



भारतीय कृषि अनुसंधान परिषद

## Indian Council of Agricultural Research

कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नयी दिल्ली- 110001

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

F. No. 38(10)/2017-Per.IV

Dated: 06<sup>th</sup> July, 2018

### Office Memorandum

**Subject : Transfer Guidelines for Senior Scientist cum Head KVK (Krishi Vigyan Kendra) administered by ICAR Institutes.**

The Transfer Guidelines for Senior Scientist cum Head KVK administered by ICAR Institutes shall be applicable from the date of issue of this memorandum for effecting transfers of Senior Scientist cum Head KVK from one ICAR-Institute-KVK to another ICAR-Institute-KVK against vacant position of the Head, KVK.

2. The Transfer guidelines issued by ICAR for scientists of ARS cadres will be generally applicable to the Senior Scientists- Cum- Heads of ICAR-Institute-KVKs as far as general principles are concerned. However, keeping in view the specificity of the cadre of ICAR-Institute-KVK Heads, the following specific guidelines will be applicable to them.
3. The incumbent Head of ICAR-Institute-KVK can apply for transfer to another ICAR-Institute-KVK after completion of 5 years tenure against the vacancy available at the Head of ICAR-Institute-KVK positions.
4. Senior Scientist cum Head KVK administered by ICAR Institutes can also opt for transfer from one ICAR-Institute-KVK to another ICAR-Institute-KVK on mutual grounds in working couple cases only subject to the following conditions:
  - a. The Senior Scientist cum Head KVK opting for transfer request on mutual grounds should be from the same Cadre and same Discipline.
  - b. 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.
  - c. The transfer requests of the Senior Scientist cum Head KVK have to be recommended by the Director/Project Directors of the respective Institutes/NRCs/Project Directorates/ Bureaux.

### 5. PROCESS OF SUBMISSION OF ONLINE TRANSFER APPLICATION

5.1 The transfer requests shall be considered by the online module only once a year in every year.

5.2 A transfer window would be opened for Heads of ICAR-Institute-KVK for applying online for transfer. The opening and closing schedule/dates for online transfer application would be notified on ICAR website and also by e-mail to all the Institutes/NRCs/Bureaux/Units and ICAR KVKs.

5.3 For applying online, IASRI, New Delhi shall provide log-in ID and password to the Heads of ICAR-Institute-KVKs who can login at <http://pms.icar.gov.in> and can upload their applications for transfer/posting which is to be forwarded online by the Director of the concerned Institutes/NRCs/Bureaux/Units with specific comments within the scheduled period.

5.4 Thereafter, the recommendations received online shall be examined by the ICAR Hqrs. Transfer Committee and the transfers effected for Heads of ICAR-Institute-KVKs will be communicated to the concerned Head of ICAR-Institute-KVK and the Institute.

6. The decision of the Transfer Committee shall be final and once transfer orders are issued, the Senior Scientist cum Head KVK shall have to join at the transferred ICAR-Institute-KVK after being relieved from the present ICAR-Institute-KVK within 30 days from the date of issue of transfer orders.

7. Extraneous and outside pressures for transfers if brought upon the administration shall attract the provision of C.C.S. (Conduct Rules) as applied to the Council's employees.

  
(Sujit K. Mitra)  
Director (P)

**Distribution:**

1. The Directors/ Project Directors of ICAR Research Institutes/NRCs/Project Directorates/ Bureaux and ICAR KVKs
2. PSO to DG, ICAR.
3. Sr. PPS to Secretary, ICAR.
4. PPS to AS&FA (DARE), ICAR.
5. Chairman/Members, ASRB.
6. All DDGs/ADGs at ICAR Hqrs.
7. All DS at ICAR Hqrs.
8. Dr. Sudeep Marwah, Pr. Scientist, IASRI, New Delhi for providing login ID and password to Heads of ICAR-Institute-KVK and other necessary action related to online transfer module.
9. US (Per. I, II&III)/US (Per. IV, AU &PMIS)
10. PD, DKMA for uploading on website
11. CDN Section for assigning Index Number



