



3/4/2019-E.I

No. _____

01.01.2019

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

Transfer policy.

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,

[Signature]
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

Enclosure to CSIR letter No. 3/4/2019-E.I dated 01.01.2019

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.

