



भारतीय कृषि अनुसंधान परिषद्  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नई दिल्ली 110001  
KRISHI BHAWAN, Dr. RAJENDRA PRASAD ROAD, NEW DELHI -110001

**F. No. 38(2)/2011-Per.IV (Pt.)**

**Dated: 01.10.2020**

**Office Memorandum**

**Subject: Transfer Guidelines for ARS Scientists of ICAR – reg.**

In supersession of 'Transfer Guidelines for ARS scientists of ICAR issued vide Council's letter No. 38(2)/2011- Per.IV (Pt.) dated 6<sup>th</sup> July, 2018, the revised 'Transfer Guidelines for ARS scientists of ICAR' are hereby issued with the approval of the Competent Authority. These shall be applicable from the date of issue of this communication. The scientists applying for transfer in online transfer module have to submit an undertaking as per the format enclosed at Annexure – I. These guidelines should be followed scrupulously for effecting inter-institutional & intra-institutional transfer of ARS scientists of ICAR.

**(M. K. Jain)**  
**Director (SD)**

**Distribution:-**

1. PS to Minister of Agriculture & Farmers' Welfare, Govt. of India
2. PS to MoS (A&FW), Govt. of India
3. PSO to DG, ICAR / PPS to Secretary, ICAR/ PPS to FA, ICAR
4. All DDGs /All ADGs of Independent Units
5. Directors of ICAR Institutes/Bureaux/NRCs/ Directorates
6. US (P-I/II/III)/ US (P-IV/AU/CR Cell)
7. Information System Officer, DKMA, KAB – I, Pusa, New Delhi for uploading on ICAR website
8. ICAR e-office Notice Board
9. Guard file

**Note:-** Please download the copy of this OM as per requirement as it is not being distributed separately.

## **Guidelines for transfer of Scientific Personnel of ICAR:**

### **Definitions:**

The terms in these guidelines shall have the following meaning unless the context otherwise requires:

**APAR:** Annual Performance Appraisal Report

**Cadre:** DR- Scientist Cadre, DR-Sr. Scientist Cadre and DR-Pr. Scientist Cadre

**Category A Station:** Areas other than Category B Station

**Category B Station:** Areas notified by Govt. of India from time to time as backward or remote areas.

**Dependants:** Those who are dependants as per service book record.

**EOL:** Extra Ordinary Leave

**Institute:** It refers to ICAR Institutes/NRCs/Bureaux/Directorates

**Inter- Institutional Transfer:** Transfer from one institute to other institute including Regional Centre/Station

**Intra-Institutional Transfer:** Transfer from Institute Hqrs. to Regional Station/Centre or vice versa or from one Regional Station/Centre to another Regional Station/Centre of the same institute.

**Life threatening Condition/Diseases:** Cancer requiring Chemotherapy, conditions requiring transplant of vital internal organs i.e. Heart, Kidney, Liver etc., Paralysis, Stroke, Heart attack or Debilitating Injury, Dementia and other condition defined so under CGHS/CS(MA) Rules.

**Regional Station / Centre:** Regional Station/Centre of ICAR Institutes / NRCs/Bureaux / Directorates

**Retention Period:** Minimum period that a scientist has to serve at a particular place of posting

**Scientist:** It includes DR- Scientist, DR- Sr. Scientist and DR- Pr. Scientist

**Serious Medical Condition:** Cancer not involving chemotherapy, serious heart conditions, renal conditions requiring dialysis and loss of limb or any other condition defined so under CGHS/CS(MA) Rules

**TTA:** Transfer Travelling Allowance

## **Transfer of ARS Scientists**

The transfer of ARS scientists of ICAR can be made under two categories:-

- i. Administrative reasons
- ii. On own request of the scientist.

### **I. Transfer on administrative reasons**

1. A scientist can be transferred by DG, ICAR on administrative grounds on the recommendations of Headquarter Transfer Committee in public interest under this provision :
  - i. To correct imbalance in the cadre strength of scientists in various disciplines at different institutes and also within an Institute including Regional Station/Centre/Unit.
  - ii. To strengthen human resource in high priority projects for timely implementation of projects.
  - iii. To provide optimum scientific manpower to institutes.
  - iv. Performance based relocation to harness the potential of Scientist in Institute/Research Centre
  - v. To utilize the experience of a scientist in appropriate fields, backward or comparatively less developed areas.
  - vi. In case of life threatening medical conditions of self/ spouse/dependants and for those scientists having differently-abled dependants, the transfer shall be dealt on case to case basis. The scientist so transferred shall not be entitled for transfer benefits
  - vii. For other reasons for operational and functional requirements of the Council.
2. Scientists so transferred shall be entitled for transfer benefits as per rules except in cases mentioned at 1(vi) above.

### **II. Transfer on own request of the Scientist**

1. Scientist can apply for transfer only through online transfer module which will be operational twice a year.
2. **Differently-abled Scientists**

Differently-abled persons suffer from a range of problems on account of mobility. There may be many peculiar issues viz. the location of bus stop/metro station near office, residence and the conveyance being used to commute which may have a bearing on the performance of his/her official duties. Therefore, request from differently-abled scientist for preference posting will be considered at the time of initial posting on case to case basis subject to availability of vacancies.

### **3. Retention period**

- i. Scientist can apply for transfer after completion of minimum Retention Period of 5 years for Category A Stations and 3 years for Category B Stations.
- ii. Any period spent on Study Leave/Unauthorized Absence/EOL/Deputation/Post Doctoral Fellowship shall be excluded for determining minimum prescribed retention period as mentioned in para 3 (i) above.

