



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi -110001

F.No. Admn.7-1/2020-R&P

Dated: 22 January, 2026

OFFICE MEMORANDUM

Sub: Instructions for Intra-institutional transfer of officials posted at ICAR Institutes – reg.

During First Zonal Review meeting at IISWC, Dehradun, issue of unchecked use of intra-institute transfer powers and favoritism in posting of officials on promotion against vacant posts at regional stations of Institute was brought to the notice of the Competent Authority. Accordingly, these issues have been duly examined by the Council and following guidelines are issued for introduction of adequate safeguards in the existing guidelines:-

Issue of unchecked use of intra-institute transfer powers

2. It is observed that the Director of the Institute is the competent authority to effect intra-institute transfer of all Technical Cadre employees and Group-B & C Admn. Cadre officials, i.e., transfers between Headquarters and Regional Stations and vice versa, in accordance with the extant rules and guidelines. While such powers are vested to meet administrative exigencies and to ensure effective deployment of manpower, it has been noticed that in some cases the discretion exercised in this regard has led to avoidable grievances.

3. After due deliberation, it has been decided by the Competent Authority that :-

- a) Henceforth, for making intra-Institute transfer (i.e. from the Institute Headquarters to Regional Stations/Regional Centres and vice versa) of any Technical Cadre employee and Group 'B' & 'C' employees of administrative cadre, Director of the ICAR Institutes shall have to obtain prior concurrence of the concerned DDG, through e-office.
- b) Further, such intra-institute transfer under no circumstances, should result in posting of technical/administrative staff in excess of the sanctioned strength, either at Institute's Headquarters or its Regional Station/Regional Centre.
- c) The Director of the ICAR Institutes will continue to make intra-institutional transfers of all categories of staff within the same station, i.e., changing sections or portfolio within Institute Headquarters or its Regional Station/Regional Centre.
- d) It is also clarified that this will not affect or apply on present guidelines related to posting/transfer of Group 'A' officers, belonging to Administrative Cadre (including Steno, OL, Finance & Legal cadre) who are posted/transferred at Institute Headquarters or its Regional Station/Regional Centre, only by the Competent Authority of ICAR HQ.
- e) Intra-institutional transfers of Scientific cadre officers will continue to be regulated as per the instructions contained in Council's OM No. 38(2)/2011-Pers.IV, dt. 06.10.2025.

Issue of favouritism in posting of officials on promotion against location specific vacancies

3. Similarly, some instances have been brought to the notice of the Competent Authority that both under the Limited Departmental Competitive Examination (LDCE) as well as the promotion by seniority quota, vacancies are often notified for specific location/stations of an Institute, which limits the pool of eligible and willing candidates due to the location-specific nature of such posts. In several cases, officers also forgo promotion on account of the station of posting. On the other hand, in certain instances, candidates who are selected or promoted against these station-specific vacancies are subsequently transferred to more convenient or preferred stations within a short period, i.e., within one or two years of their appointment, thereby diluting the very rationale of notifying and filling vacancies on a location-specific basis. Such practices not only introduce arbitrariness in cadre management but also defeat the very purpose of station-specific filling up of vacancies and adversely impact the fairness and credibility of both LDCE and promotion processes.

4. This have been viewed very seriously by the Competent Authority in the Council and advised that such favouritism must be strictly avoided and any deviation shall be viewed seriously. It is further decided that henceforth, transfer of an incumbent who is promoted for a location specific vacancy, within a short span of time, i.e., within one years of appointment will be permitted only for genuine reasons, recorded in writing and with the prior approval of the concerned DDG, subject to the condition that it does not result in posting in excess of the sanctioned strength at the Institute Headquarters or its Regional Station/Regional Centre.

6. This issues with the approval of the Competent Authority in ICAR and is applicable with immediate effect.


22/01/2026
(Himanshu Kumar)
Under Secretary (R&P)

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