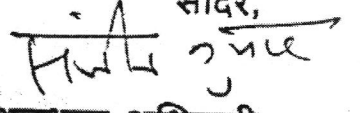


भारतीय कृषि अनुसंधान परिषद
कृषि भवन, नई दिल्ली-110001

महोदय / महोदया,

भारतीय कृषि अनुसंधान परिषद का पत्र संख्या त.स.19(1)/2002-स्था.IV
दिनांक 12 सितम्बर, 2018 आपके अवलोकन एवं कार्यवाही हेतु अग्रेषित किया जा
रहा है ।

सादर,

अनुभाग अधिकारी
स्थापना IV अनुभाग



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ राजेंद्र प्रसाद रोड, नई दिल्ली – 110001
KRISHI BHAWAN, DR. RAJENDRA PRASAD ROAD, NEW DELHI-110001

F.No.TS-19(1)/2002-Estt. IV

Dated: 12th September, 2018

To

The Directors/Project Directors/Zonal Coordinators of ICAR
Research Institutes/Project Directorates/National Research
Centres/Bureaux/Zonal Coordinating Units

Subject: Guidelines / instructions regarding inter-institutional transfer
of technical service employees of ICAR - reg.

Sir/Madam,

The Council is in receipt of various requests for transfer of technical personnel from one Institute to another institute or KVK. The instructions regarding inter-institutional transfers of technical staff were issued with the approval of the Governing Body, ICAR vide Council's letters of even number dated 26th August, 2016 and 29th August, 2017. In this context, it is clarified that the "competent authority", as mentioned in Clause (iv) of the Council's letter of even number dated 26.8.2016, to approve the proposal of mode of recruitment by transfer against the Direct Recruitment posts is the Secretary, ICAR and not the Director of the Institute.

Accordingly, the Institutes desirous of recruitment by transfer against DR vacancies, may send a self-contained proposal, alongwith information in the prescribed proforma (as per Annexure), to the Technical Services Division of the Council well in advance for approval of the Secretary, ICAR. The Director of the respective Institute may take further necessary action to circulate the vacancy /constitute a Selection Committee to consider applications etc. only on receipt of approval from the Technical Services Division of the Council's Headquarters.

It is further clarified that the above procedure will also be applicable for the technical posts at the KVKs i.e. any DR post belonging to technical category of staff at the KVKs (including Subject Matter Specialists) can be filled by transfer only after the approval from Secretary, ICAR. However, the posts of technical category of the Institute cannot be filled by transfer of the technical staff of the KVK of another or same institute and vice-versa.

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It has also come to the notice of the Council that some institutes have already filled up such posts without seeking the approval of the Council. Such cases may not be opened up now. However, all other proposals, where the selected incumbent has not yet been relieved by the lending institute/KVK, the appointments stand cancelled. The cases of inter-institutional transfers which are under process and transfers have not yet been effected will also be covered under these guidelines.

This issues with the approval of the Competent Authority and come into existence for implementation with immediate effect i.e. the date of issue of this letter.

Yours faithfully,

Suparna Dasgupta
(Suparna Dasgupta)
Under Secretary (TS)

Encl : as above

Distribution:

1. Sr.PPS to Secretary(D) & DG,ICAR for kind information of Secretary(D) & DG, ICAR
2. PPS to Spl. Secretary (D) & Secretary, ICAR for kind information of Special Secretary (D) & Secretary, ICAR
3. PS to AS & FA(DARE & ICAR) for kind information of AS & FA (DARE & ICAR)
4. Chairman, ASRB
5. All DDGs
6. Sr.Director(CS)/Director(HS)/Director(Admn.)
7. Deputy Secretaries of all Subject Matter Divisions.
8. Secretary (Staff Side), HJSC, ICAR Hqrs.
9. Secretary (SS), CJSC, IISWC, Dehradun.
- 10.M&I Unit, DKMA for uploading on ICAR Website.
- 11.E-office Notice Board.

ANNEXURE TO LETTER No.
F. TS-19(1)/2002-Estt. IV dated 12.09.2018

**PROFORMA FOR FURNISHING INFORMATION BY INSTITUTES/NRCs/
DIRECTORATES/ PDs/BUREAUX PROPOSING TO FILL UP DR VACANCIES
IN TECHNICAL SERVICES GRADES BY TRANSFER**

1.	Name of the Institute	
2.	Name of the Research Station/ Regional Centre/KVK where the vacancy Exists	
3.(a)	Grade, as per TSRs ,in which vacancy is proposed to be filled up on transfer basis	
3.(b)	Category (SC/ST/OBC/UR) to which the vacancy is earmarked	
4.(a)	Functional Group in which the said vacancy has occurred	
4.(b)	Name of the Post under the said functional group	
5.	Pay Level in 7 th CPC Pay Matrix	
6.	Qualifications prescribed as per TSRs	
7.(a)	Sanctioned no. of posts in the grade	
7.(b)	Staff-in-position against sanctioned posts	
7.(c)	Number of vacancies in the grade	
	(i) Number of posts Unreserved	
	(ii) Number of posts reserved for SC	
	(iii) Number of posts reserved for ST	
	(iv) Number of posts reserved for OBC	
8.	Whether concurrence of LO(SC/ST/OBC) obtained for filling up the vacancy	
9.	Date from which the post (s) are vacant	
10.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old	
11.	Whether all the required clearances have been received for filling up the post (Copies may be enclosed). If not, the present status of the case.	
12.	Reasons for not filling up the vacancy on Direct Recruitment as per TSRs.	

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(
Director of the Instt. with seal)