

GUIDELINES FOR TRANSFERS / POSTING OF COMMON CADRE OFFICERS OF CSIR

I Transfers in public interest

1. Officers on promotion will be transferred out of their present station.
2. Officers will ordinarily be considered for transfer after three years of stay at a Laboratory/Institute. In case of difficult stations, transfer can be considered after 2 years.
1. Officers appearing for interview for promotion will be required to provide their choice of three stations in order of preference of posting. In respect of Gr. A Officers, they will be required to give their choice for regions. The TPC will give due weightage to the order of preference for posting of the individual in the overall background of availability of vacancies and the felt needs at the time of consideration of such cases.
4. Officers having only three years or less service before retirement will, as far as possible, be retained at the same station even on promotion or otherwise barring exceptions at the discretion of the competent authority.
5. An officer who has already spent more than 1/3rd of his qualifying service for pension at different stations outside his present place of posting may be allowed to continue beyond five years as an exceptional case on merit of each case and in larger interest of CSIR with the specific approval of DG, CSIR for every year of extension.
1. Female employees will, as far as possible, be transferred within the station/region subject to felt need and availability of vacancies.
2. Whenever the spouse of an Officer is also working in the CSIR system, the transfer will be effected, as far as possible, in the same station subject to the felt needs and availability of vacancies.
3. Transfer orders will be issued well before the start of academic session preferably in the month of February/March.

II Request Transfers:

1. Transfers on request from the officers will be considered subject to availability of vacancies provided an officer has served the minimum residency period of 3 years in a Laboratory/Institute or 2 years in a Laboratory/Institute at a difficult station. Such requests can only be on medical emergency or other genuine personal reasons. The genuineness of medical ground has to be certified by the duly constituted medical board.
2. Officers transferred on their request will be eligible for T.A., Joining time and other allowances as per rules if they have served 3 years or more at a normal station or 2 years or more at a difficult station. In other cases of transfers on personal request, the officers will not be eligible for T.A. and Joining time etc.
3. Officers with less than 3 years service left before retirement, may be transferred to their choice stations subject to felt needs and availability of vacancies.

4. The laboratories/Institute of CSIR falling under the category of difficult stations and the grounds on which personal requests for transfer could be considered, will be communicated separately.

Notwithstanding the above guidelines, any officer of the common cadre can be transferred by DG., CSIR at any time in public interest.

The above guidelines are issued in supersession of all the earlier guidelines issued on the subject and are with immediate effect.

4

Copy of CSIR letter No. 33(1)/Misc./98 dated 14.7.98 addressed to all the National Labs./Instts.

Sub: Provision of a higher start for Departmental promotee Section Officers and Private Secretaries of CSIR and its National Labs./Instts.

The Joint Secretary (Admn) CSIR in consultation with Finance has been pleased to accord approval to the adoption of GOI, DOPT OM No. 21/18/97-CS.I dated 1.1.98 on the subject noted above and to allow the benefit of higher start to the Departmental promotee Section Officers and Private Secretaries of CSIR and its National Labs./Instts. as per the terms of the GOI OM referred to above.

5

Copy of CSIR letter No. 33(113)/87.E.I dated 1st September 1998.

Sub:-Amendment to CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 – Part V Stores & Purchase Cadre.

I am directed to convey the approval of the Director General, CSIR for the amendment of para 5(iii) under Section II of Part V Stores & Purchase Cadre of CSIR Administrative Services (R & P) Rules, 1982, as amended from time to time, as given below subject to ratification by the Governing Body.

Existing Rules

5.
(iii) 25% by direct recruitment by advertisement from amongst candidates possessing bachelors degree or equivalent on the basis of result of competitive test. Age not exceeding 28 years. Departmental candidates fulfilling the above condition of educational qualifications will be eligible to compete and there will be no age restriction in their case.

Amended Rules

5.
(iii) 25% by direct recruitment by advertisement from amongst candidates possessing bachelors degree or equivalent on the basis of result of competitive examination and interview. Age not exceeding 28 years. Departmental candidates fulfilling the above condition of educational qualifications will be eligible to compete and there will be no age restriction in their case.

Procedure for examination

A common examination for all vacancies in the laboratories/institutes including CSIR Hqrs. will be conducted by the CSIR and the names of the

candidates qualifying in the said examination will be forwarded to the labs./instts. for making appointment on the basis of preference shown by the candidates in their applications for a particular lab./instt.

The amendment will come into force with immediate effect.

In view of the above amendments, all selections to the posts of Stores & Purchase Assistants/Stores Verification Assistants Gr. III falling under Departmental and Direct recruitment quota will henceforth be done by the CSIR Hqrs. However, where selections have already been finalised, appointments may be made accordingly. In all other cases, recruitment to the above mentioned posts, if in process, may be cancelled and the vacancy position for the different quota with details of categories such as SC/ST/OBC/General may be communicated to CSIR Hqrs. for initiating the recruitment action.

It is requested that this may kindly be brought to the notice of all concerned in your lab./instt. for information.

6

Copy of CSIR letter No.33(1)Misc./98 Dated 24.11.1998 addressed to the Directors of all the National Labs./Instts.

Sub;- Grant of Advance increments/incentive to those who qualify in ICWA/AICA Examinations.

