



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: 06th 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



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

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

Dated: 06th 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 19th 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.