### **4. Relaxation of Retention period**

The minimum retention period shall stand relaxed under the following conditions:

- a. Working Spouse cases
- b. Medical Cases
- c. Mutual Transfer Cases

#### **a. Working Spouse cases**

- i) Condition of minimum retention period shall not apply on the entry level ARS Scientist seeking transfer on working spouse ground. However, DR- Senior Scientist/DR-Principal Scientist, seeking transfer on working spouse ground, no such exemption shall be available. He/she has to complete the Minimum Retention Period prescribed for Category 'A' / Category 'B' areas as the case may be. The transfer requests on working spouse ground can be made if the spouse is employed in government organizations. However, in case scientists get equal marks, i.e. in scores assigned by the Headquarter Transfer Committee, priority shall be accorded in the following order:
  - Both are the employees of ICAR
  - Employees of CAU/SAU/Scientific Autonomous bodies like CSIR, ICMR or similar research organizations.
  - Employees of Central Govt./State Govt./other Autonomous Bodies/PSUs.
- ii) If the spouse is not an employee of ICAR but an employee of Central Govt./ State Govt./ PSU/ Autonomous Organization, then such cases are to be substantiated by employment certificates duly issued by the Head of Administration/Office or HR Manager as the case may be.
- iii) Own request transfer on working spouse ground can be availed only once in the entire service period.

**b. Medical cases**

- i) In cases of serious medical condition (i.e. other than life threatening conditions) of self/spouse/ dependants, there shall not be any requirement of minimum retention period for applying for transfer in online mode.
- ii) Request for transfer on medical grounds as mentioned above are to be substantiated by medical certificates duly issued by the concerned Medical Board with the stipulation that such certificates should not have been issued prior to 3 months from the date of application for transfer; and also the concerned scientist shall submit an undertaking that the required facility for medical treatment is available at the station or nearby, intended for transfer.

**c. Mutual Transfer Cases**

- i) Scientists of ICAR can opt for inter-institutional transfer on mutual grounds subject to the following conditions:
  - The scientists opting for transfer request on mutual ground should be from the same Cadre and same Discipline.
  - The transfer requests of the scientists have to be recommended by the Director/Project Directors of the respective Institutes/NRCs/ Directorates/ Bureaux.
- ii) There shall be no minimum retention period in case of mutual transfer cases.
- iii) The transfer requests on mutual ground will be considered on case to case basis considering the functional and operational needs of the Council.

**5. Marks for transfer applications**

Transfer applications shall be assigned marks as per the table mentioned below. The applicants scoring more marks shall get precedence in descending order over other applicants.

S.No.	Particulars	Marks
1	Presently posted at Category "B" Station and completed the minimum retention period of 03 (three) years at Category "B" Station.	15
2	Presently posted at Category "A" Station and completed the minimum retention period of 05 (five) years at Category "A" Station	15
3	Marks for serving longer than the minimum retention period shall be as follows:	
3.1	For each completed year beyond the retention period served at Category "B" Station, 5 marks will be added and the maximum marks permitted is 15.	15

3.2	For each completed year beyond the retention period served at Category "A" Station, 2 marks will be added and the maximum marks permitted is 10.	10
4	Working Spouse grounds as mentioned at Point 4(a)	30
5.	Medical grounds as mentioned at Point 4(b)	20
6.	Accomplishments of the scientists in the field of research/teaching/extension activities and towards national priorities of Govt. of India in the field of agriculture and allied sectors.	05
7	APAR grading marks shall be awarded as follows and the maximum permitted marks is 15: i) 5 Marks for each outstanding grading in APAR at Category A Station ii) 7.5 Marks for each outstanding grading in APAR at Category B Station	15

## 6. Transfer Committees

- i. There shall be a Headquarter Transfer Committee with the following composition at the Headquarters of the Council which shall process inter-institutional transfers based on the transfer requests of the scientists.

DG, ICAR	-	Chairman
Secretary, ICAR	-	Member
All DDGs	-	Member
Director (SD)/Director (P)	-	Member-Secretary

Based on the recommendations of the Headquarter Transfer Committee, the transfers shall be effected with the approval of DG, ICAR.

- ii. There shall be an Institute Transfer Committee with following composition at the Institute which shall process for intra-institutional transfers as per the operational needs and requirements of the Institute.

Director of the Institute	-	Chairman
Jt. Director/HoD/Next senior most scientist (as the case may be)	-	Member
JD (Admn.)/CAO/SAO/AO (as the case may be)	-	Member-Secretary

Based on the recommendations of the Institute Transfer Committee, the transfers shall be effected with the approval of the Director of the institute.

- iii. The Institute Transfer Committee shall consider and regulate the transfer of scientists from category 'B' Station to Category 'A' Station and vice-versa in a rotational manner depending on the operational needs and requirements. There may be a periodic rotation of experienced scientists to category 'B' regional stations/centres for extending benefit of their guidance and leadership to such stations also.
- iv. The Headquarter Transfer Committee is empowered to recommend transfer of a scientist from one institute or at its Regional Station/Centre/unit to another institute or at its Regional Station/Centre/unit. Such scientists shall not be transferred by the Institute Transfer Committee for a period of five years without prior approval of the Council.
- v. Though Headquarter Transfer Committee is mandated with the task of recommending inter-institutional transfer but intra-institutional transfers can also be effected by the Council on recommendations of the Headquarter Transfer Committee. In case of divergence of views regarding transfer of a scientist between Council and Institute, the decision of Council shall prevail.

## **7. Submission of Transfer Application**

Scientists can apply for transfer through online transfer module which will be operational twice a year. Vacancies in online portal shall be displayed location-wise, i.e., specifying the vacancy at the Institute Hqrs. or at Regional Station/Centre/Unit. Similarly, place of posting of the applicant shall be indicated, i.e., whether posted at Institute Hqrs. or at Regional Station/Centre/Unit. The functioning of online transfer module is detailed below:

- i. A window of ten days would be open for those scientists of ICAR posted in ICAR Institutes, stations and centres located at areas classified as category "A" and "B" for applying online for transfer based on one or more of the following grounds: (a) Completion of retention period of posting at the concerned area. (b) Working Spouse (c) Medical Condition (d) Mutual Transfer
- ii. The opening and closing schedule/dates for online transfer application will be notified on ICAR website and also by e-mail to all the ICAR Institutes/NRCs/Bureaux/Directorates.

- iii. The ARS scientists can login at <http://pms.icar.gov.in> and can upload their applications for transfer/posting at Institute hqrs. or Regional Station/Centre/Unit, as the case may be, with supporting documents as applicable which is to be forwarded online by the Director of the concerned Institute /NRC/Bureaux/Directorate with specific comments within the 10 days period as mentioned in 7(i).
- iv. Thereafter, the recommendations received online shall be examined by the ICAR Headquarter Transfer Committee and the transfers effected by the Council for scientists for Institute Hqrs. or Regional Station/Centre/Unit shall be communicated to the concerned scientists and both the institutes.