**भारतीय कृषि अनुसंधान परिषद**  
**Indian Council of Agricultural Research**

कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नयी दिल्ली- 110001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110001

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

**Dated: 06<sup>th</sup> July, 2018**

To

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

**Subject: Transfer Policy for ARS Scientists**

Sir,

In supersession of 'Transfer Guidelines for scientific personnel of ICAR' issued vide Council's letter No. 38(2)/2011- Per.IV (Pt.) dated 19<sup>th</sup> April 2018, the revised 'Transfer Guidelines for Scientific Personnel of ICAR' incorporating the clause of transfer on mutual grounds at Para 3.5.1 is issued with the approval of the Competent Authority. The revised 'Transfer Guidelines for scientific personnel of ICAR', as enclosed in details, shall be applicable from the date of issue of the communication for effecting transfers of ARS Scientists from one Institute to another and within the Institutes. These guidelines may be followed scrupulously for effecting inter-institutional & intra-institutional transfer of scientific personnel of ICAR.

Yours faithfully,

**(Sujit K. Mitra)**  
Director (Personnel)

Copy to:

1. PSO to DG, ICAR.
2. PPS to Secretary, ICAR.
3. PS to AS&FA (DARE), ICAR.
4. Chairman/Members, ASRB
5. All DDGs/ADGs/Scientists at ICAR HQs.
6. President, ARSS' Forum.
7. Sr. Director (CS)/All Directors at ICAR Hqrs./All DS at ICAR Hqrs./All US at ICAR Hqrs.
8. US(Per-I/II/III) and US(Per-IV/PMIS/AU/CR Cell)
9. DKMA, for uploading it on ICAR website
10. CDN Section for assigning Index Number
11. Guard File

## **'Guidelines for transfer of scientific personnel of ICAR'**

1. In terms of the Rule 20 of the ARS Rule, the transfers of Scientists will be made:-
  - i. To correct imbalance in the cadre strength of scientists in various disciplines at different institutes and also within an Institute including regional stations.
  - ii. To fill positions in high priority projects, direct recruitment to which through the Agricultural Scientists' Recruitment Board (ASRB) may result in delay, in the implementation of programmes.
  - iii. To utilize the experience of scientists in appropriate fields.
  - iv. To post scientists in backward or comparatively less developed areas in accordance with the provisions of rule 20(2) of the ARS rules.
  - v. For administrative reasons.

### **2. CATEGORIZATION OF AREAS:**

The areas in which the ICAR Institutes, stations and centres 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'.

### **3. TENURE OF POSTING:**

The posting should be made as per sanctioned cadre/discipline of the Institute concerned. In order to maintain the national character of the ARS service and the ICAR Institute, not more than 50% of Scientists should be from Home state.

- 3.1 The tenure of posting in 'B' category stations shall be for a minimum period of 3 years.
- 3.2 In case of 'A' category stations the minimum tenure of posting shall be 5 years.
- 3.3 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. The lateral entry location-specific selectees are also to be governed by this clause.
- 3.4 **In case of emergency and other genuine grounds:-** a scientist who has completed a total period of 10 years in remote areas may be allowed to apply for transfer and also given priority in transfer even if he has not completed a minimum 5/3 years period, as the case may be, in the current posting through direct selection.



### 3.5 In case of Working Couple and Medical Grounds:-

#### 3.5.1 Working Couple:

- (i) As per 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 relevant discipline & category at the proposed place of posting/transfer or in close proximity pursuant to the conditions stated in the OM; and it does not adversely affect the operational needs and requirements of the Institute. The mandatory period of service at the place of posting has not been 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), as the case may be.
- (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, HR Manager with the stipulation that such certificates should not have been issued prior to 3 months from the date of application for request transfer.
- (iii) **Mutual Transfer** : Scientists of ICAR can opt for inter-institutional transfer on mutual grounds in working couple cases only subject to the following conditions :
  - a) The scientists opting for transfer request on mutual grounds should be from the same Cadre and same Discipline.
  - b) 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.
  - c) The transfer requests of the scientists have to be recommended by the Director/Project Directors of the respective Institutes/NRCs/Project Directorates/Bureaux.

