

राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums
Block-GN, Sector-V, Bidhan Nagar,
कोलकाता/Kolkata-700 091

संख्या/No.- I-11013/3(135)/2023/३२१५ दिनांक/Dated: March 20, 2023

कार्यालय ज्ञापन/Office Memorandum

Sub: Transfer Policy, 2023 of NCSM

The Governing Body, NCSM in its 135th meeting held on March 10, 2023, approved, vide Agenda Item No.135.7, the Transfer Policy for the employees working under Scientific, Technical, Administrative & Excluded Administrative categories of NCSM, as per **Annexure 'A'**.

The Transfer Policy, 2023 supersedes all previously issued administrative instructions and guidelines on transfer of employees of NCSM and shall come into force with immediate effect.



(सुब्रत कुमार मिश्रा | Subrata Kumar Mishra)
सचिव | Secretary

Encl: as above

To: -

- 1) PPS to DG, NCSM
- 2) DDG & Director(Hqrs.), NCSM
- 3) Directors of all NCSM units
- 4) Sr. CoFA, NCSM(Hqrs.)
- 5) Sr. CoA, Science City, Kolkata
- 6) CoAs/Dy. CoAs of NCSM units
- 7) PRO & Hindi Cell, NCSM
- 8) Office copy

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TRANSFER POLICY OF NCSM, 2023

The officers and staff in NCSM have been classified into four categories viz. Scientific, Technical, Administrative & Excluded-Administrative.

The Transfer Policy is meant to develop the human resources with the required knowledge and skill, the scientific category of employees may be posted at various science museums/centres at District/Regional/Sub-Regional/National level including the R&D Cell so that they can be gradually trained to shoulder the responsibility to function as the Director/Unit Head. Similarly, the administrative category personnel may be transferred to provide exposure in various areas of works at regional/national level centres and Hqrs. so that in the long run they would be able to acquire the requisite expertise in the field of administration, finance & accounts, stores & purchase, legal matters etc. and move up in the career ladder upto to the level of Sr. Controller/Secretary. Further, the technical category personnel may be rotated in regional and national level units to improve their skills in the development of new exhibits, galleries, new technologies as may be required by NCSM to fulfil its mandate and make themselves ready to grow in their cadre.

A. SCIENTIFIC CATEGORY

- (i) All officers recruited at the entry level shall be placed initially in a national/regional/sub-regional level museum/centre for a minimum period of three years to enable them to acquire preliminary experience and expertise in the relevant field of their work under the guidance of Director and other senior level Curators.
- (ii) On promotion to the grade of Curator ‘C’ in Grade IV(2) and above, all officers shall be placed in multiple Regional or Sub-Regional Science Centres as its head for a minimum period of six(6) years. This may be done in at least two different centres with minimum tenure of two years at each museum/centre in different zones.
- (iii) Every national level museum/centre shall have a R&D Cell to be headed by a Curator, and every Curator shall be required to actively work in the R&D Cell at least for a period of two years.



- (iv) In the entire career, every Curator should have at least one choice posting. In case of more than one Curator choosing the same station, the decision of the Director General shall be final and binding.

If more than one curator chooses the same station, the past service records of the curators concerned would be taken into consideration, which would include the number of transfers and different places the concerned curators have served, for example, whether they have served in their home state/zone and if so, for how many years etc. Preference would be given to the ones who have never served in their zone and also for those who have worked in places which are far off from their preferred area/zone/home town. If everything being equal the final decision will however lie with the Director General.

B. TECHNICAL CATEGORY

Group II

- (i) On promotion from Grade II(3) to Grade II(5), the incumbents may be transferred within the zone at the discretion of the Director concerned to give them more exposure and opportunity to growth.
- (ii) On promotion to Grade II(6) and above, all incumbents shall be liable for inter zonal transfer.
- (iii) An incumbent in Grade II(1) or II(2) or II(3) may also be transferred in case of exigencies of work in the interest of the Council.