## **8. Other general conditions for transfer of scientists**

- i. In order to maintain the national character of the Agricultural Research Service (ARS) and ICAR institute, not more than 50% of scientists in any cadre shall be from the Home State/UT except in Institutes located in Category 'B' areas.
- ii. The transfer of scientists should not result in lowering of scientific sanctioned strength of any institute or Regional Station/Centre/Unit below 50%.
- iii. The newly recruited DR- Sr. Scientist and DR- Pr. Scientist cannot apply for transfer on any ground for a period of three years except for life threatening or serious medical emergencies of self, spouse or dependants.
- iv. The scientist who is on study leave or on EOL or on deputation for more than six months or on post-doctoral fellowship etc. during the period of opening of transfer portal is not eligible to apply for transfer.
- v. As far as possible, the transfer request of Principal Investigator (PI) shall not be processed unless his/her project is complete or the concerned Director of the institute certifies that his/her transfer would not affect the project adversely.
- vi. Scientist once transferred to the place of his/her first choice cannot apply for transfer for the next 10 years. In case of scientist joining second or third choice, minimum retention period shall be applicable for applying for transfer again.
- vii. Scientist who doesn't join the transferred place of posting as per his/her transfer request will be debarred from applying for transfer for next 2 years.
- viii. The scientist applying for transfer should indicate the work done at the present institute and how the Scientist is going to contribute in terms of research/teaching/extension activities at his/her preferred new place of posting. This has to be certified by the Director of the concerned Institute and by the DDG of the concerned Division.

- ix. Transfer from an Institute to be done in a phased manner to ensure that on-going Projects in a Division/Discipline are not adversely affected.
- x. In case of equivalence of marks, the Headquarter Transfer Committee shall have the discretion to give priority to any applicant considering the need of the applicant and/or the functional requirements of the Council. The decision of the Council or otherwise by means of online transfer shall be final and once transfer orders are issued, the scientists shall have to be relieved within 30 days, extendable upto 90 days under special circumstances, from the date of issue of transfer orders.
- xi. Scientists approaching superannuation (retirement within 02 years) may not be transferred as far as possible. However, if the scientist desires to relocate to his native place or place of his choice after his superannuation, he can apply for transfer provided there is a vacancy in the concerned discipline and cadre and he has completed the minimum retention period prescribed in these guidelines.

**9. Joining Time and Transfer TA**

Transfer of Scientists posted at 'B' category stations, after completion of his/her tenure of 3 years, i.e., completion of minimum retention period at the station, is to be considered in public interest; and he/she therefore, will be entitled to transfer TA, joining time etc. as per Rules. In other cases, no TTA, joining time etc. will be admissible. In view of the maintenance of payroll through ERP at the institutes, his / her pay shall be drawn by the relieving institute for the complete calendar month from which he/she is being relieved for joining at the place of posting by transfer.

**10. Extraneous and outside pressures**

Extraneous and outside pressures, if brought upon the administration against the transfers made according to the pattern, shall attract the provision of C.C.S. (Conduct Rules), 1964 as applied to the Council's employees.

**11. Saving Clause**

Any condition in the aforesaid guidelines can be relaxed by the DG, ICAR.

-----

**Undertaking**

I, \_\_\_\_\_ hereby submit that I have gone through the transfer guidelines for ARS scientists issued vide Council's OM No. 38(2)/2011-Per.IV (Pt.) dated 01.10.2020 and found myself eligible for applying for transfer through online portal.

2. I have checked my service details in the PMIS database and are found correct and up to date. I further submit the following:

- a. Domicile State:
- b. Whether availed Study Leave / Maternity Leave/ EOL / Deputation / Post Doctoral Fellowship or have been on unauthorized absence during the last five years. (Yes/ No).

If yes, please specify the details/period:

- c. Whether transferred during last five years (Yes/No)

If yes, please specify the details:

- d. Whether debarred from applying for transfer (Yes/No)

If Yes, please specify the details:

3. I also understand that bringing any extraneous or outside pressures or canvassing for transfer, either by me or by my family members or otherwise shall render me ineligible for transfer and also attract the provision of C.C.S. (Conduct Rules), 1964 as applicable to the Council's employees.

(Signature of the applicant)

Name\_\_\_\_\_

Dated:

Designation\_\_\_\_\_

Witness 1 (Name, Designation & Sign.):

**Verification by PMIS Nodal Officer**

The information provided by the concerned scientist in his transfer application has been verified from his/her service book and the same has been found in order as per PMIS database also.

Signature & Seal of  
PMIS Nodal Officer

Name: \_\_\_\_\_

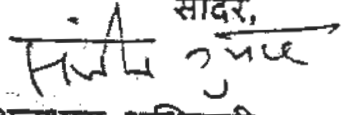
Dated :

Designation:\_\_\_\_\_

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 19 मार्च, 2020 आपके अवलोकन एवं कार्यवाही हेतु अग्रेषित किया जा  
रहा है।

सादर,  
  
अनुभाग अधिकारी  
स्थापना IV अनुभाग

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, NEW DELHI 110001**

F.No.TS-19(01)/2002-Estt. IV

Dated: 19<sup>th</sup> March, 2020

To

The Directors/Project Directors of ICAR Research Institutes/Project  
Directorates/National Research Centres/Bureaux/ATARIs

**Subject : Inter-institutional transfer policy of technical personnel in ICAR-reg.**

Madam/Sir,

The Governing Body of ICAR Society in its 237<sup>th</sup> meeting held on 29.06.2016 had approved the inter-institutional transfer guidelines for the technical employees of ICAR. The same were notified vide Council's letter of even number dated 26.8.2016. Further modifications/amendments were notified vide letters of even number dated 29.8.2017 and 12.9.2018.