#### 3.5.2 Medical Grounds:

- (i) 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' region and 50 kms in case of category 'B' region. Such requests will be considered keeping in view the

availability of vacancy in the relevant discipline, and medical facilities at the station proposed to be transferred.

- (ii) Such cases 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 request transfer; and also to be ascertained by the concerned scientist that the required facility for medical treatment is available at the station intended for transfer or nearby places.
- 3.6 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.
- 3.7 In case of Intra-Institutional transfer, the tenure in the Regional Stations may be from 3 to 5 years depending on properly justified operational needs and requirements
- 3.8 Scientists approaching superannuation (retirement within 1.5 years) may not be transferred as far as possible.

#### **4. TRANSFER COMMITTEE:**

- 4.1 There will be a Transfer Committee at the Headquarters of Council, with DG, ICAR as Chairman, Secretary, ICAR, one DDG (to be nominated by the DG, ICAR) and Director (P) as members to consider and recommend all Inter Institutional transfers according to these guidelines. The transfer of scientists shall be considered through the online system with due approval of the Transfer Committee.
- 4.2 Each Institute shall have an Institute Transfer Committee to consider and recommend all Intra-Institutional transfers according to above mentioned guidelines. Composition of the Committee shall be as follows:
  - i) Director of the Institute - Chairman
  - ii) Joint Director/HoD/ next senior most Scientist - Member  
(As the case may be)
  - iii) JD (Admn.)/CAO/SAO/AO - Member Secy.  
(As the case may be)

#### **5. SUBMISSION OF TRANSFER APPLICATION AND TIME OF TRANSFER**

- a. Transfer on any ground except emergent situation and reasons shall be considered online once a year every year.
- b. With the implementation of the 'Online Transfer' module for scientists in ICAR, requests for transfers shall be considered by the online module only.
- c. Application process for transfer of scientists in online module :
  - (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 "A" and "B" category for applying online for transfer based on the following grounds:

- Completion of mandatory period of posting at the concerned area.
  - Working Couple/ Medical ground only.
- (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.
- (iii) The ARS scientists can login at <http://pms.icar.gov.in> and can upload their applications for transfer/posting with supported documents mentioned in 3.5.1 (ii) and 3.5.2 (i) & (ii) as applicable, which is to be forwarded online by the Director of the concerned Institute /NRC/Bureaux/Unit with specific comments within the 10 days period as mentioned in 5 (c) (i).
- (iv) Thereafter, the recommendations received online shall be examined by the ICAR Hqrs. Transfer Committee and the transfers effected for scientists will be communicated to the concerned scientist and the institute.
- d) While considering for transfer for different classified areas of "A" and "B", due weightage has been revised in the online application for transfer, by which the concerned scientist may avail priority of "Working Couple/Medical Ground" and the condition mentioned in Para 3.3 and 3.6.

S.No.	Reasons for transfer	Weightage
1	Presently posted at 'B' category of stations, and completed the mandatory period, of service at the place of posting as mentioned in para-3.1, 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 - 3.2, above	15
3	The applicant who has served longest in a station among the scientists applied for transfer after completing the mandatory period:  3.1 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.  3.2 For each completed year beyond the mandatory period served at area 'A', weightage of 2 point will be added and permitted is 10.	15  10

4	Working Couple grounds as mentioned in para-3.5.1 above and if the spouse is posted in ICAR/Central Govt./State Govt./PSU/Autonomous Organization.	
	4.1 Both are in ICAR	30
	4.2 Spouse in Central Govt.	25
	4.3 Spouse in State Govt./ PSU/ Autonomous Organization	20
5	Medical grounds of self/family as declared in the service book to be supported by the documents as mentioned in para-3.5.2 above	30

e) The exercise of operating the online module may be repeated (may be more than once) for effecting transfer to the resultant vacancies after the completion of first round pursuant to the condition that the scientists who would succeed in getting any of their choices fulfilled in the previous round(s) will be debarred to exercise any option in subsequent rounds.

