



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.Admn.7-1/2020-R&P**

**Dated: 10<sup>th</sup> December, 2021**

To,

The Director/Project Director,  
ICAR Research Institutes/ NRCs/ PDs/ Bureaux/ ATARIs.

**Subject: Clarification on Inter-Institutional Transfer guidelines - reg.**

Sir / Madam,

Reference is invited to Council's guidelines vide F.No.33-8/2016-Estt.I dated 15/19<sup>th</sup> September, 2016 and to clarify that para-8 of the guidelines shall not be applicable on the employees those are transferred on inter-institutional transfer basis and joined the office prior to the date of issue of said guidelines dated 19<sup>th</sup> September, 2016. Therefore, the service rendered in the parent/ex-Institute prior to 19<sup>th</sup> September, 2016 by the transferred employee shall be regulated in the following manner:

- (I) **In case of Promotion through Seniority-Cum-Fitness:** The Official who joined on transfer shall be treated as junior most in that grade. While promoting on seniority-cum-fitness basis, though, his past service shall be counted for promotion, the officials of that Institute who were on roll on that date shall be treated as senior to him/her.
- (II) **In case of Limited Departmental Competitive Examination (LDCE):** His/her past service, rendered in the parent Institute/Ex-Institute from where he/she has come from, shall be counted as qualifying service for the eligibility for LDCE, and shall be promoted as per LDCE guidelines.

This issues with the approval of the Competent Authority.

**Yours faithfully,**

**(A K Yadav)**

**Under Secretary (R&P)**

**Distributions:**

1. All DDGs/ADGs at Krishi Bhawan/KAB I & II, Pusa, New Delhi.
2. Directors / Deputy Secretaries / Under Secretaries, ICAR at Krishi Bhawan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
3. PSO to DG, ICAR/ PPS to Secretary, ICAR / PS to FA, DARE/ICAR.
4. Secretary (Staff Side), Central Joint Staff Council.
5. Secretary (Staff Side), Headquarters' Joint Staff Council.
6. Media Unit, ICAR with the request to upload this OM on the ICAR website.

**Note:** Please download the copies of this guidelines/instructions as per requirement, as it is not being distributed separately.



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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**

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