



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. Admn. 3-1/2017-Estt.I

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

To

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

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

Sir/Madam,

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

Yours faithfully,

(Kanhaiya Chaudhary)  
Director (Admn.)

Copy to:

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



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

### **1. CATEGORIZATION OF AREAS:**

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

### **2. TENURE OF POSTING:**

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

### **3. Working Couple Cases:-**

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

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

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

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

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

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

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

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

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

## **7. TRANSFER COMMITTEE:**

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

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

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

8.1 Transfer on any ground, except emergent situation and administrative reasons, shall be considered online once a year every year during the month of March/April.

8.2 With the implementation of the 'Online Transfer' module for Cadre Officers, requests for transfers shall be considered by the online module only.

8.3 Application process for transfer of Cadre Officers in online module :

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

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

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

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

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

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

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

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

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