Group III

- (i) On promotion from Group III(1) to III(2), the incumbents shall be liable for transfer, by rotation, within the zone as far as possible.
- (ii) On promotion to the Grade III(3) and above, the officers shall be liable for inter-zonal transfer.
- (iii) The senior most Technical Officer (Civil/Electrical/Mechanical/Computer/Electronics etc. within the zone shall be placed in the national level science museums/centres.
- (iv) All officers in Grade III(4) and above must do at least one tenure of minimum five years outside his/her initial zone of posting during the entire career. This, however, may not be strictly applicable in case of Library Officers in whose case shifting from one library to another may not be desirable unless under extreme exigency.



Group V

- (i) The Civil Section of all national level science museums/ centres shall be headed by an officer appointed in Group-V.
- (ii) Except the Chief Engineer, who shall be at the headquarters, officers in the ranks of Dy. Chief Engineer, Superintending Engineer, Executive Engineer and Assistant Executive Engineer (Civil) shall not be retained in one place for more than 5 years. However, this clause may not be made applicable in case of exigencies of work in a particular zone that would necessitate retaining engineers in that zone.

Group VI

- (i) The Arts Section of all national level science museums/ centres shall be headed by an officer appointed in Group-VI.
- (ii) No Exhibition Officer in Group-VI shall be retained in one place for more than 5 years.
- (iii) Except the Chief Exhibition Officer, who shall be at the headquarters, officers in the ranks of Exhibition Officer 'B' to Exhibition Officer 'E' shall not be retained in one place for more than 5 years.

C. ADMINISTRATIVE CATEGORY

- (i) On promotion from Office Assistant (Gr.II) to Office Assistant (Gr.I), the incumbent may be transferred within or outside the zone although efforts shall be made to retain them in the same zone subject to availability of posts.
- (ii) Officials promoted to the posts of Sr. Stenographer and above shall be liable for inter-zonal transfer or inter/intra office transfer.

Refusal to accept promotion and/or transfer shall be viewed seriously with strong adverse implications in the Annual Performance Appraisal and may lead to departmental action. Such refusal shall also be disqualification for promotion in future.

- (iii) All existing incumbents of the posts of Office Assistant (Gr.I), Sr. Stenographers and above shall be transferred once the employee completes 5 years at a place and shall in any case have to comply with orders of transfer, whenever made.



- (iv) There shall be periodic rotation of officers holding the charge of Administration/Finance & Accounts/Stores & Purchase Section in the national level science museums/centres including NCSM Hqrs. preferably on completion of 3 years of service in a particular science museum/centre.
- (v) The Sr. Controllers/Controllers/Dy. Controllers posted at national level museum/centre shall be rotated among the units within a zone or within the national level museum/centre periodically so that none of them spends more than 3 years in a museum/centre at a stretch and will be required to work outside the zone after every five years or as may be required by the Council.
- (vi) An incumbent in the grade of Office Assistant (Grade-II), Office Assistant (Grade-III) & Jr. Stenographer may be transferred in the exigencies or in the interest of the Council.

D. EXCLUDED ADMINISTRATIVE CATEGORY

- (i) Employees up to the grade of Driver (Grade-I) shall be liable for inter-zonal transfer although efforts may be made to retain them in the same zone subject to availability of posts.
- (ii) Drivers of all grades may be rotated in every 5 years either inter-zone or intra-zone as per the requirement of the Council.
- (iii) All Security & Maintenance Officers and Senior Security & Maintenance Officers shall be liable for inter zonal transfers and shall be rotated once every 5 years.
- (iv) Public Relation Officer in the Council shall be placed at NCSM(Hqrs.) or any national level museum/centre as per the requirement of the Council. The incumbent would be transferred to other national level museums/centres or NCSM(Hqrs.) as per the requirement of the Council.
- (v) Jr. Hindi Translators (under creation) shall be rotated every 5 years among different zones.
- (vi) Hindi Officer (under creation) in the Council shall be placed at NCSM(Hqrs.). However, the incumbent would be transferred to other national level museums/centres as per the requirement of the Council.
- (vii) An incumbent in the grade of Driver (Ordinary Grade) & Driver (Grade-II) may be transferred in the exigencies or in the interest of the Council.