The Council was in receipt of representations from various stake-holders for further improvement in the said transfer guidelines. Now, the Governing Body of the Council in its 248<sup>th</sup> meeting held on 30.11.2019 considered and approved the transfer policy in respect of the technical personnel of the Council. This approved policy is attached herewith as Annexure. This letter is issued in supersession of ICAR's letters of even number dated 26.8.2016, 29.8.2017 and 12.9.2018. The proforma circulated vide the Council's letter of even number dated 12.9.2018 can be used to send the proposal to the Technical Services Division in respect of point no. vi of the Annexure.

This inter-institutional transfer policy of technical employees of ICAR shall come into effect from the date of issue of this letter.

Yours faithfully,



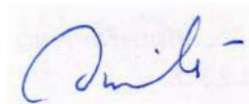
(Sunita Sharma)  
Deputy Secretary (TS)

Encl: Annexure (pages numbered 1 to 5)

contd...

**Copy for information to :**

1. Deputy Director General of Agricultural Extension, Agricultural Engineering, Agricultural Education, Animal Science, Crop Science, Fisheries Science, Horticultural Science and Natural Resource Management Division.
2. PD, DKMA with the request that a separate section may be created on the Council's website for uploading the advertisements of such vacancies as notified by the Institutes/Headquarters and also the office orders giving details of the technical employee selected against the notified vacancy.
3. Director (Special Duty), ICAR in respect of point no. xix of the Annexure
4. Chief Vigilance Officer, ICAR.
5. Director (Horticultural Science), Director (Agricultural Education) and Deputy Secretaries of Animal Science, Agricultural Engineering, Agricultural Extension, Crop Science, Fisheries Science and Natural Resource Management Divisions.
6. Legal Advisor, ICAR.
7. Secretary (Staff Side), Central Joint Staff Council.
8. Secretary (Staff Side), Headquarters' Joint Staff Council.
9. M&I Unit, DKMA to upload this policy on ICAR's website.
10. E-office Notice Board.



**Inter-Institutional Transfer Policy for Technical Employees of ICAR**

- i. The condition of completion of a minimum service period of five years (including two years of probation period) after initial appointment before applying for transfer, shall continue, except for applicants seeking transfer on medical ground or working-spouse ground. This period of five years should be completed on the date of notification of calling of applications.
- ii. For applying for transfer on medical ground and working-spouse ground, the applicant must have cleared the probation period and confirmation in service. The terms and conditions for considering the applications made on 'medical ground' and 'working-spouse ground' are listed in point no. xxii. The process of clearance of probation period and confirmation in service is to be completed within a period of three months from the date of completion of two years of service i.e. two years of probation period. If it is not done within a period of three months, it will 'deemed-to-be-cleared' for the purpose of applying for transfer.
- iii. All appointments by transfer may only be done for the existing vacant Direct Recruitment posts. Transfer cannot be made against promotion quota posts.
- iv. There shall be no mandatory inter-institutional transfers on rotational basis.
- v. The Director of the Institute will be the Competent Authority to decide whether the post in Category I or Category II which is meant for Direct Recruitment is to be filled by Direct Recruitment or by transfer from amongst the technical employees of other ICAR Institutes/ICAR Headquarters.
- vi. For the post of Senior Technical Officers (STOs i.e. T-6) and Subject Matter Specialists (SMSs), the approval of Secretary, ICAR (who is the Appointing Authority) will be required to fill a Direct Recruitment post by transfer. Such proposals are to be sent to ICAR headquarters as prescribed in ICAR's letter no. 19(1)/2002-Estt IV dated 12.9.2018.
- vii. For ICAR Headquarters, the Secretary, ICAR will be the Competent Authority to decide whether the DR post in Category I, Category II or Category III is to be filled by transfer from amongst technical employees of the ICAR Institutes.
- viii. The Institute and the ICAR Headquarters may take cognizance of the vacancies arising in technical category during a calendar year in the month of December of the preceding calendar year.
- ix. The applications should be invited from only those employees who are holding same entry level posts and who belong to the same category of the roster point of the DR post, i.e. the reservation rules of filling up of DR post are to be followed in the case of transfer as well. For example, a post of Technical Assistant (T-3) which is reserved for SC category can be filled on transfer by a SC candidate only.



x. The DR vacancies falling under the EWS quota of General (Unreserved) Category should be filled by transfer of an EWS employee only.

xi. All the applicants will be required to attach an attested copy of the Certificate issued by the prescribed authority in support of his/her reservation category i.e. whether SC, ST, OBC or EWS. This category will be the same as per his/her initial appointment.

xii. The willing employees should possess the same essential qualifications as prescribed for the post if the same is to be filled by Direct Recruitment, i.e. the applicant should possess the qualifications which would have appeared in the advertisement, if the post was to be filled-up by Direct Recruitment.

xiii. The applications should be invited from only those employees who belong to the same post, same sub-group and same functional group as is for the Direct Recruitment post. For example, under the Functional Group 'Field/Farm Technician', a DR post meant for Horticulture cannot be filled from Home Science Subject; under the Functional Group 'Workshop Technician', a DR post meant for Civil Engineer cannot be filled by a Driver.

xiv. The employee should be clear from vigilance angle. For employee in Category III (STO, SMS, ACTO, CTO), the vigilance clearance is to be obtained from ICAR Headquarters.

xv. The notification of calling of applications should be displayed on the Institute's website. A copy should be sent to PD, DKMA for displaying it on the website of ICAR and e-office notice board. DKMA will create a separate section on the ICAR's website for notifying such vacancies and the details of the employee who has been selected to the respective vacancy.

xvi. There will be a Selection Committee as per the following constitution which will decide the criteria for screening the applications and selecting the employee :

**Composition of Selection Committee for ICAR Institutes (to be appointed by the Director of the Institute)**

A HOD or a Principal Scientist (where the Institute does not have a Division)	Chairperson
A Principal Scientist or a Senior Scientist from another Institute as a Subject Matter Expert	Member
Liaison Officer (OBC) or Liaison Officer (SC/ST) or Nodal Officer (EWS) of the Institute (preferably depending upon the reservation point)	Member
One woman officer not below the rank of AO	Member
AO/AAO of the Institute	Member Secretary