I am directed to state that the Governing Body of CSIR at its 145th meeting held on 27th July, 1998 has approved the adoption of the scheme of Financial incentives for those who qualify in ICWA/AICA Examinations as contained in Govt. of India circulars Nos178-PC(Coord)1-87 dated 7.9.1987 and 45-NGE(Estt.)/45-93-III dated 24.1.1996(copies enclosed)* in CSIR

This may kindly be brought to the notice of all concerned.

**Govt. of India circulars Nos178-PC(Coord)1-87 dated 7.9.1987is incorporated as Order No.252 in Swamy's Annual,1987 and 45-NGE(Entt.)/45-93-III dated 24.1.1996 as Order No.116 in Swamy's Annual 1996*

7

Copy of CSIR letter No.31(11)/95-E.I Dated 9.2.1999

Sub:- Creation of Scale of Rs.2000-3000 for the post of Assistant (F&A) Special grade.

I am directed to state that the Governing Body of CSIR at its 146th meeting held on 29.12.98 has accorded approval for creation of scale of RS.2000-3000 as the pay scale for Assistant (F&A) Special Grade for the period from1.1.86 to 31.7.87.

The creation of new scale is only for the limited period from 1.1.86 to 31.7.87.The scale will cease to exist w.e.f.1.8.87

The benefit accruing to the eligible individuals will remain personal to them.

This my kindly be brought to the notice of all concerned.

8

Copy of CSIR letter No.31(113)/87-E.I Dated 9.2.1999

Sub:- Deputation of Administrative staff-retention of lien –Reg.

I am directed to state that the Governing Body of CSIR at its 146th meeting held on 29.12.98 has accorded approval for relieving Common Cadre Officers of CSIR to join Autonomous bodies, on lien basis by DG., CSIR, in exceptional circumstances, in consultation with the Financial Adviser, CSIR subject to reporting such cases to Governing Body for information, following the same guidelines made in respect of S & T staff as per CSIR letter No.14(25)/89-E.II dated 25.11.93 to the extent applicable to Administrative Cadre.

This may kindly be brought to the notice of all concerned.

9

Copy of CSIR letter No.33(1)Misc./98-E.I Dated 9.2.1999 addressed to the Heads of all the National Labs./Instts.

Sub:- Grant of higher start to departmental promotee Section Officer (F & A) and Dy. Stores and Purchase Officers.

I am directed to state that the Governing Body of CSIR at its 146th meeting held on 29.12.98 has approved the grant of higher star with two increments above the minimum of the basic pay in the scale of RS.6500-10500 to departmental promotee Section Officer (F&A) and Dy. Stores & Purchase Officers w.e.f.1.1.96 as admissible to the departmental promotee Section Officer (G) and Private Secretaries vide CSIR Letter No.33(1) Misc./98 E.I. dated 14.7.98

This may kindly be brought to the notice of all concerned.

10

Copy of CSIR letter No.31(11)/95-E.I Dated 9.2.1999 addressed to the Heads of all the National Labs./Instts.

Sub:- Creation of Scale of Rs.2000-3000 for the post of Assistant (F&A) Special grade- Rate of increment –Reg.

In continuation to this office letter of even No. dated 9.2.99 on the above noted subject, I am directed to state in consultation with Finance that the scale of RS.2000-3000 may be read as 2000-60-2300-75-2975.

11

Copy of CSIR letter No.33(1)Misc./98-E.I Dated 6.8.1999

Sub;- Grant of Advance increments/incentive to those who qualify in ICWA/AICA Examinations.

Ref: CSIR letter No.33(1)/Misc/98 dated 24.11.1998.

I am directed to state that following the notification of the decision of the GB, CSIR regarding grant of advance increments/incentives to those who qualify in ICWA/AICA examination vide letter referred to above, some doubts were raised by some labs./Instts of CSIR about the categories of employees who would be entitled to the benefit and the date of grant of incentive to the eligible employees.

These issues have been taken up and in consultation with FA, CSIR, it is now clarified that the scheme of financial incentives as approved by the GB CSIR will be applicable:

- (i) to CSIR employees who are working in Administration including Stores & Purchase and Finance Cadres.
- (ii) From the dates these orders/instructions are applicable to Government of India //Comptroller and Auditor General employees.

This may kindly be brought to the notice of all concerned.

12

Copy of CSIR letter No. 33(113)/87-E.I dated 13.12.1999

Sub: Revision in qualifying service rendered by Assistants (General) Assistants (Finance), Stores & Purchase Assistants Gr. III and Sr. Stenographers for the purpose of determining eligibility for Departmental Examination for the posts of Section Officers (Gen), Dy. Stores & Purchase Officers and Private Secretaries from 5 years to 3 years.

I am directed to state that the DG, CSIR in his capacity as Chairman, GB has accorded kind approval to the revision in qualifying service from 5 years to 3 years in respect of Assistant (G), Asstts. (F&A), SPAs Grade III and Sr. Stenographers in the scale of RS. 5500-9000 for eligibility for departmental examination for promotion to the post of SO(G), SO(F&A), Dy. SPO and PS in the scale of RS. 6500-10500, subject to ratification by GB, CSIR.