



No. 3/4/2019-ई.।

Dated 01.01.2019

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To

सीएसआईआर की सभी प्रयोगशालाओं/संस्थानों के निदेशक

विषय : सीएसआईआर के सामान्य संवर्ग के ग्रुप 'ए' तथा 'बी' के अधिकारियों (सीसीओ) के स्थानान्तरण तथा तैनाती हेतु दिशानिर्देश विषयक।

महोदय,

मुझे महानिदेशक, सीएसआईआर द्वारा विधिवत अनुमोदित सामान्य संवर्ग के ग्रुप 'ए' तथा 'बी' के अधिकारियों (सीसीओ) के स्थानान्तरण तथा तैनाती हेतु दिशानिर्देश (कुल 5 पृष्ठ) आपकी सूचना, मार्गदर्शन एवं अनुपालन हेतु संलग्न करने का निदेश हुआ है।

ये दिशानिर्देश सीएसआईआर के दिनांक 23/04/2014 के पत्रांक 3/4/2014-ई.। के माध्यम से जारी दिशानिर्देशों एवं अनुवर्ती अनुदेशों के अधिक्रमण में हैं।

ये दिशानिर्देश तत्काल प्रभाव से लागू होंगे।

कृपया इन दिशानिर्देशों को अपनी प्रयोगशाला/संस्थान में कार्यरत सामान्य संवर्ग के सभी अधिकारियों के ध्यान में लाएं।

भवदीय,

श-यु.ई.  
(रोहित गुप्ता)  
01/01/2019  
उप सचिव

संलग्नक : यथोपरि

प्रति:-

1. प्रमुख - एचआरडीजी/एचआरडीसी/आईपीयू/यूआरडीआईपी/4पीआई
2. अवर सचिव, महानिदेशक, सीएसआईआर का कार्यालय
3. संयुक्त सचिव (प्रशा.), सीएसआईआर के निजी सचिव
4. वित्त सलाहकार, सीएसआईआर के निजी सचिव
5. मुख्य सतर्कता अधिकारी, सीएसआईआर के निजी सचिव
6. वरिष्ठ उपसचिव (एचआर), सीएसआईआर
7. विधि सलाहकार, सीएसआईआर
8. उपसचिव (के. का), सीएसआईआर / वरि. उपसचिव (कॉम्प्लेक्स), सीएसआईआर कॉम्प्लेक्स
9. प्रमुख, आईटी - इस अनुरोध के साथ कि इस पत्र को सीएसआईआर की वेबसाइट पर उपलब्ध कराएं।
10. कार्यालय प्रति



3/4/2019-E.I

No. \_\_\_\_\_

01.01.2019

Dated \_\_\_\_\_

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To

The Directors of all CSIR Labs/Instts,

**Sub : Guidelines for Transfer and Posting of Group 'A' & 'B' Common Cadre Officers (CCOs) of CSIR - reg.**

Sir,

I am directed to enclose herewith **Guidelines for Transfer and Posting of Group 'A' & 'B' Common Cadre Officers (CCOs) of CSIR** (total 05 pages), duly approved by DG, CSIR for your information, guidance and compliance.

These Guidelines are in supersession of Guidelines issued vide CSIR letter No. 3/4/2014-EI dated 23/04/2014 and subsequent instructions.

These Guidelines come into force with immediate effect.

These Guidelines may be brought to the notice of all the CCOs working in your Lab/Instt.