## **6. MODE OF TRANSFER:**

- i. The minimal transfer approach needs to be followed to ensure that the scientists may acquire specialization and expertise in their respective disciplines.
- ii. It shall be mandatory to serve initial place of posting for 3 years in 'B' category stations and 5 years in 'A' category stations as the case may be.
- iii. The lateral entry location-specific selectees are also to be governed by this clause. The requests for transfers of the concerned scientist shall not be considered prior to completion of the period of mandatory service.
- iv. The short term postings of scientists can be made based on special needs of different institutes or ad-hoc projects to meet emergent situations.

### **A. Inter-Institutional Transfer**

- i. The Inter-Institutional transfer will be considered and recommended as stated in para-4.1.
- ii. The transfer will be considered in order of terms stated in para 5.



- iii. The decision of the Transfer Committee or otherwise by means of online transfer shall be final and once transfer orders issued, the Scientists shall have to be relieved within 30 days from the date of issue of transfer orders.
- iv. 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.

#### **B. Intra-Institutional Transfer**

- i. The Intra-institutional transfers will be considered and recommended by the Institute Transfer Committee. Based on the recommendation of the Institute Transfer Committee, intra-institutional transfers will be effected with the approval of the Director of the concerned institute.
- ii. The tenure in the Regional stations may be from 3 to 5 years depending on properly justified operational needs and requirements.
- iii. The Institute Transfer Committee shall consider and regulate the transfer of scientists within the NE region from very remote to more comfortable zone and vice-versa depending on the operational needs and requirements.
- iv. There may be a periodic rotation of experienced scientists to remote regional stations for extending benefit of their guidance and leadership to the remote stations also.

#### **7. JOINING TIME & TRANSFER TA:**

Transfer of Scientists posted at 'B' category stations, after completion of his/her tenure of 3 years 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 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.

#### **8. 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) as applied to the Council's employees.



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
KRISHI BHAWAN : NEW DELHI

F.No. Admn.3-1/2013-Estt.I(Pt.)

Dated, the 18<sup>th</sup> Sept., 2013

To

All the Directors of ICAR Institutes / Project Directorates / National Research Centres / Bureaux / Zonal Project Directors / Project Coordinators

**Subject : Inter-institutional transfer of officers of Combined Cadre (Administrative & Finance)**

It has been considered necessary to streamline the mechanism of inter-institutional transfer of officers of Combined Administrative and Finance Cadres with a view to lending it greater objectivity and transparency. In the regard, a set of broad guidelines have been compiled, which are attached.

2. According to these guidelines, eligible officers desirous of seeking transfer will submit an application as per prescribed format (Annexure 'A') to the Director / Head of their establishment for onward submission to the Council in the month of January. The applicants should submit complete information required in the format along with documentation, if any, supporting their requests.

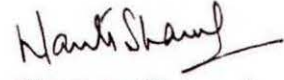
1. The Directors / Heads of the concerned institute / establishment will consider applications received and forward them with their specific recommendation by 28<sup>th</sup> February for consideration of the ICAR Headquarters. It will be helpful if the institutes / establishments make speaking recommendations so that reasons for the same could be appreciated in the Headquarters office. Any request received directly from the applicants will not be entertained.

2. The requests for transfer received at any other time during the course of the year will not be entertained.

3. A Standing Committee chaired by the Secretary, ICAR has been constituted to consider all transfer applications received in the Council. This Committee will meet in the month of March every year and consider requests received on merit. The decisions of the committee shall be communicated to the applicants through proper channel by 31<sup>st</sup> March of the year.

Contd.....2/-

6. It is requested that the contents of this circular should be brought to the notice of all concerned.



(Namrta Sharma)  
Deputy Secretary (Admn.)

