



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:	15
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.	

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**  
**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:	
	<p>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.</p> <p>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.</p>	<p>15</p> <p>10</p>

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.



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड, केरल, भारत  
ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
KASARAGOD - 671 124 KERALA, INDIA  
An ISO 9001:2015 Certified Institute



Phone(Off): 04994 - 232893  
04994 - 232894  
04994 - 232895  
04994 - 232090  
Fax : 04994 - 232322

Email : director.cpcri@icar.gov.in  
: directorcpcri@gmail.com  
: cpcri@gov.in  
: cpcri@nic.in  
Website: http://www.cpcri.gov.in

F.No.4(5)2007-Estt.(Vol.XVI)

Date:21.10.2020

To

The Acting Head, CPCRI (RS) Kayamkulam/Vittal.  
The Scientist in-charge, CPCRI (RC) Mohitnagar/Kahikuchi/Kidu.

Sub:- Transfer guidelines – reg.

Sir/Madam,

Please find enclosed herewith the Transfer guidelines formulated for the benefit of Technical/Administrative and Skilled Supporting staff of ICAR-CPCRI. It is requested that the guidelines may please be circulated among the staff for their information.

Yours faithfully,

(Pradeep Kumar Vasu)  
Asst. Administrative Officer

Encl: As above.

Copy for similar action to:

1. The Acting PC(Palms) /Acting Head of Division, (Social Sciences/ Crop Production/Crop Protection/PB & PHT / Crop Improvement/), CPCRI, Kasaragod
2. The Programme Coordinator, KVK, CPCRI, Kasaragod/ CPCRI RS, Kayamkulam.
3. The Chief Administrative Officer, CPCRI, Kasaragod.
4. The Senior Finance & Accounts Officer,
5. The AAO (Bills/Estate/Accts.), CPCRI, Kasaragod.

The Technical Officer Library . The copy may be displayed in the Institute Website  
For information to:

PS to Director/RTI&APAR Cell /PME Cell/AKMU/Hindi Cell/ CPCRI, Kasaragod.

# **Intra-Institutional Transfer Guidelines of the ICAR-CPCRI**

## **Introduction**

1. These transfer guidelines are applicable for all Technical, Administrative and Supporting Staff of the ICAR-CPCRI.
2. These guidelines are supplementary and complimentary to the ICAR transfer guidelines for intra-Institutional transfers as enumerated vide F. No. TS 19(11)/2016-Estt.IV dated 6<sup>th</sup> September, 2016.
3. Anything contained in these guidelines which are contrary to the said Guidelines dated 6<sup>th</sup> September, 2016 or any other Orders, Directions issued by the ICAR would be null and void to that extent.
4. In these guidelines unless otherwise mentioned "Station" includes CPCRI headquarters, Regional Stations and Research Centres

## **Fundamental Guiding Principles**

5. Transfer is not a right.
6. All the posts in ICAR-CPCRI have all India transfer liability.
7. An ICAR-CPCRI employee has no legal or vested right to remain posted at a place of his choice nor can he insist that he must be posted at one place or the other.
8. An ICAR-CPCRI employee is liable to be transferred in the administrative requirement, exigencies, public interest and efficiency in the public administration and can be posted at any of the Stations of ICAR-CPCRI. Transfer of an employee is not only an incident inherent in the terms of appointment but also an essential condition of service.
9. Transfer and Posting is an exclusive prerogative of the Institute. Public interest and administrative exigencies are far more important than personal convenience of an employee. These guidelines in no way infringe the inherent powers of the Director to transfer any of the employees in public interest or otherwise.
10. These are only a set of guidelines for transfer and not any rule or order that are to be compulsory or rigidly followed but are for guidance to facilitate transfer employees by providing a framework and to reduce arbitrariness and discriminations as much as possible.
11. All the principles and guidelines enumerated hereinbelow are subject to the fundamental principles stated from point No. 5 to 10 above and to the operational/administrative requirements of the ICAR-CPCRI. The said principles will outweigh all other considerations.

