



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
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## **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.

<b>S.No.</b>	<b>Particulars</b>	<b>Marks</b>
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:	
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.	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.

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**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:\_\_\_\_\_