



F.No.11-12/2020-Pers.II

Dated: 01.10.2020

**OFFICE MEMORANDUM**

**Subject:- Opening of Online Transfer Module, 2020 for Sr. Scientist-cum-Head, ICAR-KVK.**

It has been decided with the approval of the competent authority to operate the Online Transfer Module of Personnel Management Information System (PMIS) for Sr. Scientist-cum-Head, ICAR-KVK, from 10.00 AM on 16.10.2020. The Online Transfer window will be closed at 05.00 PM on 25.10.2020.

2. Eligible Sr. Scientist-cum-Head, ICAR-KVK, can apply for transfer through online transfer module during the aforesaid period.
3. The Directors of all concerned ICAR Institutes/ ATARI are requested to apprise the Sr. Scientist-cum-Head, ICAR-KVK administered by their Institute accordingly.
4. The Sr. Scientist-cum-Head, ICAR-KVK, who are eligible as on the date of opening of the transfer module and desires to apply for transfer, may access the module by logging on to <http://pms.icar.gov.in> and may upload his/her application for transfer with supporting documents as applicable. Such applications will be forwarded in online module, after due verification of service particulars by the concerned Director with specific recommendation, within the transfer cycle period.
5. The Director and the Nodal Officer-PMIS, of concerned ICAR-Institute, must ensure the correctness of service details filled by the applicants, like, date of joining and completion of number of years of service at the present KVK, history of posting, study leave, maternity leave etc. in Online Transfer Module. They shall ensure that the PMIS database is updated in accordance with the Standard Operating Procedure of PMIS.
6. Before applying for transfer the applicants are advised to ensure that they are eligible for applying for transfer as per the transfer guidelines. Furnishing any false/incorrect information or service particular or document will render the applicant ineligible for transfer and may also invite suitable disciplinary/administrative action. Eligibility for transfer does not confer any right to get transfer and no representation in the matter shall be entertained.

7. The Online Transfer Module can be accessed by the concerned Sr. Scientist-cum-Head, ICAR-KVK, using his/her HYPM user name and password, followed by clicking the 'Apply for Transfer' button. The applicant should upload an undertaking as per **Annexure-I**. The vacancies in ICAR-KVKs will be shown on the opening of online transfer module. The applicant can opt for maximum three options out of the indicated vacancies. The vacancies shown will be indicative only and may change due to administrative/technical reasons.

8. In case of any difficulty during the process, the same may be referred by e-mail to: [support.pms@icar.gov.in](mailto:support.pms@icar.gov.in) with a copy to: [sudeep.marwaha@icar.gov.in](mailto:sudeep.marwaha@icar.gov.in).

**Encl: Annexure-I**



**(M. K. Jain)**  
**Director (Special Duty)**

**Distribution :-**

1. The Director of the ICAR-Institutes/ ATARI for information & necessary action.
2. The DDG, Agricultural Extension Division, ICAR.
3. Dr. Sudeep Marwaha, Acting Head, Division of Computer Applications, IASRI for taking necessary action to operate the Online Transfer Module as per above schedule.
4. Under Secretary (Per.-I)/ Under Secretary (PMIS).
5. PSO to DG, ICAR/ PPS to Secretary, ICAR.
6. DKMA for uploading the OM on ICAR website for wider publicity.

**Undertaking**

I, \_\_\_\_\_ hereby submit that I have gone through the transfer guidelines for **Senior Scientist-cum-Head, ICAR-KVKs, issued vide Council's OM No. 38(10)/2017-Per.IV dated 06.07.2018** 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.
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 **Senior Scientist-cum-Head, ICAR-KVKs**, 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

Dated :

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_