

## **Council of Scientific & Industrial Research (CSIR)**

Anusandhan Bhavan, Rafi Marg, New Delhi-110001

No.3-4(C)/2011-E.I

dated 14-02-2013

### **Office Memorandum**

#### **Sub. : TPC guidelines for posting/transfer of Common Cadre Officers**

The TPC guidelines, especially those issued vide CSIR communication No.3-4(C)/2011-E.I dated 25-02-2012 were reviewed in consultation with Chairman, TPC and JS(A). After detailed discussion with DG, CSIR, the following revised guidelines were laid down:

#### **Revised guidelines for posting & transfer of CCOs:**

1. Reconcile maximally requests of Directors of Labs / Instts and that of CCOs to the extent possible keeping in view their base-station choices and organizational requirements, so as to enhance the satisfaction level (i.e. happy-happy situation), w/r to earlier guidelines dt. 25-2-2012.
2. While considering choices/options of CCOs, those at difficult stations and those who have completed full tenure at their respective stations of postings, will be given priority for posting at their base stations.
3. 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. Typically, the minimum functional core strength should be:-
  - Two Officers of which at least one at the level of PB-3/PB-4 for General Administration,
  - Two Officers of which at least one at the level of PB-3/PB-4 for Finance & Accounts,
  - One Officer at the level of PB-3/PB-4 for Stores & Purchase
4. In order to meet organisational requirements, if an officer has been posted to a difficult stations (i.e. typically not opted by officers for posting, viz. IHBT, CSMCRI, NEIST, CECRI, CEERI, AMPRI, NIO, CIMFR,) from the place of his choice/base station; on completion of the prescribed tenure (of 2 yrs), the said officer shall ordinarily be reverted to his/her base station.  
In future efforts would also be made to earmark positions at difficult stations and invite applications for posting at these places on deputation basis from those fulfilling prescribed requirements, through appropriate notification.



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5. 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..
6. Where there have been large scale infrastructure development activities or mega projects under implementation in a Lab., the team of officers who have handled these activities in such Lab., will not ordinarily be disturbed.
7. In the current exercise, efforts have been made to move away from vacancy-based approach to functional need based approach.

Hindi version follows.



(AK Mukerjee)  
Dy Secretary (HR-I.)

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1. Heads of all national Labs./Instts. of CSIR
2. US to DG, CSIR
3. US, Office of JS(A), CSIR
4. PS to FA, CSIR
5. Heads, PPD/IPU/ISTAD/USD/HRDG/HRDC/RAB/URDIP
6. Sr COAs/COAs/AOs/COFAs/FAOs of all Labs./Instts. of CSIR
7. DS(CO)/DS(PD)/DS,HRDG/DS,RAB
8. IT Div. – with the request to display it on CSIR web-site
9. o/c