

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110 001.

Establishment – I Section

No. 3-4(C)/2019-E.I

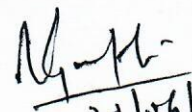
Dated : 21.06.2019

Sub Transfer/Retention Requests of Group 'A' CCOs - reg.

All Group 'A' CCOs who wish to make a request for transfer/retention, may forward their requests, in the attached Proforma only. Those who have applied earlier in the past, also need to apply afresh.

Transfer/Retention requests in the prescribed proforma, may be sent through email (in PDF format only) to the email ID **ccoe1@csir.res.in** only **latest by 24.06.2019 (04:00 PM)** positively. This should be followed by hard copy, duly forwarded by Lab/Instt.

It may kindly be noted that mere submission of a transfer/retention request shall not accrue any right for transfer/retention. The transfer/retention shall be decided by the Competent Authority based on functional needs, availability of vacancies and other circumstances.


21/06/2019
(Rohit Gupta)
Deputy Secretary

✓ To
All Group 'A' CCOs
(Through CSIR Website)

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APPLICATION FORM FOR SEEKING TRANSFER/RETENTION BY CCO

| | | |
|----|---|--|
| 1. | Name & Designation | |
| 2. | Name of Lab/Instt | |
| 3. | Date/Period since when posted at present station (Years & Months) | Date : Period :Years Months |
| 4. | Labs/Instts already served and period spent | |
| 5. | Choice of Station(s) where transfer is sought | |
| 6. | Reasons for seeking transfer/retention:- a) Special needs of challenged children/self b) Serious chronic medical condition of self/family members c) Education (10 th or 12 th) d) Completion of tenure at present station e) Any other reason Please enclose supportive documents, if any | |
| 7. | Clause of TPC Guidelines dated 01.01.2019 under which transfer/retention is sought | |
| 8. | Any other remarks | |
| 9. | List of Documents enclosed | |

The above details are correct to the best of my knowledge and belief. I understand that any political or outside influence/pressure/letter either from myself or from my family members (parents, spouse, children etc.) will attract provisions of Rule 20 of CCS (Conduct) Rules, 1964 against him.

Signature of CCO with Date

Note : No Column should be left blank