*Amil*

**Composition of the Selection Committee for ICAR Headquarters (to be appointed by the Secretary, ICAR)**

An Assistant Director General	Chairperson
A Principal Scientist or a Senior Scientist as a Subject Matter Expert	Member
Liaison Officer (SC/ST) or Liaison Officer (OBC) or Nodal Officer (EWS) (preferably depending upon the reservation point)	Member
One woman officer not below the rank of Under Secretary	Member
Under Secretary (TS) (In the absence of US(TS), any other Under Secretary nominated by the Director General, ICAR)	Member Secretary

xvii) The complete process of selection of the candidates should be completed within a period of three months from the date of circulation of the vacancy (on the Institute's website).

xviii) If no applications are received by due date, then Institute has to advertise the post for direct recruitment (provided the post does not fall under the deemed abolished or dying cadre).

xix) A technical 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. 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. An advance copy can also be sent but it should be followed by forwarding of application through proper channel with the approval of Director of the Institute (for Institute's employees) and with the approval of Director (Personnel) (for ICAR Headquarters' employees).

xx) In case, if the Director of the Institute is not forwarding the application despite the fact that the technical employee meets all the essential requirements as notified in the vacancy circular, then the applicant can send a request directly to the DDG of the concerned SMD. The employee can apply directly to DDG after a time period of 15 days from the date of submission of the application of the employee to the Director of his/her Institute. The DDG would then take a decision regarding forwardal of the application, under intimation to the Director of the Institute. In the case of ICAR Headquarters, if the concerned Divisional Head is not forwarding the application within a time period of 15 days from the date of submission of the application, then the employee can apply directly to Secretary ICAR (in case of all technical employees).

xxi) The Selection Committee may develop its criteria for selection of the candidate. However, the following grounds may be given due consideration while selecting the candidate:



- a. Medical condition of self or children or spouse or parents of the employee
- b. Spouse working at the same or nearby station
- c. Two years before superannuation (two years to be counted from the date of notification of the vacancies)
- d. Length of Service in difficult areas

xxii) In view of point no. (xxi) above, the application form circulated by the Institute/ICAR Headquarters for filling the DR vacancy by transfer should have a column on the ground on which the transfer is being sought by the applicant. The applicant is required to attach documents in support of the ground. The following documents have to be mandatorily provided with the respective ground on which transfer is being sought:

- **For medical ground** - Certificate from Director of the parent Institute that the reasonable facilities are not available within a distance of 100 kms in Category 'A' region and 50 kms in case of Category 'B' region; Medical certificate duly issued by the concerned Medical Board with the stipulation that such certificates should not have been issued prior to 3 months from the date of application; certificate from the employee that the required facility for medical treatment is available at the station intended for transfer or nearby places. For this ground, the categorization of areas into 'A' and 'B' will follow the criterion i.e. areas notified by the Government of India from time to time as remote or backward would be classified as 'B' and rest of India as 'A'.
- **For working-spouse ground** – If the spouse is an employee of ICAR, then a certificate from the Head of Office of the Institute where the spouse is working or Under Secretary(TS) if the spouse is working at ICAR Headquarters; if the spouse is not an employee of ICAR but an employee of Central Government/State Government/PSU/Autonomous organization under State/Government of India, then employment certificate duly issued by the Head of Administration/Office, HR Manager with the stipulation that such certificates should not have been issued prior to 3 months from the date of application. Transfer on working-spouse ground will not be considered for any other job or profession of the spouse.
- **For two years before superannuation ground** - Certificate from the Head of Office of the parent Institute giving the date of superannuation.
- **For length of service in difficult areas ground** - Certificate from the Head of Office of the parent Institute giving the number of years of service in the difficult area.

xxiii) For mutual transfer of two technical employees, the minimum period of service of five years including the probation clearance and the confirmation in service with the criteria of functional group, sub-group, reservation point, essential qualifications/eligibility will be applicable, as laid down in the above points. However, in such a mode of transfer, no vacancy is to be circulated. The transfer can be done by the Directors of the two institutes against the post of T-1 and T-3 only. In case of STOs and SMSs, the case is to be sent to ICAR headquarters

along with the recommendation of the two respective Directors or a Director of the ICAR institute and Divisional Head of the SMD at ICAR headquarters (if one of the employee is working at ICAR headquarters).

xxiv) The part of service rendered by the transferred employee prior to his/her transfer after availing the last promotion in the parent Institute shall be counted for the purpose of his/her assessment in the transferred Institute. The eligibility for next promotion will be screened/examined by the Institute where he/she is transferred as per the Technical Service Rules.

xxv) The transfer order should mention the name of the functional group, the name of the sub-group, the initial post in which the employee was recruited and the reservation point.

xxvi) The above guidelines will also be applicable to the technical personnel recruited in Krishi Vigyan Kendras (KVKs) belonging to ICAR. In these cases, transfer can take place only from KVK of one Institute to KVK of another Institute i.e. the technical personnel recruited in a KVK can be transferred only to another KVK.

xxvii) The submission of application does not confer any right to get transferred. Since such transfers are "on request" transfers, therefore, the transferred employee will not be entitled to any benefit of transfer (joining time, TTA etc.).

xxviii) Bringing extraneous and outside pressures will attract the provision of CCS(Conduct) Rules as applied to the Council's employees and suitable disciplinary action can be taken against the concerned technical employee.





भारतीय कृषि अनुसंधान परिषद  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली – 110 001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110 001

F.No. TS-19(6)/2020-Estt.IV

Dated the 19<sup>th</sup> March, 2021

To

The Director/Project Directors of ICAR Research Institutes/Project Directorate/National Research Centres/Bureaux/ATARIs

**Subject : Amendments/inclusion in the existing transfer policy of technical personnel in ICAR – reg.**

Madam/Sir,

The Governing Body in its 248<sup>th</sup> meeting held on 30.11.2019 had approved comprehensive transfer policy in respect of the technical personnel of the Council. The same was notified vide Council's letter No. 19(1)/2002-Estt.IV dated 19.3.2020.

The existing guidelines for intra-institutional transfer for technical employees of ICAR had been approved by the Hon'ble Governing Body in its 237<sup>th</sup> meeting held on 29.6.2016 and it was issued to all ICAR Institutes vide letter No. TS-19(11)/2016-Estt.IV dated 6<sup>th</sup> September, 2016.

