



No. 3/4/2019-E.I

Dated 01.01.2019

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors of all CSIR Labs/Instts,

Sub : Guidelines for Transfer and Posting of Group 'A' & 'B' Common Cadre Officers (CCOs) of CSIR - reg.

Sir,

I am directed to enclose herewith **Guidelines for Transfer and Posting of Group 'A' & 'B' Common Cadre Officers (CCOs) of CSIR** (total 05 pages), duly approved by DG, CSIR for your information, guidance and compliance.

These Guidelines are in supersession of Guidelines issued vide CSIR letter No. 3/4/2014-EI dated 23/04/2014 and subsequent instructions.

These Guidelines come into force with immediate effect.

These Guidelines may be brought to the notice of all the CCOs working in your Lab/Instt.

Yours faithfully,


01/01/2019

(Rohit Gupta)
Deputy Secretary

Encl : As above

Copy to:-

1. Heads – HRDG/HRDC/IPU/URDIP/4PI
2. US, Office of DG, CSIR
3. PS to JS (Admn.), CSIR
4. PS to FA, CSIR
5. PS to CVO, CSIR
6. Sr. DS (HR), CSIR
7. LA, CSIR
8. DS (CO), CSIR / Sr. DS (Cx.), CSIR Cx.
9. Head, IT - with the request to host this letter on CSIR website.
10. Office copy

Guidelines for Transfer and Posting of Group 'A' & 'B' Common Cadre Officers of CSIR

Preamble : The existing Transfer & Posting Guidelines for CCOs of CSIR circulated vide letter No. 3/4/2014-E.I dated 23.04.2014 were reviewed by a Committee chaired by a former Senior Director of a CSIR Lab and comprising Senior Directors & Heads of Admin. & Finance. The Committee has considered all GOI / CVC Guidelines on the subject and also suggestions received from CCOs in the process of formulating the following guidelines for Transfer & Posting of CCOs. These Guidelines have been framed balancing the CSIR organizational interests and human considerations of the CCO workforce.

I. **Short Title :** These guidelines may be called as “**Guidelines for Transfer and Posting of Group 'A' & 'B' Common Cadre Officers of CSIR**”.

II. **Definitions :**

CSIR Establishment : CSIR Establishment means CSIR Hqrs or Complex or any Laboratory or Institute or Unit or Centre.

Family : Spouse, Children including legally adopted children, step children and dependent parents.

Station : Station means any City/Town/Urban Agglomeration (UA) in a State where CSIR Establishment(s) is/are located.

Zone : A group of Stations where CSIR Establishments are located in the region, as shown below:-

- | | | |
|--------|---|---|
| Zone 1 | - | Delhi/New Delhi, Ghaziabad, Pilani and Lucknow |
| Zone 2 | - | Dehradun, Roorkee, Chandigarh, Jammu/Srinagar and Palampur |
| Zone 3 | - | Bhubaneswar, Dhanbad, Durgapur, Jamshedpur, Jorhat and Kolkata |
| Zone 4 | - | Hyderabad, Bengaluru, Chennai, Karaikudi, Mysore and Thiruvananthapuram |
| Zone 5 | - | Bhopal, Nagpur, Bhavnagar, Goa and Pune |

Tenure : A continuous stay at a station for a specific period, prescribed 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 Station where an employee desires to be posted.

III. Categories of Transfers :

1. **Normal Transfer :** Transfer on completion of prescribed Tenure
2. **Transfer on Own Request to a Choice Station**
3. **Exigent Transfer/Transfer in Public Interest :** Transfer on administrative grounds in public interest for example functional needs etc.
4. **Transfer on Compassionate Grounds**
5. **Non-Transfer on request** (applies only to CCOs serving at difficult stations)

IV. Norms, Periodicity and Tenure :

1. Normal Transfer :

- (i) All the Group 'A' & 'B' Common Cadre Officers will ordinarily be considered for transfer after 05 years of stay at a Station. While doing so, it will be ensured that all the three heads of administrative wings i.e. Gen. Admin., F&A and S&P in a CSIR Establishment are not 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 CCO will be required to serve at least one tenure (03 years) at one of the difficult stations. After the difficult station posting, next posting of the CCO will be considered in his/her preferred station, as soon as feasible.
- (iv) The transferred CCO shall be allowed retention of accommodation at the earlier station as per the provisions contained in CSIR Residence Allotment Rules.
- (v) On promotion, the CCOs will invariably be transferred out of their present station unless there is a public interest, which shall be recorded by the TPC.
- (vi) These guidelines will be equally applicable in case of lady CCOs and they will be treated at par with other CCOs.



2. Transfer on Own Request to a Choice Station :

- (i) Requests for transfer to a Choice Station will not normally be entertained unless the CCO concerned has completed 05 years at his/her present station of posting. This period is 03 years in case of posting at a difficult station.
- (ii) Requests from CCOs having only 03 (three) years or less service before retirement may be considered for posting at the present or choice station on promotion or otherwise, at the discretion of the competent authority.

