

August 09, 2023

OFFICE MEMORANDUM

Subject : Guidelines for Inter-Centre Transfers in DOS/ISRO - Revision of operational procedure for forwarding transfer requests on personal grounds – reg.

**Reference : 1. DOS OM No.2/12(7)/84-I dated 28.01.1985
2. DOS OM No.A.22022/1/2014-I dated 18.09.2018
3. DOS OM No.A.26021/1/2020-I dated 23.02.2022
4. DOS OM No.A.26021 /1 /2020-I dated 29.12.2022**

The Department vide OM No.2/12(7)/84-I dated 28.01.1985 and as amended from time to time stipulated procedure to be followed with regard to Inter-Centre transfer of DOS/ISRO personnel.

2. Of late, it is considered necessary to examine the transfer proposals received from Centres/Units considering ongoing projects/programme, technical feasibility, Centre/Units workload, etc. In order to objectively review the cases, the following procedure is introduced for considering transfer proposals involving S&T personnel:

- (a) On receipt of requests from employees for transfer, administration of the Centre/Unit concerned shall examine the eligibility details and submit to the Centre/Unit level committee, if any, for examination/recommendations;
 - (b) After review by Centre/Unit level committee and considered for transfer the same shall be sent with the approval of Director of the Centre/Unit to Scientific Secretary, ISRO; for detailed assessment;
 - (c) After assessment, the recommended proposals shall be taken up with the Centre/Unit concerned where the employee requested for transfer by Scientific Secretary, ISRO.
 - (d) The proposals which are not found feasible to consider for transfer, such proposals shall be returned to Centre/Unit concerned by Scientific Secretary, ISRO;
 - (e) On receipt of response from the Centre/Unit with regard to availability of vacancy and other parameters, Scientific Secretary, ISRO shall take up the matter with DOS for consideration and issue of transfer orders.
3. All Centres/Units shall adhere the above guidelines. Other terms & conditions stipulated vide OM dated 23.02.2022 shall remain unchanged.
 4. With regard to transfer in the case of officers in administrative areas, the existing guidelines shall continue to be followed.
 5. This issues with approval of the Competent Authority.

**(M Ramadas)
Officer on Special Duty**

To:-

All concerned as per standard distribution list.

December 27, 2022

OFFICE MEMORANDUM

Subject: Guidelines for Inter-Centre Transfers in DOS/ISRO – reg.

Reference: 1. OM No.2/12(7)/84-I dated 28.01.1985
2. OM No.A.22022/1/2014-I dated 15.01.2021 & 18.09.2021
3. OM No.A.26021/1/2020-I dated 23.02.2022

I am directed to state that Department vide OM No.A.26021/1/2020-1 dated 23.02.2022 issued revised guidelines involving inter-centre transfers in DOS/ISRO.

2. Of late, instances have come to the notice of the Department that inspite of Departmental instructions, some of the Centres/Units are forwarding the proposal(s) to the Department for transfer of employees from one Centre/Unit to other Centre/Unit where Scientist/Engineers recruited with specialised disciplines/subject specific to a Centres/Units requirements.
3. Under the circumstances, Centres/Units are advised not to send such proposals to the Department and to scrupulously adhere to the guidelines issued by DOS from time to time.
4. Centres/Units are also advised while sending proposals, all the details shall be furnished in the enclosed format/check list.
5. This issues with the approval of Secretary, DOS.

(M Ramadas)
Officer on Special Duty

To:-

All concerned as per standard distribution list.

Sl. No.	Details	
01	Name, Designation, Staff Code No. & Centre/Unit of the Employee(s) who had requested for transfer (Copy of biodata(s) may please be enclosed)	
02	Date of Joining	
	Date of closure of probation	
03	Name of the Centre/Unit to which requested for transfer	
04	Type of Transfer	a) Mutual Transfer b) Operational Vacancy c) Others(Please Specify)
05	Reason for seeking transfer [Request of the Individual(s) to be enclosed]	
06	In case of mutual transfer, details of the employee against whom transfer is proposed. Please provide sanctioned strength and existing strength of the Cadre/Post against the transfer(s) is proposed.	Total number of posts sanctioned: Men in position: Number of vacancies available:
07	Whether the employee(s) belongs to the reserved category, if yes, please specify whether vacancy is available to accommodate him in the Centre/Unit(s) proposed to be transferred?	SC/ST/OBC/EWS/ESM/PwBD
08	Details of previous transfer(s) of the Employee(s), if any (Copy of Transfer Order to be enclosed)	
09	Whether the Competent Authority of the Centre/Head of the Unit has approved the proposal? (Approved copy of Director of Centre/Unit recommendations to be enclosed)	
10	Whether any Vigilance/ Disciplinary Case is pending against the Official(s) (Copy to be enclosed)? In case Vigilance/Disciplinary case is pending, details may be provided	
11	Whether employee(s) was/were recruited with specialized disciplines/subject specific to a Centre/Unit. [Please note that Centre specific posts are not transferrable from one Centre/Unit to another Centre/Unit vide DOS OM No.A.26021/1/2020-I dated 23.02.2022]	
12	Remarks	
Signature of the Head of Administration of Centre/Unit (Viz. Sr. Head, /Head, P&GA		

No.A.26021/1/2020-I
Government of India
Department of Space

Antariksh Bhavan,
New BEL Road,
Bengaluru-560 094

February 23, 2022

OFFICE MEMORANDUM

Subject: Guidelines for Inter-Centre Transfers in DOS/ISRO – reg.