It was observed by the Council that an element of flexibility to be added to the guidelines to allow the technical employees of KVKs to be transferred to the institute and vice-versa as employees in some functional groups in the Institutes may be able to contribute in various disciplines available at the KVK of the same or another Institute. Further, transfer is for motivating the employees and is the foundation for efficiency.

In view of above, now the Governing Body of the Council in its 252<sup>nd</sup> meeting held on 19<sup>th</sup> January, 2021 considered and approved the following amendments/inclusion in the existing transfer policy for technical personnel in ICAR:-

**Inter-Institutional transfer Policy**

Provisions in existing inter-institutional transfer guidelines for technical employees of ICAR vide Council's letter No. 19(1)/2002-Estt.IV dated 19.3.2020	Amendments/inclusion in inter-institutional transfer guidelines
Sl. No. (i) : The condition of completion of a minimum period of five years (including two years of probation period) after initial appointment before applying for transfer, shall continue, except for applicants seeking transfer on medical ground or working-	Minimum period of five years (including two years of probation period on initial appointment) at a particular place of posting (Institute/KVK) is required before applying for transfer except for applicants seeking transfer on medical

Shashi Ma

<p>spouse ground. The period of five years should be completed on the date of notification of calling of applications.</p>	<p>ground or working-spouse ground or on the grounds of being a single lady (unmarried/widowed/divorced). The period of five years should be completed on the date of notification of calling of applications.</p> <p>For single ladies a minimum period of three years (including two years of probation period on initial appointment) will be applicable before applying for transfer.</p>
<p><b>Sl. No. (v) :</b> The Director of the Institute will be the Competent Authority to decide whether the post in Category I or Category II which is meant for Direct Recruitment is to be filled by Direct Recruitment or by transfer from amongst the technical employees of other ICAR Institutes/ICAR Headquarters.</p>	<p>The Director of the Institute will be the Competent Authority to fill a Direct Recruitment post of the level of T-1 (Technician) to T-6 (Senior Technical Officer &amp; Subject Matter Specialist) by transfer from amongst the technical employees of other ICAR Institutes/ICAR Headquarters.</p>
<p><b>Sl. No. (vi) :</b> For the post of Senior Technical Officer (STOs i.e. T-6) and Subject Matter Specialists (SMSs), the approval of Secretary, ICAR (who is the Appointing Authority) will be required to fill a Direct Recruitment post by transfer. Such proposals are to be sent to ICAR Headquarters as prescribed in ICAR's letter No. 19(1)/2002-Estt.IV dated 12.9.2018.</p>	
<p><b>Sl. No. xxiii)</b> For mutual transfer of two technical employees, the minimum period of service of five years including the probation clearance and the confirmation in service with the criteria of functional group, sub-group, reservation point, essential qualifications/eligibility will be applicable, as laid down in the above points. However, in such a mode of transfer, no vacancy is to be circulated. The transfer can be done by the Director of the two institutes against the post of T-1 and T-3 only. In case of STOs and SMSs, the case is to be sent to ICAR headquarters along with the recommendation of the two respective Directors or a Director of the ICAR institute and Divisional Head of the SMD at ICAR headquarters (if one of the employee is working at ICAR headquarters).</p>	<p>For mutual transfer of two technical employees, the minimum period of service of five years including the probation clearance and the confirmation in service with the criteria of functional group, sub-group, reservation point, essential qualifications/eligibility will be applicable, as laid down in the above points. However, in such a mode of transfer, no vacancy is to be circulated. The transfer can be done by the Directors of the two institutes against the post of T-1, T-3 &amp; T-6. If one of the employee is working at ICAR Hqrs., the transfer can be done by the Director of the Institute and Secretary ICAR.</p>
<p><b>Sl. No. (xxvi) :</b> The above guidelines will also be applicable to the technical personnel recruited in Krishi Vigyan Kendras (KVKs) belonging to ICAR. In these cases, transfer</p>	<p>The above guidelines will also be applicable to the technical personnel recruited in Krishi Vigyan Kendras</p>

Bas G-Ma

can take place only from KVK of one Institute to KVK of another Institute i.e. the technical personnel recruited in a KVK can be transferred only to another KVK.	(KVKs) under the administrative control of ICAR Institutes. Transfer can take place from one KVK under ICAR to an institute under ICAR and vice-versa.
<b>Sl. No. (xxvii) :</b> The submission of application does not confer any right to get transferred. Since such transfers are "on request" transfers, therefore, the transferred employee will not be entitled to any benefit of transfer (joining time, TTA etc.).	The submission of application does not confer any right to get transferred. Since such transfers are "on request" transfers, therefore, the transferred employee will not be entitled to any benefit of transfer (joining time, TTA etc.). Mutual transfer is treated as 'on request' transfer and accordingly, both the transferred employees will not be entitled to any benefit of transfer (joining time, TTA etc.).

The number of opportunities available to an employee for 'on request transfer' has been prescribed as 'upto three times in the entire service period'. It is however to be ensured by the institute/KVK from which the transfer is proposed that atleast 50% of Institute/KVK technical category staff are in position and only 50% can be transferred.

With the approval of the Governing Body in its 244<sup>th</sup> meeting held on 27.6.2018 the Council had issued instructions vide letter No. TS-19(11)/2010-Estt.IV dated 6.9.2018 to the effect that STOs and SMSs at ICAR Institutes & KVKs will be two distinct PAN-ICAR Cadres. The existing STOs and SMSs (DR as well as promoted) shall also be part of the respective PAN-ICAR cadre and shall be governed by the set of Rules framed for these cadres. This clause stands modified to the extent of amendment carried out to Sl. No. (xxvi) as mentioned above.

### **Intra-Institutional Transfer Policy**

**The following provisions are included in the intra-institutional transfer guidelines for technical employees of ICAR vide Council's letter No. TS-19(11)/2016-Estt.IV dated 6.9.2016 :-**

1. These guidelines are applicable to the technical employees of KVKs (under the administrative control of ICAR institutes) also.
2. Director of the Institute is the Competent Authority for intra-institutional transfer in the case of Category I , Category II and Category III technical staff of the institute, KVKs and Regional Stations/ Centres under his/her institute.
3. If such transfer is done in public interest, the employee will be entitled to TTA and joining time. Only intra-institutional transfer on requests will not be eligible for TTA and joining time.

