

**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.**

bs
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 2nd 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- 10th & 12th 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, Rajasthan, Delhi.
Zone 2	West Bengal, Bihar, Jharkhand, North eastern states (viz. Assam, Manipur, Meghalaya, Mizoram, 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.

