

From,

**Joint Secretary (Administration)
CSIR**

To,

The Directors of all the National Labs./Institutes

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

Sir,

The Transfer & Posting Committee constituted by the DG, CSIR has examined the extant guidelines of the CSIR (issued vide letter No.3-33/51/75-EI) dated 7.7.2004 in the perspective of the CVC circular (No.98/VGL/60) dated 15.4.1999, the Ministry of Finance (Department of Expenditure) O.M. No.7(3)E-Coord/2006 dated 22.07.2006 on economy measures, the dislocation of work in the Labs/Institutes of the CSIR on the transfer of a Common Cadre Officer (CCO) as well as the personal problems caused to the transferred officer due to dislocation of family life and children's education. The CVC circular No.98/VGL/60 dated 15.4.1999 brought to the notice of DG, CSIR by the CVO on 16.1.2006 stipulates that "officials posted on sensitive posts should be rotated every 2/3 years to avoid developing vested interests". The Ministry of Finance (Department of Expenditure) O.M. No.7(3)E-Cord./2006 dated 22.07.2006 on economy measures advises all Ministries to review the transfer policies and the frequency and the periodicity of transfer of officials, as frequent transfers cause avoidable instability, resulting in inadequate development of expertise and grasp of the responsibilities, besides resulting in avoidable expenditure. It has been observed by the TPC that there is a need of a meeting ground among these two sets of instructions in view of the distance between different Labs/Institutes of CSIR as well as dislocation caused to the Common Cadre Officers if there is a frequent transfer.

In view of the above and in supersession of all the earlier orders relating to transfer and posting guidelines, the DG CSIR, on the recommendations of the Transfer & Posting Committee, has approved the following guidelines for transfer and posting of Common Cadre Officers:

A. The Procedure:

1. In the normal situation, the transfers will be effected with the approval of DG, CSIR on the recommendations of the Transfer & Posting Committee usually in the month of January or February of every year. Reasons for transfer will be substantiated by the TPC as per the guidelines. If the DG, CSIR changes any of the recommendations of the TPC, the reason should be substantiated. 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.

2. Directors of the concerned labs may be consulted, as far as possible, 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.
3. 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 December every year so that these may be taken into account while effecting the transfers.

However, Sl.No. 2 & 3 of the procedure will not be applied in the TPC meeting to be held in 2007 because of the exigencies of the situation.

B. Transfer in Public Interest:

1. All the Common Cadre Officers will ordinarily be considered for transfer after 5 years of stay at a Laboratory/Institute. However, the DG,CSIR will have the discretion to transfer any officer of the common cadre in public interest, under exceptional circumstances.
2. In case the concerned officer has a need to retain accommodation at the earlier station for educational or medical purpose, the retention at earlier station would be permitted for one year, or in extraordinary cases for two years, on payment of normal licence fee.
3. All the three heads of Common Cadre i.e. COA, CoSP and CoFA in a lab will not be moved simultaneously.
4. Officers on promotion will invariably be transferred out of their present station unless there is a special reason, to be noted by the TPC
5. Officers having only 3 (three) years or less service before retirement will, as far as possible, be retained at the same station even on promotion or otherwise barring exception, at the discretion of the competent authority.
6. Female employees will be accommodated, as far as possible, within the same station/region, but not in the same Lab./Hqrs., subject to felt needs and availability of vacancies. Wherever the spouse of an officer is working in a CSIR Lab/Institute the transfer will be effected, as far as possible, in the same station subject to felt needs and availability of vacancy.
7. The relieving orders/instructions will become a part of the transfer order.
8. Transfer orders will be issued well before the start of academic session, preferably in the month of February/March. These orders shall become effective uniformly from April 15th of the calendar year. This will enable the incumbents to complete the task

associated with the financial year ending in terms of accounts, administration and purchase.

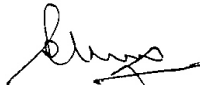
9. In case an officer on promotion does not comply with the transfer orders, the promotion will be with-held.

However, Sl. No. B.8 will not be applicable in the TPC meeting to be held in 2007 because of the exigencies of the situation.

C. Transfer on request:

1. Transfer on request of a Common Cadre Officer can be considered on medical emergency or other genuine personal reasons subject to availability of vacancy provided the officer has served 3 years in a Lab/Institute or 2 years in a Lab/Institute at a difficult station (Jorhat, Karaikudi, Dhanbad, Palampur, Bhavnagar). However, every Common Cadre Officer will be required to serve at least one tenure at one of the difficult stations.
2. Such requests which are mutually agreeable will also be considered.
3. Officers transferred on request will be eligible for TA, Joining Time and other allowances as per rules if they have served for 3 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.
4. Officers with less than 3(three) years of service before superannuation may be transferred to a station of their choice subject to felt needs and availability of vacancies. Further, such officers will not be transferred from their present station without their consent.

The above guidelines will come into effect from the date of issue. It is requested that these guidelines may be brought to the notice of all Common Cadre Officers.


(S.C. Tyagi)
Deputy Secretary (E.I)

Copy to:

1. DS, Office of DG, CSIR
2. US, Office of JS(Admn.)
3. PA to FA, CSIR
4. CVO, CSIR
5. Legal Adviser, CSIR
6. Head, HRDG
7. OSD, HRDC
8. All the Sr.DS/DS of CSIR (HQ) and CSIR Complex
9. Guard file

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