to this are indicated in the transfer order.
- (xi) Transfer & posting upto Assistant Engineers are to be done within Zone. However, if inter Zone transfers and postings are necessitated to remove imbalances in working strength of engineers at all levels, in various Zones, the Chief Engineer, ESD may redistribute engineers as per the requirement at different laboratories by assessing the current workload or may assign posting at ESD or at any place in India.

**Zones \* are indicated below:-**

Zone 1	Jammu & Kashmir, Himachal Pradesh, Uttrakhand, UT of Chandigarh, Punjab, Haryana, Uttar Pradesh, Rajsthan, Delhi.
Zone 2	West Bengal, Bihar, Jharkhand, North eastern states (viz. Assam, Manipur, Meghalaya, Mezorom, Tripura, Arunachal,



	Nagaland & Sikkim), Orissa.
Zone 3	Maharashtra, Gujrat, Madhya Pradesh, Chattisgarh, Goa, UT of Dadar & Nagar Haveli, UT of Daman Diu.
Zone 4	Andhra Pradesh, Telangana, Karnataka, Kerala, Tamilnadu, UT of Andman & Nicobar, UT of Puducherry, UT of Lakshdeep.

\*Since CSIR is spread all over India and many Labs./ Instts have Extension Centres/ Research Units in different states, there is always a possibility of setting up of new Research Units or Extension Centre in any part of the country where Engineers can be posted for construction activities.

- (xii) The normal period of continuous stay of any engineer shall be 5 years at one Station.
- (xiii) Retention beyond stipulated period at a station on any grounds may be granted by the DG, CSIR. Application for such retentions shall be submitted to the Director General, through the Chief Engineer, ESD.
- (xiv) The architectural service in CSIR is centralized and available only at ESD. The nature of job of architects in ESD is mainly related to planning and therefore doesn't hold any sensitive post. In view of the above Rotation/ transfer policy is not applicable to Architects and Technical Officers/Draughtsman. However, Chief Engineer is empowered to depute Architects, Technical officers/Draughtsman to any laboratory for a limited period of time keeping in view the exigency of the work so as to ensure timely/proper execution of work. Those who are having 03 years before their retirement may not be transferred from existing Lab/Instt/ESD-CSIR HQ unless individual wants a change on compassionate grounds
- (xv) The engineers/their family as per their service records, who are suffering from terminal illness, shall be considered for exemption from inter zonal transfer on purely medical grounds on submission of such medical certificate from any Government Hospital or Hospital approved by CGHS. Similarly Engineers having children who are mentally retarded/spastic needing special schools for their education training may be considered for retention in the zone on request and on submission of medical certificate from any Government Hospital or Hospital approved by CGHS.



- (xvi) All controlling Officers (Director of the Lab shall be the 'Controlling Officer' of the Engineer for the period he/ she is transferred/ posted in a particular lab/ Instt. / Centre) shall initiate preparatory action three months in advance to relieve Engineers in time after successful completion of their tenure.
- (xvii) The date of joining shall be submitted to the Chief engineer, ESD within a fortnight of such transfer.
- (xviii) Notwithstanding any other provision, Director General, CSIR shall have full powers to order transfer/posting of engineers/ architects from one Lab to another anywhere in India or in any manner according to exigencies of public service, compassionate grounds, administrative requirements and merits of individual cases.
- (xix) Notwithstanding any other provision in these guidelines, Director General, CSIR may relax any of the above provisions and order transfer/posting or retention of officers/ staff keeping in view the exigency of public service and administrative requirement.
- (xx) The powers to interpret the above Guidelines are vested with Director, General, CSIR.





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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



Circular No. 393

No. 5-1(21)/2008-PD

Dated 22<sup>nd</sup> May, 2008

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admin.)

To,

The Director/Heads of all  
National Labs./Institutes of CSIR

Sub: Inter Lab. Transfer of Scientific and Technical Staff.

Sir,

I am directed to state that DG, CSIR has decided that in cases where Directors have mutually agreed to take the incumbent on transfer against their available vacant post, the same may be effected without seeking approval of DG, CSIR, as per the existing guidelines.

In case there is no post available with the Lab./Instt and Director of the Lab./Instt. is willing to take the incumbent on transfer in view of his/her suitability, reference may be made to DG, CSIR to release a post from DG's Quota (under Group-I/II & III), subject to adjustment against future vacancy.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for guidance and compliance.

Yours faithfully,

*(Signature)*  
(Sunil Kumar)  
Sr. Deputy Secretary

Copy to:

1. Sr. COA/CO/NAO of all Labs/Instts.
2. Sr. Dy. FA/Dy. FA/Sr. FA/NAO of all Labs/Instts.
3. Deputy Secretary, Office of DG, CSIR
4. US & PPS to JS (Admin.)
5. PS to FA, CSIR
6. P.A. to CVO, CSIR
7. Legal Adviser, CSIR
8. Head, URDIP/IPMD/HRDC/RUPD/TNBD
9. All Dy. Secretaries/Under Secretaries in CSIR Hqs. & CSIR Complex
10. Heads of RAB, CSIR Complex, Pusa, New Delhi
11. Dr. R.B. Misra, Secretary, Staff Side, JCM, Industrial Toxicology Research Centre, Post Box No.80, Mahatma Gandhi Marg, Lucknow-226001
12. Head, IT Division with the request to make this circular available in the website.

✓ Sh. Kalyan Netti  
→ Mr. Chanchal

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Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : csirhg@sinetd.ernet.in