2. GENERAL

- (i) Generally, annual transfer of employees shall normally be made during February/March of every year by the office and would be completed by 30th April so that employees can admit their children before the start of academic session at the new place of posting & no general transfer thereafter shall be made. The data for general transfer shall be kept ready by January every year.

Data on employees such as:

- a. Date of Birth & Age.
 - b. Information on family members (wife-son-daughter, their age, reading in which class etc. members' establishment/place of stay such as dependent parents etc., if any.
 - c. Past place of postings (last three) and duration of posting.
 - d. Special qualification(s) & experience, if any.
 - e. Identification of talents (i.e. extraordinary talents which appears to be indispensable)
 - f. Identification of posts having different job profile.
 - g. Taking options from employees with regard to place of posting, limiting to 2 options be forwarded by officials due for transfers and be submitted by 15th January every year.
- (ii) Officers posted on transfer in the North Eastern Region shall be considered for transfer to the other NCSM units on completion of a minimum period of 3 years of service in the NER as per the norms of Govt. of India.
- (iii) Transfer of officials from one unit to another within the same city shall not be treated as transfer for the above purpose.
- (iv) Request Transfer:
- (a) Transfer on compassionate ground shall be considered as not being in the public interest, except for some exceptional circumstances, and each individual request may be considered on merit *and on the genuineness of the case concerned* and subject to availability of posts to accommodate.
 - (b) Employees with disabilities (as defined under the Govt. of India norms as laid down by Ministry of Social Justice) or those having disabled dependents including cancer patients should be given preference while considering transfer requests.
 - (c) Transfer on serious medical grounds of individual/family members to be supported with medical documents;



- (d) (i) Request for transfer of both husband and wife to the same NCSM unit or zone, as the case may be, shall be considered as per the norms of Govt. of India, subject to availability of post(s).
- (ii) Wherever possible transfer of employees with working spouses should be done to such places where the spouse has opportunity for a transfer, subject to availability of post(s).
- (e) Employees will forward application for request transfer through proper channel. One copy in advance may be sent to NCSM(Hqrs.), if they so desire. Such application(s) must reach NCSM(Hqrs.) by 31st January every year.
- (f) Employees who have joined at national level museum/centre including its satellite units, responding to regional level advertised vacancies, applying for transfer on compassionate ground will not be normally considered. However, such application(s) can only be considered after 12 years of service of such employee(s) at regional level science museum/centre including its satellite units.
- (v) Every employee should be posted at his/her hometown or nearest to his/her hometown, if there is no NCSM unit in his/her hometown or nearest to his/her hometown, at least for total period of 5 years during his/her service, on accepting the request from the employee. However, if the employee is already posted at his/her home town or nearest science museum/centre of his/her home town, this clause will not be applicable.
- (vi) If the employees under order of transfer do not join in their new place of posting without valid reason to the satisfaction of Competent Authority, disciplinary action, as per rule, shall be initiated against them for disobeying the lawful orders.
- (vii) Employees who are going to retire on superannuation within one year may not be transferred from the present place of posting unless and otherwise there is an extreme exigency of requirement of the Council.
- (viii) Transfer on Administrative & Disciplinary Ground:
- Administrative transfers can be carried out wherever necessary in the interest of the Council which may be for the reason of non-performance/non-fulfillment of target/acts of misconduct or any other ground as may be decided by the Competent Authority of the Council.
- (ix) This transfer policy shall be applicable to all employees of NCSM and its constituent units.



- (x) Competent Authority means the Director General (DG) and such other officers of NCSM designated from time to time.

3. **POWER TO RELAX**

The Director General, NCSM may from time to time issue general or special directions as may be necessary to relax or remove the difficulties in the operation of the provisions of the guidelines.