Distribution :

1. All DDGs
2. Sr. PPS to DG, ICAR
3. PPS to Secretary, ICAR
4. Director (P)



**BROAD GUIDELINES FOR TRANSFER OF OFFICER BELONGING TO THE COMBINED CADRE OF ADMINISTRATIVE AND FINANCE AND ACCOUNTS OFFICER OF ICAR**

1. Notwithstanding anything contained in these guidelines, transfer from any particular station / to any particular station cannot be claimed as a matter of right. Transfers / postings are the prerogative of the competent authority in the Council. However, such decisions will be taken on merit in accordance with the broad guidelines mentioned below.
2. The officers shall normally be due for transfer after every five years at their place of posting.
3. Except for transfers / postings on administrative grounds and due to vacancies arising during the course of the year or transfer on account of extreme medical grounds or for such other extra ordinary reasons in public interest, the general transfers would be undertaken normally once in a year during the month of March / April for which the process would be initiated during the month of January.
4. The officers desirous of seeking transfers on request / compassionate grounds / medical grounds etc. may file their applications for transfer to station of their choice, indicating three stations in the order of preference in the prescribed format **through proper channel**. However, the officer must be working in his / her current position for at least two years to be eligible to apply for transfer.
5. All general transfers / postings will be ordered during the month of March / April and officers concerned will be required to relinquish / assume charge within a maximum period of 30 days from the date of order failing which they will be deemed to have been relieved from their existing place of posting.
6. Transfer on grounds such as posting of husband and wife at the same station, medical reasons, physically challenged employees, employees who have mentally retarded children etc. will also be considered along with general transfers, except for cases of serious medical emergencies or such other extraordinary compassionate reasons requiring mid-term transfers, which will be considered on a case-to-case basis taking into account all the relevant factors.
7. Proposals for request transfer on compassionate grounds should be accompanied by complete details of the case and relevant documents.
8. Notwithstanding anything contained in this policy, the Competent Authority in the Council can if considered necessary, order transfers at any time of the year.
9. 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.





**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, DR. RAJENDRA PRASAD ROAD,  
NEW DELHI - 110 001**

**FORMAT OF APPLICATION FOR TRANSFER / POSTING TO BE  
CONSIDERED BY THE TRANSFER COMMITTEE**

1.	Name & designation of the Officer			
2.	Date of Birth			
3.	Date of joining ICAR service			
4.	Place and date of posting at current place			
5.	Details of postings during the last 5 years			
	Sl. No.	Place of Posting	Date of posting	Reason for transfer
6.	Reason(s) for seeking the transfer			
7.	Preferred place of posting	1.		
		2.		
		3.		
8.	List of supporting documents, if any:	1.		
		2.		
		3.		

Signature of the applicant

9.	Comments / Recommendations of the forwarding authority	
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Signature  
Name & Designation  
(with official stamp)



98/2016  
19.9.2016

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 15<sup>th</sup> 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 237<sup>th</sup>, meeting held on 29<sup>th</sup> 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**

*Nandhan*

देश संदेश संख्या 4571 अ.क.अ.प. कमा.  
दिनांक 26/08/2016  
पृष्ठ की संख्या 02



BY FAX

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
KRISHI BHAWAN, DR. RAJENDRA PRASAD ROAD, NEW DELHI-110114

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

Dated: 26<sup>th</sup> August, 2016

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 – Regarding.

Sir,

In supersession of Council's letters of even number dated 10.10.2006 & 6.4.2015 and Office Order No.FIN/6/1/2007-Cdn.(A&A) dated 14.8.2015, the Competent Authority, with the approval of the Governing Body, ICAR has approved the following guidelines for inter-institutional transfer of Technical service employees of the Council:

- (i) A minimum tenure of 5 years after initial appointment is to be completed before applying for transfer;
- (ii) All appointments by transfers shall only be carried out against Direct Recruitment posts, not against promotion posts;
- (iii) There will be no inter-Institutional transfer in routine manner as it happens in the case all India Service cadres like AOs and F&AOs;
- (iv) The Institute/ICAR Headquarters desirous of recruitment by transfer will circulate, with the approval of the Competent Authority, all such vacancies, to all the Institutes/ICAR Headquarters;
- (v) A Technical service 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;
- (vi) 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;