*Sas G-M*

The phrase "intra-institutional" has been expanded as to cover transfer from the KVK to another KVK or Institute or Regional Station/Centres under the administrative control of the same Institute.

The above amendments/inclusion in the existing transfer policy for technical personnel in ICAR shall come into force from 12.3.2021 i.e. the date of issue of the approved proceedings of Governing Body.

Yours faithfully,

*SD as G-M*  
(Suparna Dasgupta)  
Deputy Secretary (TS)

**Copy for information to :-**

1. All DDGs, ICAR.
2. Director (Special Duty), ICAR.
3. Chief Vigilance Officer, ICAR.
4. Director (Horticultural Science), Director (TS & GAC), Deputy Secretaries of Animal Science, Agricultural Engineering, Agricultural Extension, Crop Science, Fisheries Science and Natural Resource Management Divisions.
5. Legal Advisor, ICAR
6. Secretary (Staff Side), Central Joint Staff Council.
7. Secretary (Staff Side), Headquarters' Joint Staff Council.
8. M&I Unit, DKMA for uploading on ICAR's website.
9. E-office Notice Board.



भारतीयकृषिअनुसंधानपरिषद  
Indian Council of Agricultural Research

कृषिभवन, डॉ. राजेंद्रप्रसादमार्ग, नयीदिल्ली- 110001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110001

F. No. Admn. 3-1/2017-Estt.I

Dated: 14<sup>th</sup> September, 2018

To

The Directors/Project Directors of ICAR Research Institutes/NRCs/  
Project Directorates/ Bureaux.

**Subject: Transfer Guidelines for the Cadres of Administrative Officers  
and Finance & Accounts Officers -reg.**

Sir/Madam,

In supersession of the 'Transfer Guidelines for cadres of Administrative and Finance & Accounts Officers of ICAR' issued vide Council's letter No. 3(1)/2013- Estt.(Pt.) dated 18<sup>th</sup> September 2013, the revised 'Transfer Guidelines for these officers are hereby issued with the approval of the Competent Authority for information of all. These revised Transfer Guidelines, shall be applicable with immediate effect.

Yours faithfully,

(Kanhaiya Chaudhary)  
Director (Admn.)

Copy to:

1. All cadre officers.
2. PSO to DG, ICAR/PPS to Chairman, ASRB/PPS to Members, ASRB.
3. PPS to Secretary, ICAR/PPS to AS&FA, DARE/ICAR/PPS to DDGs ICAR HQs.
4. Sr. Director (CS)/All Directors at ICAR Hqrs./All DS at ICAR Hqrs./All USat ICAR Hqrs.
5. US(Per-I/II/III) and US(Per-IV/PMIS/AU/CR Cell)
6. Media Unit for uploading it on ICAR website
7. Guard File



**TRANSFER GUIDELINES FOR THE CADRES OF ADMINISTRATIVE  
OFFICERS AND FINANCE & ACCOUNTS OFFICERS**

**1. CATEGORIZATION OF AREAS:**

The areas in which the ICAR Institutes, stations, centres and ICAR Hqrs. are located would be categorized as 'A' and 'B'. Areas notified by Government of India from time to time as remote or backward would be classified as 'B' and rest of India as 'A'.

**2. TENURE OF POSTING:**

- 2.1 The postings of officers of Administrative and Finance & Accounts Cadres (herein referred to as Cadre Officers) shall be made only against sanctioned strength for the post at any Institute/ICAR Hqrs. as the case may be. Any post held by an incumbent for more than five (5) years at category 'A' / three (3) years at category 'B' station shall be treated as deemed vacant and intending candidate can opt the same for transfer/posting.
- 2.2 The tenure of posting in 'B' category stations shall be for a period of 3 years.
- 2.3 In case of 'A' category stations the minimum tenure of posting shall be 5 years.
- 2.4 It shall be mandatory to serve at initial place of posting for 3 years in 'B' category stations and 5 years in 'A' category stations as the case may be.

**3. Working Couple Cases:-**

- 3.1 As per the DOPT guidelines issued vide OM. 28034/9/2009-Estt. (A) dated 30.09.2009 the case of posting of working in same station shall be considered depending on vacancy in the concerned cadre at the proposed place of posting/transfer or in close proximity pursuant to the conditions stated in the OM; if it does not adversely affect the operational needs and requirements of the Institute. The mandatory period of service at the place of posting is not linked in such cases in view of the general instructions of the Govt. of India regarding placing working couples in the same station/city, and submission of the appropriate certificate stated in para (ii) of the said O.M., as the case may be.
- 3.2 If the spouse is not an employee of ICAR but an employee of Central Govt./State Govt./PSU/other Autonomous Organization, then such cases are to be substantiated by employment certificates duly issued by the Head of Administration/Office, HR Manager with the stipulation that such certificates should not have been issued prior to 3 months from the date of application for the request transfer.

#### **4. Mutual Transfer Cases :**

Cadre Officers can opt for inter-institutional transfer on mutual grounds in working couple cases only subject to the following conditions:

- 4.1 The officers opting for transfer request on mutual grounds should belong to the same cadre and should be at the same level.
- 4.2 Either both of the transferees applying on mutual ground should be considered under working couple cases, or otherwise if one of them is not under the working couple ground then should have completed the mandatory period of service at the place of posting.
- 4.3 The transfer requests of the officers have to be recommended by the Director/Project Directors of the respective Institutes/NRCs/Project Directorates/ Bureaux.

