

**CENTRAL SILK BOARD
BANGALORE – 560 068**

TRANSFER POLICY FOR THE EMPLOYEES OF THE CENTRAL SILK BOARD

Policy guidelines for transfer are:-

1. An employee can make a request for a posting by 31st December every year.
2. The CSB employees are classified into 4 broad groups as under:-

GROUP-A

Post carrying pay scale with a maximum of not less than Rs.13500/-.

(Assistant Director / Scientist-B level and above)

GROUP-B

Post carrying pay scale with a maximum of not less than Rs.9000/- but less than Rs.13500/-.

(Assistant Superintendent / Senior Technical Assistant & equivalent level & Superintendent)

GROUP-C

Post carrying pay scale with a maximum of not less than Rs.4000/- but less than Rs.9000/-.

(From Field Assistant to Technical Assistant / Driver / LDC to Assistant, etc.)

GROUP-D

Post carrying pay scale the maximum of which is Rs.4000/- or less.

(Attender/Chowkidar/Safaiwala/Assistant Technician)

3. **GENERAL POLICY:**

3.1 **GROUP-D:**

To consider only request postings and accommodate to the extent possible in the native State.

3.2 **GROUP-C:**

- i) To consider as far as possible only request postings and accommodate in one of the three States of choice.

- ii) To make compulsory service for at least 3 years in one of the three States of choice other than Home State exempting only those whose age is above 50 years as on 1st April of the year of transfer.
- iii) To ordinarily consider no requests from the employee for shifts below three years in normal places and 2 years in the North-East. To accommodate persons or those who have completed their tenure, those persons who have not served outside their native States in the last 10 years and who have more than 5 years to superannuate will ordinarily be considered for transfer.

They will be accommodated in States which are one of the States indicated in their preference, if possible; if not to a State as close as feasible.

3.3 **GROUP-B**

- i) Posting will as far as possible be in one of the 3 States indicated by the person.
- ii) In case of persons trained abroad in a line, the person will be deployed in that area as far as possible.
- iii) Compulsory working for 3 years in a zone* other than native zone of the employee to be insisted upon. Exemption may be given only for those employees whose age is above 50 years as on 1st of April of the year of transfer.
- iv) Posting as per foreign training and aptitude as far as possible.
- v) Maximum continuous stay in Board's Secretariat, in R&D in Main Institutes, RSRS can be for a period of 10 years and thereafter to be deployed in Research Extension, Seed Production and other field units for at least 5 years and vice versa.

3.4 **GROUP-A**

- i) On a case to case basis depending on record of performance, training undergone, period spent in Home State, work in different Stations, capacity and needs of the Organisation. Requests for transfers or non-transfers except in the case of persons who have served in the North East and who have less than five years to superannuate will not be accorded weight.
- ii) Compulsory working for 3 years in a zone other than native zone of the employee to be insisted upon. Exemption may be given only for those employees whose age will be above 54 years as on 1st April of the year of transfer.

Footnote

- * The country can be considered as three Zones :-

Zone 1

Karnataka, Tamil Nadu, Andhra Pradesh, Kerala and Maharashtra.

Zone 2

Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Uttar Pradesh, Uttarakhand, New Delhi, Gujarat and Rajasthan.

Zone 3

North-Eastern States, West Bengal, Orissa, Madhya Pradesh, Chhattisgarh, Bihar, Jharkhand and Sikkim.

4. **GENERAL** :

- i) The crucial date for reckoning period spent at a Station can be as on 31st March. Transfers should as far as possible be done only between 1st April and 31st May of every year.
- ii) The minimum tenure in a Station can be 5 years for Group A and 3 years for others.

- iii) Those working in disturbed areas and units in tribal areas like BSM&TCs and those who have worked for over 3 years outside their native Zones will have preference over others in postings.
 - iv) Attempts will be made to give a posting to a place of choice or to a place which is close to the place of choice for those who are due for retirement within a period of 3 years.
 - v) Women employees will be posted as far as possible in one of the 2 States of choice.
- 5.1 Disciplinary action will be taken and recording made in the ACR, in the case of those employees who bring pressure.
- 5.2 When transfer is effected at request, the employee will not be eligible for Transfer Travelling Allowance/Joining Time irrespective of the duration of the stay at the place of posting.
6. These guidelines would not confer any entitlement on the employees and the Chairman and Member-Secretary shall have discretion to transfer or retain persons to the best advantage of the Organisation, irrespective of the period spent by the person in a post or place.

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