Yours faithfully,



(Rohit Gupta)  
Deputy Secretary

Encl : As above

Copy to:-

1. Heads – HRDG/HRDC/IPU/URDIP/4PI
2. US, Office of DG, CSIR
3. PS to JS (Admn.), CSIR
4. PS to FA, CSIR
5. PS to CVO, CSIR
6. Sr. DS (HR), CSIR
7. LA, CSIR
8. DS (CO), CSIR / Sr. DS (Cx.), CSIR Cx.
9. ✓ Head, IT - with the request to host this letter on CSIR website.
10. Office copy

**Guidelines for Transfer and Posting of Group 'A' & 'B' Common Cadre Officers of CSIR**

**Preamble :** The existing Transfer & Posting Guidelines for CCOs of CSIR circulated vide letter No. 3/4/2014-E.I dated 23.04.2014 were reviewed by a Committee chaired by a former Senior Director of a CSIR Lab and comprising Senior Directors & Heads of Admin. & Finance. The Committee has considered all GOI / CVC Guidelines on the subject and also suggestions received from CCOs in the process of formulating the following guidelines for Transfer & Posting of CCOs. These Guidelines have been framed balancing the CSIR organizational interests and human considerations of the CCO workforce.

I. **Short Title :** These guidelines may be called as “**Guidelines for Transfer and Posting of Group 'A' & 'B' Common Cadre Officers of CSIR**”.

II. **Definitions :**

**CSIR Establishment :** CSIR Establishment means CSIR Hqrs or Complex or any Laboratory or Institute or Unit or Centre.

**Family :** Spouse, Children including legally adopted children, step children and dependent parents.

**Station :** Station means any City/Town/Urban Agglomeration (UA) in a State where CSIR Establishment(s) is/are located.

**Zone :** A group of Stations where CSIR Establishments are located in the region, as shown below:-

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

**Tenure :** A continuous stay at a station for a specific period, prescribed 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 Station where an employee desires to be posted.

**III. Categories of Transfers :**

1. **Normal Transfer :** Transfer on completion of prescribed Tenure
2. **Transfer on Own Request to a Choice Station**
3. **Exigent Transfer/Transfer in Public Interest :** Transfer on administrative grounds in public interest for example functional needs etc.
4. **Transfer on Compassionate Grounds**
5. **Non-Transfer on request** (applies only to CCOs serving at difficult stations)

**IV. Norms, Periodicity and Tenure :**

1. **Normal Transfer :**
  - (i) All the Group 'A' & 'B' Common Cadre Officers will ordinarily be considered for transfer after 05 years of stay at a Station. While doing so, it will be ensured that all the three heads of administrative wings i.e. Gen. Admin., F&A and S&P in a CSIR Establishment are not 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 CCO will be required to serve at least one tenure (03 years) at one of the difficult stations. After the difficult station posting, next posting of the CCO will be considered in his/her preferred station, as soon as feasible.
  - (iv) The transferred CCO shall be allowed retention of accommodation at the earlier station as per the provisions contained in CSIR Residence Allotment Rules.
  - (v) On promotion, the CCOs will invariably be transferred out of their present station unless there is a public interest, which shall be recorded by the TPC.
  - (vi) These guidelines will be equally applicable in case of lady CCOs and they will be treated at par with other CCOs.



**2. Transfer on Own Request to a Choice Station :**

- (i) Requests for transfer to a Choice Station will not normally be entertained unless the CCO concerned has completed 05 years at his/her present station of posting. This period is 03 years in case of posting at a difficult station.
- (ii) Requests from CCOs having only 03 (three) years or less service before retirement may be considered for posting at the present or choice station on promotion or otherwise, at the discretion of the competent authority.

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

Notwithstanding any provision of these guidelines, the Group 'A' CCOs are liable to be transferred at any time to any CSIR Establishment by DG, CSIR in public interest (i.e. functional needs or in public interest). In case of Group 'B' CCOs this authority vests in JS (Admn.), CSIR.

**4. Transfer on Compassionate Grounds :**

- (i) Transfer on Compassionate Grounds may be considered in the following cases:-
  - Special needs of challenged children/self.
  - Serious chronic medical conditions of self or family members needing prolonged continuous treatment, for which medical infrastructural facilities are not available at the present place of posting. These are to be certified by duly constituted Medical Board.
- (ii) Transfer on compassionate grounds will be subject to availability of vacancies and other administrative exigencies.