#### **5. Transfer on Medical Grounds:**

- 5.1 The requests for transfer on medical grounds relating to the employee/spouse or members declared as dependent to be considered if it is certified by the Director of the institute that reasonable facilities are not available within a distance of 100 kms in category 'A' station and 50 kms in case of category 'B' station. Such requests will be considered keeping in view the availability of vacancy in the concerned institute, and medical facilities at the station proposed to be transferred.
- 5.2 Such cases are to be substantiated by medical certificates duly issued by the concerned Medical Board, (from the station where the officer is posted) with the stipulation that such certificates should not have been issued prior to 3 months from the date of application for request transfer and also to be confirmed by the concerned officer that the required facility for medical treatment is available at the station intended for transfer or nearby places.
- 5.3 The applicants who have served longest in a station will get due weightage for consideration of his/her case over others. Weightage will be awarded for each completed year after the mandatory period of posting.

#### **6. Transfer on Promotion:**

- 6.1 **If the officer is due for superannuation within two years** he/she will be retained in the same Institute against an existing vacancy of the promotional post. In case of no vacancy of the promotional post then the officer will be transferred to another Institute.
- 6.2 **If the officer is due for superannuation within six months** on promotion he/she will not be transferred as in such a short period one cannot be expected to contribute usefully in another Institute. Further, such a transfer may result in delay of finalizing pension papers. Such an officer will be retained in the same Institute against an available vacancy of the promotional post. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post in

another Institute vacant so as not to exceed the cadre strength. On retirement of the said officer, the post will revert to its original Institute.

## **7. TRANSFER COMMITTEE:**

- 7.1 There shall be a Transfer Committee at the Headquarters of the Council, with Secretary, ICAR as Chairman to consider and recommend all Inter-Institutional transfers according to these guidelines. The transfer of Cadre Officers shall be considered through the "online system" with the recommendation of the Transfer Committee. The composition of the Committee shall be as under:-

Secretary, ICAR	- Chairman
ADG (PIM), ICAR	- Member
Director(P), ICAR	- Member
Director (F), ICAR	- Member
Director (A), ICAR	- Member Secretary

## **8. SUBMISSION OF TRANSFER APPLICATION AND SCHEDULE OF TRANSFER:**

- 8.1 Transfer on any ground, except emergent situation and administrative reasons, shall be considered online once a year every year during the month of March/April.
- 8.2 With the implementation of the 'Online Transfer' module for Cadre Officers, requests for transfers shall be considered by the online module only.
- 8.3 Application process for transfer of Cadre Officers in online module :
- (i) A window of seven days would be open for those Cadre Officers posted in ICAR Institutes located at stations classified as "A" and "B" category for applying online for transfer based on the following grounds:
    - a) Completion of mandatory period of posting at the concerned Institutes/station.
    - b) Working Couple/ Medical ground.
  - (ii) The opening and closing schedule/dates for online transfer application will be notified on ICAR website and also by e-mail to all the Institute/NRC/Bureaux/Unit and officers on their official email ids as far as possible.
  - (iii) The Cadre Officers shall **login at <http://pms.icar.gov.in>** and can upload their applications for transfer/posting with supported documents mentioned in 3.1 & 3.2 and 5.1 & 5.2 as applicable, which is to be forwarded online by the Director of the concerned Institute /NRC/Bureau/Unit with specific comments within a period of 10 days.
  - (iv) Thereafter, the recommendations received online shall be considered/examined at the ICAR Hqrs. by the Transfer Committee and the transfers effected for officers of Cadre Officers shall be

communicated to the concerned officer and the Institute(s) to effect the transfer.

- 8.4 While considering transfers for different classified areas of "A" and "B", due weightage has been mentioned in the online application for transfer, by which the concerned officer may avail priority of "Working Couple/Medical Ground" and the condition mentioned in Para 2.4 and 5.3 as under:-

S.No.	Reasons for transfer	Weightage
1	Presently posted at 'B' category of station and completed the mandatory period of service at the place of posting as mentioned in para-2.2, above	25
2	Presently posted at 'A' category of stations, and completed the mandatory period of service at the place of posting as mentioned in para - 2.3	15
3	The applicant who has served longest in a station among the officers applied for transfer after completing the mandatory period:  (i) For each completed year beyond the mandatory period served at area 'B', weightage of 5 point will be added and the maximum weightage permitted is 15.  (ii) For each completed year beyond the mandatory period served at area 'A', weightage of 2 point will be added and the maximum weightage permitted is 10.	15  10
4	Working Couple grounds as mentioned in para-3 above and if the spouse is posted in ICAR/Central Govt./State Govt./PSU/Autonomous Organization:  (i) Both are in ICAR  (ii) Spouse in Central Govt.  (iii) Spouse in State Govt./ PSU/ Autonomous Organization	30  25  20
5	Medical grounds of self/family as declared in the service book to be supported by the documents as mentioned in para 5 above	30

- 8.5 The exercise of operating the online module may be repeated (if need be) for effecting transfer to the resultant vacancies after the completion of first round pursuant to the condition that the officers who succeed in getting any of their choices fulfilled in the previous round will be debarred to participate in the subsequent round, if any.

**9. JOINING TIME & TRANSFER TA:**

The decision of the Competent Authority, on the basis of recommendation of the Transfer Committee, which shall be communicated to the concerned officers by post/e-mail, shall be final. Once the transfer orders are issued, the concerned officer shall have to be relieved within 7 days from the date of issue of transfer orders with the instructions that his/her salary for the subsequent month will be drawn at the new place of posting.

Transfer of the Cadre Officers posted at 'A' or 'B' category stations, after completion of his/her tenure of 5 or 3 years respectively at the station, shall be considered in public interest; and he/she therefore, will be entitled to transfer TA, joining time etc. as per Rules. In other cases, no TTA, joining time will be admissible. In view of the maintenance of payroll through ERP at the institutes, his / her pay shall be drawn by the relieving institute for the complete calendar month from the institute, he/she is being relieved for joining at the place of posting by transfer.

10. NOTWITHSTANDING anything contained in these guidelines, the Competent Authority in the Council can, if considered necessary, order transfers at any time of the year.
11. An Officer aggrieved by an order of transfer may represent to the Secretary, ICAR within 15 days from the date of receipt of the order and such representations will be disposed off expeditiously.
- 12. EXTRANEOUS AND OUTSIDE PRESSURES:**  
Extraneous and outside pressures if brought upon the administration against the transfers made under these guidelines shall attract the provision of Rule-20 of the C.C.S. (Conduct Rules)-1964 as applicable to the Council's employees.