C.A.O.  
*[Signature]*  
27/8/16

AAO Advt  
*[Signature]*  
27/8/16


Sr. OPB  
*[Signature]*  
27/8/16



- (vii) Upon receipt of 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 and also the reservation position;
- (viii) 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 assessment in the transferred Institute. For becoming eligible for assessment, he/she has to render the prescribed years of service, as per TSR, in the new Institute. The employee shall lose the service rendered in the parent Institute and he/she has to start afresh his service in the transferred Institute being placed at the bottom of the concerned cadre. However, his existing pay may be protected. To that extent, Rule 6.9(i) of Technical Service Rules stand amended in the following manner:

Rule 6.9(i) : Deleted

Yours faithfully,

  
(P. Sakthivel)

Deputy Secretary (TS&WS)

Copy to:

1. Sr. PPS to Secretary, DARE & DG, ICAR for kind information of Secretary, DARE & DG, ICAR
2. PPS to AS, DARE & Secretary, ICAR for kind information of AS, DARE & Secretary, ICAR
3. PS to AS & FA, DARE & ICAR for kind information of AS & FA, DARE & ICAR
4. SA to Chairman, ASRB
5. All DDGs, ICAR
6. PD, DKMA, for uploading in the ICAR Web-Site
7. All Directors/Secretary, ASRB/Deputy Secretaries/Under Secretaries, ICAR Headquarters
8. Shri Chandrasekhar, Secretary, Secretary, CJSC, National Research Centre on Meat, Chengicherla, P.B.No.19, Boduppal P.O., Hyderabad -500092, Telangana.
9. Cdn. Section, ICAR for giving index number for uploading on Council's website



**BY FAX**



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
KRISHI BHAWAN, DR. RAJENDRA PRASAD ROAD, NEW DELHI-110114

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

Dated <sup>27</sup> 29 August, 2017

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 – Regarding.

Sir,

Guidelines for inter-institutional transfer of Technical service employees of ICAR  
were framed with the approval of Governing Body of the Council and necessary  
instructions were issued in this regard vide Council's letter of even number dated  
26.8.2016. Para (viii) of the letter reads as follows:

"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 assessment in the transferred Institute. For becoming eligible for assessment,  
he/she has to render the prescribed years of service, as per TSR, in the new Institute.  
The employee shall lose the service rendered in the parent Institute and he/she has to  
start afresh his service in the transferred Institute being placed at the bottom of the  
concerned cadre. However, his existing pay may be protected.

Rule 6.9(i) : Deleted"

On demand of the technical service employees through CJSC forum, the above  
provision has been amended with the approval of Governing Body, ICAR as under:

"The service rendered and service record including APARs etc. in the previous  
Institute(s) shall be counted for assessment for the next stage of career advancement.  
Rule 6.9(i) of Technical Service Rules shall stand modified to this extent."

The rest of the contents of letter dated 26.8.2016 will remain the same.

Yours faithfully,

(P. Sakthivel)

Deputy Secretary (TS&WS)

4/9/17  
Mr. Manoj  
4/9/17

2055/f  
4-9-2017

Copy to:

1. Sr. PPS to Secretary, DARE & DG, ICAR for kind information of Secretary, DARE & DG, ICAR
2. PPS to AS, DARE & Secretary, ICAR for kind information of AS, DARE & Secretary, ICAR
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4. SA to Chairman, ASRB
5. All DDGs, ICAR
6. PD, DKMA, for uploading in the ICAR Web-Site
7. All Directors/Secretary, ASRB/Deputy Secretaries/Under Secretaries, ICAR Headquarters
8. Shri Deepak Kaul, Secretary, CJSC, Indian Institute of Soil & Water Conservation, 218 Kaulagarh Road, Dehradun-248 195, Uttarakhand.
9. Cdn. Section, ICAR for giving index number for uploading on Council's w



**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: 12<sup>th</sup> 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.

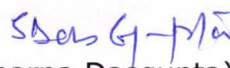
*Sas G-Ma*



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)  
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 <sup>th</sup> 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.	

*Sdasg-Ma*

(  
Director of the Instt. with seal  
)