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भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001

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

New Delhi, Dated 11.08.2026

OFFICE MEMORANDUM

Subject: Detailed Handing Over Notes for effective transfer of charge and preservation of institutional knowledge in accordance with Rule 286 of the GFRs, 2017 – reg.

The undersigned is directed to state that, during the recent interaction of the Hon'ble Prime Minister with the Secretaries to the Government of India, emphasis was laid on strengthening institutional memory within Government organizations by evolving mechanisms for preserving and effectively utilizing institutional knowledge. It was, inter alia, emphasized that the practice of preparing comprehensive Handing Over Notes at the time of transfer of officers should be institutionalized to facilitate seamless transition of successors and ensure continuity in administration.

2. Rule 286 of the General Financial Rules 2017 provides that whenever a Gazetted Government servant transfers charge, a Report of Transfer of Charge in Form GFR-16, duly signed by both the relieved and relieving Government servants, shall be submitted to the competent authority on the same day, except in the circumstances specifically exempted under the Rule.

3. The Council has also initiated the Administrative Community of Practice (A-CoP) and Scientific Community of Practice (S-CoP) as platforms for sharing knowledge, best practices and standard procedures. These initiatives contribute to institutional knowledge management. However, there is also a need to capture post-specific and important information at the time of transfer of charge through a structured Detailed Handing Over Note.

4. Accordingly, with the approval of the Competent Authority, it has been decided that the following instructions shall be followed wherever charge of any office/post is relinquished by all ICAR Institutes, Deemed Universities, Bureaux, ATARIs, Directorates and Divisions/Sections of ICAR Headquarters:

- (i) Every officer required to transfer charge shall prepare a Detailed Handing Over Note in addition to the prescribed Form GFR-16.
- (ii) The Detailed Handing Over Note shall, as far as applicable, include details relating to:

- pending files and important references;
- policy matters requiring attention;
- court cases, vigilance matters, RTI cases and audit observations;
- financial, budgetary, procurement and contractual matters;
- ongoing projects, schemes and time-bound assignments;
- important committees, meetings and decisions pending implementation;
- digital systems, portals and other official responsibilities handled including handing over of all IDs/Passwords of all officials accounts (digital/physical) related to the concerned official post in a sealed cover and
- any other information considered necessary for ensuring continuity of work.

(iii) The Detailed Handing Over Note shall, wherever feasible, be signed/acknowledged by both the relieved and relieving officer and shall be preserved along with Form GFR-16 as part of the official record.

(iv) As a general principle, and as far as practicable, relieving orders on transfer shall be issued only after completion of the transfer of charge through execution of Form GFR-16 together with the Detailed Handing Over Note, except where relaxation is specifically approved by the competent authority for recorded reasons or where the provisions of Rule 286 of the GFRs permit otherwise. Special provision of GFR 286 (2) and 286 (3) shall also be followed in relevant case.

(v) The Last Pay Certificate (LPC) may ordinarily be issued only after confirmation that the prescribed transfer of charge formalities has been completed, except where relaxation is specifically approved by the competent authority for recorded reasons.

5. Heads of Institutes/Establishments and Heads of Divisions shall ensure strict compliance with these instructions and maintain proper records of transfer of charge.

6. These instructions shall come into force with immediate effect & shall supplement the provisions of Rule 286 of the General Financial Rules, 2017 and shall be read in conjunction with the said provisions. In case of any inconsistency, the provisions of the GFRs, 2017 and instructions issued by the Government of India from time to time shall prevail.

7. This issues with the approval of the Competent Authority.


(Sandeep Singh Dudi)
US (Admn)

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