Department vide OM No.2/12(7)/84-I dated 28.01.1985 and as amended from time to time stipulated procedure to be followed with regard to inter-centre transfer of personnel in ISRO/DOS.

2. Of late, instances have come to the notice of the Department that inspite of Department instructions, some of the Centres/Units are transferring their personnel from one Unit to another Unit involving change of station/location without the approval of the Department citing that the Centres/Units to which officials are transferred, are within their administrative control.

3. The matter has been reviewed in the Department and all DOS/ISRO Centres/Units are hereby advised to adhere to the following guidelines with regard to transfer of personnel from one Centre/Unit to other Centre/Unit even in units under the administrative control of respective Centre:

- i. All DOS/ISRO Centres/Units shall adhere to the guidelines stipulated in DOS OM No.2/12(7)/84-I dated 28.01.1985 and as amended from time to time [copy enclosed];
- ii. All transfer proposals including transfer within the units which comes under the administrative control of one Centre involving change of stations shall invariably be sent to the Department for approval. While recommending for transfer, Centres shall ensure that transferred officials are adjusted within original sanctioned strength of transferred unit;
- iii. The post of Scientific/Technical Assistant, Technician and other similar posts under Group -B/C in S&T Category attracts reservation in recruitment. In DOS/ISRO Centres/Units, the recruitment of vacant posts is filled cent percent with Direct Recruitment unlike in other Ministries where a certain percentage is earmarked for transfer, in which case, reservation is not applicable. Hence, the Centres/Units of DOS/ISRO shall take care of roster points wherever reservation is applicable while recommending cases for transfer including transfer of officials occupying promotional posts since promotional posts in S&T Category are temporarily created to accommodate promotions and vacant posts, if any on attrition including transfers have to be filled at induction level against Direct Recruitment by observing reservation orders. Transfer of officials against reserved vacancies including backlog vacancies earmarked for SC/ST/OBC etc., shall not be recommended;

- iv. Transfer requests of those employees who are under probation and whose vigilance case is pending shall not be entertained;
 - v. An official who is transferred from one centre to another centre on personal grounds, any request for subsequent transfer of same official shall not be entertained till he/she completes 5 years of service after first transfer, other than in public interest;
 - vi. The transfers effected on personal grounds, henceforth, will not be paid transfer incidentals excluding officers in administrative areas who are transferred in public interest to other centres to fill the vacant posts occurring due to attrition involving higher responsibilities and transfer them back to their parent station after stipulated period;
 - vii. Scientist/Engineers recruited with specialized disciplines/subject specific to a Centre/Unit, shall not be transferred to other Centres/units other than in public interest;
 - viii. Centres/Units are requested to forward the transfer proposals to, the Department in the prescribed proforma stipulated vide DOS OM No.A.22022/1/2014-I dated 15.01.2021 (copy enclosed), duly ensuring all documents are attached with the proposal;
4. This issues with approval of the Competent Authority.

Sandhya Venugopal Sharma
Additional Secretary to the GoI

To:-

All concerned as per standard distribution list.

No. A.22022/1/2014-1
Government of India
Department of Space

Antariksh Bhavan,
New BEL Road,
Bangalore – 560 094
January 15, 2021

OFFICE MEMORANDUM

Department vide O. M. No. A.22022/1/2014-1 dated 18.09.2018 advised all the Centre/Units of ISRO/DOS to forward the relevant documents to the Department along with proposals for issue of transfer orders. However, it is noticed that, some of the Centre/Units are not furnishing full details to the Department which is leading for delay in processing.

2. Therefore, in continuation to the Office Memorandum No. A.22022/1/2014-1 dated 18.09.2018 wherein relevant documents, viz., Copy of the Transfer Request of employees, Copy of Director's Approval along with noting & Copy of Vigilance Clearance were requested to be forwarded along with the Inter-Transfer Proposals, it is also now informed to furnish the details of previous transfer obtained by an employees, if any, seeking Inter-Centre Transfer along with the afore mentioned relevant documents.

3. In the light of the above and in order to ensure to process the proposals within the reasonable time-frame, use the following format while sending proposals to the Department for issue of transfer orders:

Sl. No.	Details	
01	Designation, Staff Code No. & Centre/Unit of the Employee(s) who had requested for transfer.	
02	Name of the Centre/Unit to which requested for transfer.	
03	Type of Transfer.	a) Mutual Transfer b) Operational Vacancy c) Others (Please Specify)
04	Reason for seeking transfer [Request of the Individual(s) to be enclosed].	
05	In case of mutual transfer, details of the employees against whom transfer is proposed.	

