



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. Admn.7-1/2020 – R&P

Dated: 25th November, 2020

To,

The Directors/Project Directors/Zonal Coordinators of ICAR Research
Institutes/NRCs/PDs/Bureaux/Zonal Coordinating Units.

**Subject: Guidelines/instructions regarding Inter-Institutional transfer of
Administrative/ Support Staff of ICAR – amendment reg.**

Sir/Madam,

The undersigned is directed to refer to the Council's Circulars No. Admn.33-8/2016 – Estt. I dated 15th/19th September, 2016 and No.Admn.33-8/2016 – Estt.I(R&P) 24th October, 2018 on the subject mentioned above. The Competent Authority has reviewed the procedure for Inter-Institutional transfer to streamline the same and the previous guidelines on the subject stand amended to the extent detailed below: -

Sl. No.	Conditions	Existing Guidelines (OM dated 19.09.2016)	Amended Provisions
1.	Minimum service required for applying for inter-institutional transfer.	Clause (1) - a minimum tenure of five years after initial appointment is to be completed before applying for transfer.	I. A minimum tenure of 3 years after initial appointment/posting is required for applying for inter-institutional transfer. II. If an official/employee is transferred to his desired place, his further request for transfer will not be entertained under any condition unless he/she completes continuous 3 years of service at that station.
2.	Provisions for Inter-institutional transfer on posting of spouse / medical grounds, etc.	No such provisions are available in the existing guidelines.	In case of following situations, the request for transfer may be considered before expiry of prescribed condition of 3 years- A. Couple posting/if spouse is working with: I. Central Government II. State Government III. Autonomous Body/ Universities etc.

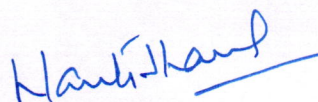
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			<p>B. On medical ground of self/spouse.</p> <p>C. On mutual transfer request (subject to concurrence by both Directors of the Institutes)</p> <p>D. Any other compelling reasons not covered under A, B & C above, subject to discretion of DG, ICAR.</p> <p>E. Before 18 months of retirement, official/employee's request for transfer to his desired place will be considered sympathetically.</p> <p>All above transfers will be effected against Direct Recruitment posts and women employees will be given preference on the same & similar conditions.</p>
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These amendments come into existence for implementation with immediate effect.

Yours faithfully,

Encl : As above


(Namrta Sharma)
Director (Admn.)

Distribution:

1. PSO to Secy.(D) & DG, ICAR for kind information of Secy.(D) & DG, ICAR
2. PPS to AS(D) & Secy., ICAR for kind information of AS(D) & Secy., ICAR
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4. All DDGs/ADGs
5. Sr. Director (Pers.)/Director (Admn.)/Director (HS)
6. Deputy Secretaries/Under Secretaries of all Subject Matter Divisions.
7. Secretary (SS), CJSC, IISWC, Dehradun.
8. Secretary (Staff Side), HJSC, ICAR Hqrs.
9. M&I Unit, DKMA for uploading on ICAR Website.
10. E-office Notice Board.

Note: Please download the copy of this guidelines/clarification as per requirement as it is not being distributed separately.



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

F.No. Admn.33-8/2016 – Estt. I (R&P)

Dated: 24th October, 2018

To

The Directors/Project Directors/ Zonal Coordinators of ICAR Research Institutes/NRCs/PDs/Bureaux/Zonal Coordinating Units.

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

Sir/Madam,

The undersigned is directed to refer to the Council's Circular of even no. dated 15th/19th September, 2016 on the subject mentioned above. In this context, it is clarified that the 'Competent Authority', as mentioned in Clause 4 of the aforesaid Council's guidelines/instructions dated 15/19.09.2016 for Inter-Institutional transfer, 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. Further, it is informed that the procedure for Inter-Institutional transfer shall be followed as under:-

- (i) The Institutes desirous of recruitment by transfer against DR vacancies shall send a self-contained proposal alongwith desired information in the prescribed proforma (as per Annexure) to the concerned SMD at the Hqrs. in advance for approval of the Secretary, ICAR. The Director of the respective Institute shall take further necessary action to circulate the vacancy /constitute a Selection Committee to consider applications etc. only on receipt of approval from the Council's Headquarters.
- (ii) The above procedure shall also be applicable for the administrative posts at the ICAR-KVKs, i.e., any DR post belonging to administrative category of staff at the KVKs can be filled by transfer only after the approval from Secretary, ICAR. However, the posts of administrative category of the Institute can not be filled by transfer of the administrative staff of the KVK of another or same institute and vice-versa.
- (iii) Those Institutes who 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

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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 comes into existence for implementation with immediate effect, i.e., the date of issue of this letter.

Yours faithfully,

Encl : as above



(Ravi Chauhan)
Under Secretary (Admn.)

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
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F.No.Admn.33-8/2016 – Estt. I (R&P) dated 24.10.2018

**PROFORMA FOR FURNISHING INFORMATION BY INSTITUTES/NRCs/ DIRECTORATES/
PDs/BUREAUX TO THE SMD PROPOSING TO FILL UP VACANCIES IN
ADMINISTRATIVE/SUPPORT STAFF OF ICAR BY INTER-INSTITUTIONAL "TRANSFER"**

1.	Name of the Institute	
2.	Name of the Research Station/Regional Centre/KVK where the vacancy Exists	
3.(a)	Name of the Post 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.	Pay Level in 7 th CPC Pay Matrix	
5.	Sanctioned no. of posts at the Institute	
6.	Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis	
7.	Date from which the post (s) is/ are vacant	
10.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same.	
11.	Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade.	

Name & Signature of the Director with Seal