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No. A-60011/08/2015-Admn.I (A)  
Government of India  
Ministry of Science & Technology  
Department of Science & Technology

Technology Bhavan,  
New Mehrauli Road,  
New Delhi – 110 016

Dated the 9<sup>th</sup> May, 2016

**OFFICE MEMORANDUM**

**Subject: Rotational Transfer Policy for Scientific & Technical staff in Department of Science & Technology –Reg.**

The undersigned is directed to enclose herewith Rotational Transfer Policy for inter-Divisional transfer of Scientists, Junior Analyst and Junior Technical Assistants in this Department.

*Anil Kumar Yadav*

(Anil Kumar Yadav)

Under Secretary to the Govt. of India  
011-29560342

To.

1. PS to Hon'ble Minister for Science & Technology & Earth Sciences.
2. PS to Hon'ble Minister of State for Science & Technology & Earth Sciences.
3. Sr. PPS to Secretary, DST.
4. PS to JS (A) / PS to JS&FA / PS TO JS (BSR) / PS TO JS (RJ).
5. Shri A. K. Mishra, DS, Admn.I (B) for necessary action in respect of JTAs of DST.
6. All Scientists, Junior Analysts & Junior Technical Assistants in the Department of Science & Technology.
7. Shri Deepak Goel, Scientist 'E', NIC Cell, DST with the request to upload the Rotational Transfer Policy on the website of the Department of Science & Technology.

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**Rotational Transfer Policy for inter- Divisional transfer of Scientists in the Department  
of Science & Technology  
(23.03.2016)**

Under the allocation of business Rules, 1961, the Department of Science & Technology has been allocated subjects as indicated in **Annexure- I**.

2. Scientists at various levels i.e. 'B', 'C', 'D', 'E', 'F' & 'G' and other technical staff i.e. Junior Analyst, Junior Technical Assistants are recruited by the Department. Recruitment is done in accordance with provisions as contained in the duly notified Recruitment Rules for various Scientific and Technical posts. In-situ promotion is given to the scientist 'B', 'C', 'D', 'E' and 'F' under Flexible Complementing Scheme. The recruitment processes for Scientists are undertaken by the Department itself and the posts are outside the purview of UPSC. There is no cadre of Scientific and Technical Staff in DST. Therefore, unlike other Services, the Scientific and Technical Staff in DST remain in same Department. Many of them remain in the same Division/ program for a number of years and have no experience of working in other Divisions of the Department.
3. Most programs currently under implementation in the Department of Science & Technology are multidisciplinary in nature. Therefore, inter divisional transfers are feasible. Inter divisional transfers are also necessary for providing exposure, including up-gradation of skill and broadening of knowledge of Scientists working in this Department about DST and its programmes.
4. Therefore, keeping in view the guidelines of DoP&T on the subject, transfer policy of inter- Divisional transfer of Scientific and Technical Staff of the Department of Science & Technology has been formulated as under:

**I. Applicability**

- The policy would be applicable to all Scientists i.e. 'B' – 'G' (including HoDs), Junior Analyst and Junior Technical Assistants of the Department of Science & Technology.

**II. Tenure**

- For Technical Staff & Scientists upto the level of Scientist 'D', the maximum tenure for handling any Program/ Scheme would be seven years.
- For Scientists 'E' & above, the maximum tenure for handling any Program/ Scheme would be five years.
- The maximum stints in any programme/ Scheme would be two during the career, with a 'cooling off' period of at least five years, between the two stints.

**III. Cut- off date**

- The cut-off date for transfers would be 30<sup>th</sup> April of every year.

**IV Transfer on request**

- Individual cases/ request for transfer will be considered on case to case basis.

**V. Exemption**

- Exemption powers will vest with Secretary, DST.

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*Ajayakar*

MINISTRY OF SCIENCE AND TECHNOLOGY  
(VIGYAN AUR PRAUDYOGIKI MANTRALAYA)

A. DEPARTMENT OF SCIENCE AND TECHNOLOGY  
(VIGYAN AUR PRAUDYOGIKI VIBHAG)

1. Formulation of policies relating to Science and Technology.
2. Matters relating to the Scientific Advisory Committee of the Cabinet (SACC).
3. Promotion of new areas of Science and Technology with special emphasis on emerging areas.
- 3A. (i) Research and Development through its research institutions or laboratories for development of indigenous technologies concerning bio-fuel production, processing, standardization and applications, in co-ordination with the concerned Ministry or Department; and  
(ii) Research and Development activities to promote utilization of by-products to develop value added chemicals.<sup>1</sup>
4. Futurology.
5. Coordination and integration of areas of Science & Technology having cross-sectoral linkages in which a number of institutions and departments have interest and capabilities.
6. Undertaking or financially sponsoring scientific and technological surveys, research design and development, where necessary.
7. Support and Grants-in-aid to Scientific Research Institutions, Scientific Associations and Bodies.
8. All matters concerning:
  - (a) Science and Engineering Research Council;
  - (b) Technology Development Board and related Acts such as the Research and Development Cess Act, 1986 (32 of 1986) and the Technology Development Board Act, 1995 (44 of 1995);
  - (c) National Council for Science and Technology Communication;
  - (d) National Science and Technology Entrepreneurship Development Board;
  - (e) International Science and Technology Cooperation including appointment of scientific attaches abroad (These functions shall be exercised in close cooperation with the Ministry of External Affairs);
  - (f) Autonomous Science and Technology Institutions relating to the subject under the Department of Science and Technology, including Institute of Astro-physics and Institute of Geo-magnetism;<sup>2</sup>
  - (g) Professional Science Academies promoted and funded by Department of Science and Technology;
  - (h) The Survey of India and National Atlas and Thematic Mapping Organisation;<sup>3</sup>

<sup>1</sup> Inserted vide Amendment series no.287 dated 12.07.2006

<sup>2</sup> Inserted vide Amendment series no.287 dated 12.07.2006

<sup>3</sup> Inserted vide Amendment series no.287 dated 12.07.2006

(i) National Spatial Data Infrastructure and promotion of G.I.S.;

(j) The National Innovation Foundation, Ahmedabad.

9. Matters commonly affecting Scientific and technological departments /organisations/institutions e.g. financial, personnel, purchase and import policies and practices.

10. Management Information Systems for Science and Technology and coordination thereof.

11. Matters regarding Inter-Agency/Inter-Departmental coordination for evolving science and technology missions.

12. Matters concerning domestic technology particularly the promotion of ventures involving the commercialization of such technology other than those under the Department of Scientific and Industrial Research.

13. All other measures needed for the promotion of science and technology and their application to the development and security of the nation.

14. Matters relating to institutional Science and Technology capacity building including setting up of new institutions and institutional infrastructure.

15. Promotion of Science and Technology at the State, District, and Village levels for grass-roots development through State Science and Technology Councils and other mechanisms.

16. Application of Science and Technology for weaker sections, women and other disadvantaged sections of Society.