



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

F. No. 33-8/2016 Estt-I

Dated 15th September-2016

To,

The Directors/ Project Directors/ Zonal Project Directors /National Research Centres/ Bureaux

Subject: Guidelines / instructions regarding Inter - Institutional transfer of Administrative / Support Staff of ICAR-Regarding.

Sir,

In supersession of Council's order No. Fin/6/1/2007-Cdn (A&A) dated 14-08-2015 and all previous instructions in the matter, the competent authority, with the approval of the Governing Body, ICAR in its 237th, meeting held on 29th June, 2016 has approved the guidelines as annexed for Inter- Institutional transfer of Administrative employees/ Support Staff of the Council. These guidelines may be brought to the notice of all concerned.

Yours faithfully

(Namrta Sharma)

Deputy Secretary (Adman)

Copy for information to:

1. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PPS to FA, DARE/ICAR
2. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhawan / Krishi Anusandhan Bhawan I & II, Pusa, New Delhi.
3. All Subject Matter Divisions of ICAR
4. Secretary (SS), CJSC, NRC on Meat, Chengicherla, PB No. 19, Boduppal P.O , Hyderabad-500092, Telangana.
5. Secretary (SS), HJSC, ICAR, Krishi Bhawan, New Delhi
6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

Guidelines for Inter-Institutional Transfer

- (1) A minimum tenure of five years after initial appointment is to be completed before applying for transfer.
- (2) All appointments by transfers shall only be carried out against vacancies earmarked for Direct Recruitment, not against promotion posts.
- (3) There will be no inter-Institute transfer in routine manner as it happens in case of All India Service cadres like Combined Cadre of Administrative and Finance and Accounts Officers.
- (4) The Institute/ICAR Headquarters desirous of recruitment by transfer will circulate, with the approval of the Competent Authority, all such vacancies, to all Institutes/ICAR Headquarters.
- (5) An Administrative / Support Staff cadre employee shall submit his/her application for appointment by transfer addressed to the Director of the Institute/ICAR Headquarters, as the case may be, from where he/she desires transfer, through proper channel.
- (6) If the parent Institute/ICAR Headquarters, as the case may be, agrees to the request of the employee, the application for transfer shall be forwarded to the Director of the Institute/ICAR Headquarters, as the case may be, where the employee seeks transfer.
- (7) Upon receipt of the application from the parent Institute/ICAR Headquarters, as the case may be, the Director of the Institute/ICAR Headquarters shall constitute a Selection Committee to consider all such applications with reference to availability of vacancy in the respective Functional Group/Administrative Category and also the reservation position.
- (8) In case the request of the employee is agreed to by the Director of the Institute/ ICAR Headquarters, as the case may be, where the employee seeks transfer, the Institute/ICAR Headquarters, as the case may be, shall issue necessary orders regarding the employee's appointment in his Institute/ICAR Headquarters as the case may be, on transfer basis, endorsing copies of the same to the Officers/Sections concerned. The part of service rendered by the transferred employee prior to his transfer after availing the last promotion in the parent Institute shall not be counted for the purpose of his/her promotion to the next higher grade in the new Institute /Headquarters. For availing promotion including by Limited Departmental Competitive Examination (LDCE) to the next higher grade he/she has to render the prescribed years of service, as per Recruitment Rules, in the new Institute/Headquarters. He/she has to start afresh his service in the new Institute/ Headquarters being placed at the bottom of the concerned cadre, however, his existing pay may be protected. To that extent, RRs for the administrative posts stand amended.

F. No. Admn.33(8)/2016 Estt-I

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