

OFFICE MEMORANDUM

Procedure for transfer of AcSIR student from one CSIR Lab to another

The Senate at its 19th Meeting (held on October 16, 2017) approved the following procedure for transfer of AcSIR students from one Lab to another for maintenance of uniformity across all Labs:

- (i) Student seeking transfer of Lab, should apply to AcSIR through the Lab Coordinator with due justification and consent of the current and prospective Supervisors of the respective Labs.
- (ii) Directors of both the Labs should accord their approvals on the proposed transfer.
- (iii) All the documents have to be forwarded to the Dean of the concerned Faculty through the Lab Coordinator, keeping the Coordinator in the receiving Lab in loop, for approval.
- (iv) The student is to submit approval of the funding agency for transfer of the fellowship (after receipt of consent from both the Labs and the Dean of the Faculty).
- (v) Finally, all documents in a compiled manner (along with the approval of the funding agency) is to be forwarded to AcSIR for obtaining approval of the Chairman, Senate and placing the matter for information at the Senate.
- (vi) Any request received at AcSIR without any of the documents/approvals mentioned above, will not be entertained / considered.
- (vii) The transfer will be at the risk, cost and responsibility of the student and/or funding agency with respect to fellowship and associated issues.

Furthermore, a candidate seeking transfer must not resign from his/her affiliation as an enrolled/registered student of AcSIR at the current Lab. Resignation implies termination of his/her affiliation with AcSIR whereas transfer is only a change of location/Lab for pursuing AcSIR degree.

The notification is being issued with approval of the competent authority.

A handwritten signature in blue ink, appearing to read 'Arpita Sengupta', is written over a horizontal line.

(Arpita Sengupta)
Senior Manager and
Non-Member Secretary to the Senate

Distribution:

All AcSIR Coordinators at CSIR Laboratories

Copy to:

Dr. Baldev Raj, Chairman, Board of Governors & Chancellor, AcSIR

Dr. Girish Sahni, Vice Chairman, BoG, AcSIR & DG, CSIR

Dr. Rajender Singh Sangwan, Director, AcSIR

All Members of the Senate

All Deans and Associate Deans

Mr. Ashwini Mishra, Manager, AcSIR

All Executive Consultants & Executive Assistants, AcSIR

AcSIR Website

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