Sl. No.	Details	
06	Details of previous transfer(s) of the Employee(s). If any. (Copy of the Transfer Order to be enclosed)	
07	Whether the Competent Authority of the Centre/Head of the Unit has approved the proposal? (Approval copy of Director of Centre/Unit to be enclosed).	
08	Whether any Vigilance/ Disciplinary Case is pending against the Official(S)? (Copy to be enclosed)	
09	Remarks	
Signature of the Head of Administration of Centre/Unit.		

Note: All documents as mentioned above shall be ensured to be sent to the Department.

4. This issues with the approval of the Competent Authority.

K V Ramana Babu
Under Secretary to the Government of India

To:

All concerned as per standard distribution list.

No.A.22022/1/2014-1
Government of India
Department of Space

Antariksh Bhavan,
New BEL Road,
Bengaluru-560 094.

September 18, 2018

OFFICE MEMORANDUM

Subject: Inter-Centre Transfers – Forwarding of required documents for issue of transfer orders – reg.

Of late, it is observed that the proposals forwarded by the Centres/Units including Autonomous Bodies to the Department for approval of the competent authority in connection with Inter-Centre transfer of employee(s) do not contain all relevant documents, resulting delay in process.

2. In view of the above, all the Centres/Units including Autonomous Bodies are hereby informed that while forwarding the requests of Inter-Centre transfer(s) to the Department, the proposal(s) shall be sent along with the following documents:

- (a) Copy of the transfer request of employee(s) along with enclosures, if any;
- (b) Copy of Centre/Unit Director's approval along with noting.
- (c) Copy of the Vigilance Clearance.

3. This issues with the approval of Competent Authority.

(K V Ramana Babu)
Under Secretary to the Gol

To:

All concerned as per standard distribution list.

Bangalore – 560 008
January 28, 1985

OFFICE MEMORANDUM

Subject :- Inter – Centre transfers in ISRO/DOS General Instructions – regarding.

Requests are being received from DOS/ISRO Centres and Units for approval of transfer of personnel from one Centre/Unit to another. Cases of transfers include those required in the exigencies of work or on personal grounds with or without mutual transfer. Very often, these requests are based on the condition that the transfer of the individual may be effected from one Centre/Unit to another along with the post.

2. The position has been carefully examined. The sanction of posts for each Centre/Unit is based on the assessment of work in that Centre or Unit, taking into account the R&D or scientific effort going on in the Centre/Unit as well as the projects for which the Centre is responsible. In some cases, projects are organised on a multi-centre basis which may also require that work of different Centres are assessed and staff are sanctioned for each Centre/Unit taking into account the workload of that Centre/Unit. This is applicable to both scientific and technical and administrative posts. In the light of this, the transfer of posts from one Centre/Unit to the other to accommodate transfers is not acceptable and must be totally stopped.

3. Where it is intended to transfer the responsibility for an identifiable area of work from one Centre/Unit to another, it may become necessary to transfer the staff sanctioned for this purpose. This, however, will have to be done on the basis of specific identification of the work being transferred, the workload connected therewith and the number of posts and, therefore, the individuals to be transferred. This cannot be done informally but will need formal approval from Department of Space.

4. In all cases, the following procedures will be followed in regard to the transfer of personnel from one Centre/Unit to another within ISRO/DOS:

- (1) When a request is received from an individual for transfer from one Centre/Unit to the other, this will be examined in the Centre/Unit taking into account the spareability of the individual with reference to the work. If it is considered possible to spare the services of that officer, then the Centre/Unit to which the individual is proposed to be transferred should be consulted and the concurrence of the Head of that Centre/Unit is obtained. Such concurrence can be granted (a) on the basis of a specific existing vacancy at the appropriate level or (b) on the basis of a mutual transfer where another individual desires to be mutually transferred. Such mutual transfers can only be at the identical level.
- (2) Where such identifiable vacancy in the receiving Centre/Unit or the possibility of a mutual transfer at the same level exists and both the Centres/Units have agreed on such transfer, the papers will be sent to the Department for issue of suitable orders. The suggestion that posts at different levels may be interchanged cannot be agreed to. The receiving Centre/Unit should specifically confirm that either a regular (not a shadow post) vacancy exists in the same grade as the one in which the person to be transferred is, or that it is proposed transfer on mutual transfer of the individual in the identical level, indicating details of both individuals.

- (3) Transfer of personnel along with the post is not permissible under any circumstances.
 - (4) Where a specific item of work is transferred from one Centre/Unit to another, the personnel identified for transfer as a group to the other Centre/Unit should be only with the prior specific approval of the Department.
 - (5) If any post is not required in any particular Centre/Unit, the post should be surrendered.
 - (6) Where additional personnel are required at any Centre, specific approval from the Department for creation of new posts should be obtained.
 - (7) While determining the vacancy in a particular Centre/Unit, the vacancy of the regular sanctioned posts alone should be taken into account and not shadow posts/vacancies caused by periodical review/promotion of scientific/technical personnel.
5. These orders shall come into force with immediate effect.
 6. Hindi version will follow.

(T. N. Seshan)
Additional Secretary to the Government of India

To:

All concerned as per standard distribution list.