



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No. 3/4/2014-EI.

Dated 17.04.2014

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.

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 three senior Directors. After taking in to consideration various instructions issued by the Govt. of India and CVC on the subject, 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,
Zone 2	-	Dehradun, Roorkee, Chandigarh, Jammu/Srinagar Palampur
Zone 3	-	Bhubaneswar, Dhanbad, Lucknow, Durgapur, Jamshedpur, Jorhat and Kolkata
Zone 4	-	Bangaluru, Chennai, Karaikudi, Mysore and Thiruvananthapuram
Zone 5	-	Bhopal, Nagpur, Hyderabad, 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 request, 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 be entertained unless the CCO has completed 3 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.



5. **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-**

- o) While considering requests 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 the station of their choice i.e. Choice station.
- p) 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.
- a) The TPC while giving its recommendation alongwith due reasons/ justifications for the same, indicating clearly whether the recommendations are in accordance with the guidelines issued by CSIR from time to time.
- b) Cases recommended in relaxation of the guidelines should be accompanied with justification.
- c) Each recommendation should be accompanied with complete past and present posting record of the officer concerned.
- d) Request transfer cases not recommended by the Committee would also be sent to the competent authority i.e., DG, CSIR along with reasons thereof.
- e) If the DG, CSIR changes any of the recommendations of the TPC, the reason should be substantiated.





- f) 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.
- g) In the normal situation, 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.
- h) 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.
- i) Requests/suggestions received after 31<sup>st</sup> January of the year shall not be considered that year.
- j) 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.
- q) 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..



r) 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.

#### **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:**

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

Institute of Himalayan Bioresouce Technoly, Palampur, H.P.

Central Salt and Marine Chemicals Research Institute, Bhavnagar, Gujrat.

Central Electrochemical Research Institute, Karaikudi, Tamilnadu.

Central Electronics Engineering Research Institue, Pilani, Rajasthan.

Advanced Materials and Process Research Institute, Bhopal, M.P.

National Institute of Oceanography, Goa.

Central Institute of Mining and fuel Research, Dhanbad, Jharkhand

