



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. 3-1/2017-Estt.-I

Dated the 22nd October, 2018

OFFICE MEMORANDUM

Subject:- Online transfer cycle for Cadre of Administrative Officers of ICAR from 22.10.2018 to 29.10.2018.

The undersigned is directed to invite reference to the Transfer Guidelines for Cadre of Administrative Officers and Finance Officers (Cadre Officers) of ICAR vide Council's Circular No.F.3-1/2017-Estt.I dated 14.09.2018.

2. In pursuance to the provisions contained in the above guidelines, it has been decided with the approval of competent authority to operate the online transfer module of Personnel Management System (PMS) for the Cadre of Administrative Officers from 5.00 pm on 22.10.2018 to 5.00 pm on 29.10.2018. Accordingly, the online transfer module will be closed at 5.00 pm on 29.10.2018. It may be noted that the online module for Cadre of Finance & Accounts Officers shall be operated separately later.
3. It may be noted that as per the said transfer guidelines, the Transfer Module is to be operated in a single phase. Accordingly, Cadre of Administrative Officers posted in Category A and B stations who desire to avail the online transfer have to apply during the period 22.10.2018 to 29.10.2018 as stated in para 2 above.
4. Directors of all ICAR Institutes are requested to apprise all of the respective Institute accordingly.
5. It is brought to the notice of all such officers who have not uploaded/updated their email id's (@icar.gov.in), as was required vide Council's circular dated 05.07.2018 and reminder dated 24.09.2018, that they will not be able to exercise their options for posting, however, they will be liable to be posted out if they have completed the prescribed tenure at the present place of posting. They may, therefore, update their email ids on the system as per the prescribed procedure so that they are able to participate in the 'Online' transfer exercise. It is made clear that the Council will not be responsible for adverse consequence, if any, arising out of their own short-coming in this regard.

6. The Cadre of Administrative Officers who desire to apply may access the module by logging on <http://pms.icar.gov.in> and may upload their applications for transfer/posting with supported documents mentioned in 3.2 and 5.2 & 5.3 of Transfer Guidelines as applicable, which is to be forwarded online by the Director of the concerned Institute/NRC/Bureaux/Unit with specific comments within the transfer cycle period.
7. The online transfer module may be accessed by the concerned using his/her "@icar.gov.in" email id as "username" and the related password, followed by clicking the 'Apply for Transfer' button. The maximum number of options that one may opt for is three (03). The vacancies available in the concerned Cadre will be available for viewing at the time of online application. All online applications will be monitored by the Establishment Division. In case of any difficulty being faced during the process, the same may be referred to mail: support.pms@icar.gov.in with a copy to sudeep.marwaha@icar.gov.in and kanhaiya.icar@nic.in.
8. The recommendations received online shall be examined by the standing "Transfer Committee" at the ICAR Hqrs. and the transfers affected for Cadre Officers will be communicated to the concerned Officer and the Institutes.


(Kanhaiya Chaudhary)
Director(Admn.)

Distribution:-

1. Directors of all ICAR Institutes/Directorates/Bureaux/NRCs/ATARIs.
2. All DDGs, ICAR.
3. Dr. Sudeep Marwaha, Acting Head, Division of Computer Applications, IASRI for necessary action to operate the online transfer module.
4. US(Admn.) for further necessary action in terms of 8.3(iv) of transfer guidelines dated 14.09.2018.
5. PSO to DG, ICAR/PPS to Secretary, ICAR.
6. DKMA with the request to upload this O.M. on ICAR website.