### Other Guidelines

12. Notwithstanding anything contained in this policy, the Competent Authority can, if considered necessary, order transfers at any time of the year.
13. There will be two Transfer Committees, one for the administrative staff and the other for Technical and SSS. The Transfer Committee for the Administrative staff will be headed by the CAO or the Head of the Administration as the case maybe. The Transfer Committee for the Technical personnel and Skilled Support Staff will be headed by a HoD nominated by the Director.
14. There may be representative of female and SC/ST in the both of the Transfer Committees. The concerned AO or AAO as nominated by the Director maybe the Member Secretary of both of the Transfer Committees. The Head of the Office of CPCRI Headquarters shall be one of the members of Transfer Committee for the Technical Personnel.
15. There is no time limit or time frame for the meeting of the Transfer Committees. However, the Transfer Committees may hold its meeting at least once in a year, well in advance so that, preferably, the transfers maybe affected well before the start of academic period.
16. The recommendations of the Transfer Committee are of recommendatory in nature and are not final or binding. The final authority is the Director who can accept, amend, or reject either partially or fully the recommendations of the Transfer Committee.
17. Transfer may results in loss of institutional memory and creates work related difficulties for the concerned Division/Centre. At the same time transfers are necessary to avoid developing vested interests, stagnation of the official and for overall growth of an official and exposure to different aspects of working. While considering transfer requests and recommending transfers, the Transfer Committee should consider these seemingly conflicting objectives and should harmonize these to the extent possible.
18. At present there is no tenure posting in ICAR-CPCRI for administrative, technical or supporting staff.
19. On promotion, an official at any level shall be posted out of his Station as per the vacancy available or in public interest or administrative exigencies and a substitute can be posted in his place. Such transfers and posting need not come before the Transfer Committee.
20. Seniority shall not be a criterion for transfer or posting. However when female employees (married or unmarried) are transferred/placed away from their family, they may face genuine hardship. This factor may be kept in view while transferring a female employee.
21. For transfer, as far as possible, "principle of longest stayee" may apply. i.e., a person with longest continuous service in a particular post at a particular

place is more liable to be transferred as compared to a person with lesser period in that particular place.

22. If the official is due for superannuation within two years he/she concerned may be retained in the same Station to the extent administratively feasible subject to guidelines/Rules issued in this regard by the ICAR.

23. The sanctioned strength of the concerned Station should invariably be a factor while affecting the transfer of the employees. For the Technical Service personnel the Functional Group may also be factored in.

24. While recommending any transfer or posting the Committee may also consider the number of officials in position in that particular category in a particular Centre and may try to make optimum balance between the Centres and also the ratio between scientific, technical, administrative and supporting staff.

25. Normally, an official shall not be transferred, unless he has completed the probation period satisfactorily.

26. The person who is serving the Institute Joint Staff Council and can be transferred and posted as any other official.

27. Preferably, other than on request, a SSS may not be transferred outside the State other than on promotion.

28. Employees serving in NEH region may be given a choice of posting, to the extent possible as per the DOPT instructions in this regard.

29. Intra-Institutional transfer requests may be considered on completion of minimum three years of service.

30. Transfer before completion of three years may be considered only in the public interest or on any other grounds mentioned in these Guidelines or in consonance with any orders/directions issued by the ICAR from time to time.

31. Transfers can be either in public interest or on request (either mutual or otherwise).

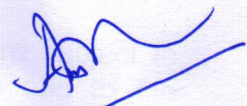
32. A request for mutual transfer may be considered if both the officials are from the same cadre and in case of technical personnel from the same functional Group.

33. Request transfers on compassionate grounds may be considered on grounds of-

- i) Superannuation within 2 years
- ii) Working spouse
- iii) Serious/terminal disease and/or extraordinary disabilities of self/family members
- iv) Single/widow lady official
- v) Education of children

vi) Marriage of children

34. Proposals for request transfer on compassionate grounds should be accompanied by complete details of the case and relevant documents.
35. When an employee is transferred on personal grounds, the substitute, if required should be made in accordance with the norms laid down in these guidelines and any other guidelines or instructions or Rules issued by the ICAR. However, proper care should be taken about the rights of the substitute as he/she could be an unwilling participant in this endeavor.
36. If the transfer is made on request of an official, such transfer shall not be considered in public interest even if that particular official had completed three years of service. If in some exceptional cases, such transfers are to be considered in public interest the reason should be given clearly as to why such transfer is in public interest and this shall be unequivocally indicated in the proceeding and also in the transfer order.
37. Where the spouse of an employee is working, guidelines issued by the DOPT from time to time, regarding the posting of husband and wife at the same station may be taken into consideration to the extent possible without affecting the administrative requirements.
38. While transferring, the health conditions, family liabilities, education of children may also be considered to the extent possible.
39. Employees suffering from major ailments such as cancer, cardiac diseases, kidney disease etc. may be considered for transfer to a place where better medical facilities are available or to the station which are near to their home town.
40. All the transfer request should be addressed to the Director and routed through proper channel. .
41. If an employee is transferred, he /she can stay at the place from where he/she was transferred for a minimum period of 30 days.
42. Any official aggrieved by an order of transfer may represent to the Director within 15 days from the date of receipt of the order and such representations will be disposed off expeditiously.
43. Bringing direct or indirect political or other outside influence regarding posting/transfer would attract the provisions of Rule 20 of CCS (Conduct) Rules, 1964, as per which appropriate disciplinary action may be initiated against the official.



DIRECTOR