**5. Non-Transfer on Request (applies only to CCOs serving at difficult stations) :**

Considering the experience that difficult stations 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 CSIR Establishment and provided that there are no other posting requests for that difficult station. However, in such cases the continuous stay at the difficult station will be limited to a period of 10 (ten) years.

- 5A.** Requests for retention at the present station may be considered upto the end of board examinations in case the child(ren) is/are studying in 10<sup>th</sup> or 12<sup>th</sup> Class and the CCO and concerned has already intimated this fact in advance.



## V. General Provisions & Procedures:

- (i) While considering requests of CCOs, those who have completed their tenures at difficult stations and those who have completed full tenure at their respective stations of postings, will be given priority for posting at their preferred station of their choice i.e. Choice station.
- (ii) While considering the transfers and postings, it would be ensured, to the extent possible, that a minimum core strength of CCOs in General Administration, Finance & Accounts and Stores & Purchase is deployed/maintained in each CSIR Establishment.
- (iii) The Transfer Posting Committee (TPC) will give its recommendations on transfer/non-transfer with detailed reasons/justifications and also refer to Para No. of TPC Guidelines for the same.
- (iv) The recommendations of the TPC will be submitted to DG, CSIR for approval. DG, CSIR will have the authority to overrule / revise / modify the recommendations of the TPC.
- (v) No representations or requests for reconsideration will be entertained after the approval of DG, CSIR on the recommendations of the TPC. The transfer orders will be full and binding to be followed within the specified time frame. Directors / Heads of the CSIR Establishments also need to co-operate to implement the transfer orders, since the non-release of transferred officers, within the time frame specified, would affect the entire transfer chain.
- (vi) All the transferred CCOs will join their new place of postings within a maximum period of 30 days, from the date of issue of transfer order, failing which they will stand relieved from their present place of posting without any formal relieving order. After the expiry of the aforesaid period of 30 days, the transferred CCOs will cease to draw their salary from their last place of posting & draw their salary from their new place of postings. The Director / COA / DDO will be collectively responsible for compliance. This period of 30 days will not get automatically extended on the grounds of any pending representation / reference / request from any quarter.
- (vii) Requests/Suggestions for transfer, own request or otherwise, will be invited once every year. It may not be possible to entertain requests/suggestions for transfer every now and then.
- (viii) CCOs transferred on request will be eligible for TA, Joining Time and other allowances etc. as per rules if they have served for 05 years or more at a normal station and 03 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.
- (ix) Bringing external influence, political or otherwise, for transfer etc. is in violation of Rule 20 of CCS (Conduct) Rules, 1964. Strict action will be

taken against CCOs who bring external influence, political or otherwise, for their transfer.

**VI. Constitution of Transfer Posting Committee (TPC) :**

- (a) The Competent Authority for transfers of Group 'A' CCOs is DG, CSIR. The Competent Authority for transfers of Group 'B' CCOs is JS (Admn.), CSIR.
- (b) Yearly transfers of Group 'A' CCOs will be carried out on the recommendations of the Transfer Posting Committee (TPC) consisting of the following Officers:-
- Director of a CSIR Laboratory/Institute (to be nominated by DG, CSIR) - Chairman
  - Joint Secretary (Admn.), CSIR - Member (Ex-Officio)
  - Financial Advisor, CSIR (Generally, Chairman, DPC for Group 'A' posts is also the Chairman, TPC.) - Member (Ex-Officio)
- (c) In case of any need for transfer of any Group 'A' CCO during the year, DG, CSIR will make / approve the transfer directly. In case of Group 'B' CCO, this authority lies with JS (Admn.), CSIR.