3. Exigent Transfer/Transfer in Public Interest :

Notwithstanding any provision of these guidelines, the Group 'A' CCOs are liable to be transferred at any time to any CSIR Establishment by DG, CSIR in public interest (i.e. functional needs or in public interest). In case of Group 'B' CCOs this authority vests in JS (Admn.), CSIR.

4. Transfer on Compassionate Grounds :

- (i) Transfer on Compassionate Grounds may be considered in the following cases:-
 - Special needs of challenged children/self.
 - Serious chronic medical conditions of self or family members needing prolonged continuous treatment, for which medical infrastructural facilities are not available at the present place of posting. These are to be certified by duly constituted Medical Board.
- (ii) 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 stations) :

Considering the experience that difficult stations 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 CSIR Establishment and provided that there are no other posting requests for that difficult station. However, in such cases the continuous stay at the difficult station will be limited to a period of 10 (ten) years.

- 5A.** Requests for retention at the present station may be considered upto the end of board examinations in case the child(ren) is/are studying in 10th or 12th Class and the CCO and concerned has already intimated this fact in advance.



V. General Provisions & Procedures:

- (i) While considering requests of CCOs, those who have completed their tenures at difficult stations and those who have completed full tenure at their respective stations of postings, will be given priority for posting at their preferred station of their choice i.e. Choice station.
- (ii) While considering the transfers and postings, it would be ensured, to the extent possible, that a minimum core strength of CCOs in General Administration, Finance & Accounts and Stores & Purchase is deployed/maintained in each CSIR Establishment.
- (iii) The Transfer Posting Committee (TPC) will give its recommendations on transfer/non-transfer with detailed reasons/justifications and also refer to Para No. of TPC Guidelines for the same.
- (iv) The recommendations of the TPC will be submitted to DG, CSIR for approval. DG, CSIR will have the authority to overrule / revise / modify the recommendations of the TPC.
- (v) No representations or requests for reconsideration will be entertained after the approval of DG, CSIR on the recommendations of the TPC. The transfer orders will be full and binding to be followed within the specified time frame. Directors / Heads of the CSIR Establishments also need to co-operate to implement the transfer orders, since the non-release of transferred officers, within the time frame specified, would affect the entire transfer chain.
- (vi) All the transferred CCOs will join their new place of postings within a maximum period of 30 days, from the date of issue of transfer order, failing which they will stand relieved from their present place of posting without any formal relieving order. After the expiry of the aforesaid period of 30 days, the transferred CCOs will cease to draw their salary from their last place of posting & draw their salary from their new place of postings. The Director / COA / DDO will be collectively responsible for compliance. This period of 30 days will not get automatically extended on the grounds of any pending representation / reference / request from any quarter.
- (vii) Requests/Suggestions for transfer, own request or otherwise, will be invited once every year. It may not be possible to entertain requests/suggestions for transfer every now and then.
- (viii) CCOs transferred on request will be eligible for TA, Joining Time and other allowances etc. as per rules if they have served for 05 years or more at a normal station and 03 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.
- (ix) Bringing external influence, political or otherwise, for transfer etc. is in violation of Rule 20 of CCS (Conduct) Rules, 1964. Strict action will be

taken against CCOs who bring external influence, political or otherwise, for their transfer.

VI. Constitution of Transfer Posting Committee (TPC) :

- (a) The Competent Authority for transfers of Group 'A' CCOs is DG, CSIR. The Competent Authority for transfers of Group 'B' CCOs is JS (Admn.), CSIR.
- (b) Yearly transfers of Group 'A' CCOs will be carried out on the recommendations of the Transfer Posting Committee (TPC) consisting of the following Officers:-
- Director of a CSIR Laboratory/Institute (to be nominated by DG, CSIR) - Chairman
 - Joint Secretary (Admn.), CSIR - Member (Ex-Officio)
 - Financial Advisor, CSIR - Member (Ex-Officio)
- (Generally, Chairman, DPC for Group 'A' posts is also the Chairman, TPC.)
- (c) In case of any need for transfer of any Group 'A' CCO during the year, DG, CSIR will make / approve the transfer directly. In case of Group 'B' CCO, this authority lies with JS (Admn.), CSIR.

VII. List of Difficult Stations :

- (a) CSIR-Central Electrochemical Research Institute, Karaikudi, Tamilnadu
- (b) CSIR-Central Electronics Engineering Research Institute, Pilani, Rajasthan
- (c) CSIR-Central Institute of Mining and fuel Research, Dhanbad, Jharkhand
- (d) CSIR-Central Salt and Marine Chemicals Research Institute, Bhavnagar, Gujarat
- (e) CSIR-Institute of Himalayan Bioresource Technology, Palampur, H.P.
- (f) CSIR-North East Institute of Science and Technology, Jorhat, Assam
- (g) CSIR-National Institute of Oceanography, Goa

VIII. Tenure at CSIR HQ :

Notwithstanding any provisions of these guidelines except Para IV (3), the Tenure of any CCO working at CSIR HQ will be decided by DG, CSIR keeping in view the functions which are unique to CSIR HQ.

