

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

Establishment – I Section

No. 3-4(C)/2016-EI

Dated : 02.09.2016

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

All Group 'A' CCOs who wish to make a request for transfer, may forward their transfer requests, in the attached Proforma only. Those who have applied in the past, also need to apply afresh, mentioning previous request forwarded through proper channel, if any.

Transfer requests in the prescribed proforma, duly forwarded by Lab/Instt, may be sent through email to rajeevsharma@csir.res.in latest by **09.09.2016**, followed by hard copy.

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

(Rajeev Sharma)
Under Secretary

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

APPLICATION FORM FOR SEEKING TRANSFER/RETENTION BY CCO

1.	Name & Designation		
2.	Name of Lab/Instt		
3.	Date/Period since when posted at current station (Years & Months)	Date : Period :Years Months	
4.	Is application forwarded through proper channel	Yes/No	
5.	Labs/Instts already served and period spent		
6.	Choice of Station(s) where transfer is sought (min. 02 stations and max. 04 stations)	1.	2.
		3.	4.
7.	Reasons for seeking transfer/ retention like a) Medical - Self/ Spouse/ Children/Parents/Dependent family member b) Education c) Completion of tenure at difficult station c) Any other Please specify with supportive document, if any		
8.	Clause of TPC Guidelines dated 23/04/2014 under which transfer/ retention is sought		
9.	Any other remarks		
10.	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 self 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:-

1. No Column should be left blank
2. Application to be forwarded through proper channel, with the specific mention as to whether replacement of the Officer concerned has been sought.