**VII. List of Difficult Stations :**

- (a) CSIR-Central Electrochemical Research Institute, Karaikudi, Tamilnadu
- (b) CSIR-Central Electronics Engineering Research Institute, Pilani, Rajasthan
- (c) CSIR-Central Institute of Mining and fuel Research, Dhanbad, Jharkhand
- (d) CSIR-Central Salt and Marine Chemicals Research Institute, Bhavnagar, Gujarat
- (e) CSIR-Institute of Himalayan Bioresource Technology, Palampur, H.P.
- (f) CSIR-North East Institute of Science and Technology, Jorhat, Assam
- (g) CSIR-National Institute of Oceanography, Goa

**VIII. Tenure at CSIR HQ :**

Notwithstanding any provisions of these guidelines except Para IV (3), the Tenure of any CCO working at CSIR HQ will be decided by DG, CSIR keeping in view the functions which are unique to CSIR HQ.

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**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 4-10(39)/2024-HR-II

Dated: 21.05.2025

**OFFICE MEMORANDUM**

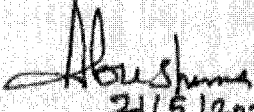
**Sub:** Guidelines for Transfer and Posting of Gr.III Engineers from Gr.III(1) to Gr.III(7) for all CSIR National Labs/Instts, CSIR-Hqrs. and other CSIR establishments across India-modification thereof.- reg

Attention is invited to the O.M. No 11-17(1)/transfer Policy/2017-Engg dated 09.05.2018 vide which Guidelines for Transfer and Posting of Gr.III Engineers from Gr.III(1) to Gr.III(7) for all CSIR National Labs/Instts, CSIR-HQ and other CSIR establishments across India were notified.

In terms of Para 5(ii) of the aforesaid Guidelines, ESD CSIR Hqrs. is the Nodal office for implementation of rotation/transfer of engineers across CSIR labs/Instts. The matter has since been reviewed and DG, CSIR has approved that hereinafter, instead of ESD, HR-II Division of CSIR Hqrs. will look after the transfer of engineers.

Further, in terms of Para 5(iii) of the aforesaid guidelines, which states that ESD, CSIR Hqrs. shall maintain the database of rotation/transfer of engineers/technical officers and prepare a suitable monitoring mechanism. DG, CSIR has approved that instead of ESD CSIR, now HR-II Division of CSIR Hqrs. will maintain the database of rotation/transfer of engineers/technical officers and prepare a suitable monitoring mechanism.

Therefore, the aforesaid guidelines stands modified to the above extent.

  
21/5/2025  
(Alok Sharma)  
Deputy Secretary

To

The Directors/Head of all National Labs/Instts./Units/Centres

Copy to :-

1. PS to DG,CSIR
2. PS to Director (EC)
3. PS to Joint Secretary (Admn.), CSIR Hqrs.
4. PS to FA,CSIR
5. PS to CVO,CSIR
6. PS to Legal Advisor
7. Head IT with a request to upload the OM on CSIR website

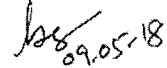
**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ENGINEERING SERVICES DIVISION  
CSIR COMPLEX**

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.**



(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

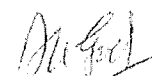
- (vi) Officers having 3 years residual service before their retirement may not be transferred from the existing Station except in public interest or on personal request. The personal request of the employee for such transfer will be considered subject to availability of vacancy at the Lab/ Instt./ ESD-CSIR 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, Mezoram, 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.



Circular No. 393

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



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

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

From

संयुक्त सचिव (पशासन)  
Joint Secretary (Admin.)

To

The Director/Heads of all  
National Labs./Instts 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-IV& 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,

  
(Susha Kulkarni)  
Sr. Deputy Secretary

Copy to

1. Sr. CC/CO/AO of all Labs/Instts.
2. Sr. Dy. FA/Dy. FASr. F&AO/F&AO 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, URDI/IRMD/HRDC/RDPD/TNSO
9. All Dy. Secretaries/Under Secretaries in CSIR Hqs. & CSIR Complex
10. Heads of R&D, 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. Kalpana Netti  
→ Mrs. Chanchal

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