



**Indian Council of Agricultural Research
Krishi Bhawan : New Delhi**

F.No.11-1/2020-Per.II

Dated: 15.04.2020

OFFICE MEMORANDUM

Subject: Opening of Online Transfer Module, 2020 for DR-Scientist [including Sr. Scientist (CAS) & Pr. Scientist (CAS)] of ARS Cadre, from 21.04.2020 to 30.04.2020.

It has been decided with the approval of the competent authority to operate the Online Transfer Module of Personnel Management Information System (PMIS) for DR-Scientist [including Sr. Scientist (CAS) & Pr. Scientist (CAS)] of ARS Cadre from 10.00 AM on 21.04.2020. The Online Transfer window will be closed at 5.00 PM on 30.04.2020.

2. DR-Scientists [including Sr. Scientist (CAS) & Pr. Scientist (CAS)] of ARS Cadre, who desire to avail transfer, may apply through online transfer module during the aforesaid period.

3. The Directors of all the ICAR Institutes/ NRC/ Bureaux/ Directorates/ ATARI, are requested to apprise the scientific staff of their respective Institutes/ NRC/ Bureaux/ Directorates/ ATARI accordingly.

4. The scientist, who is 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, which will be forwarded online 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 ICAR Institutes/ NRC/ Bureaux/ Directorates/ ATARI, must ensure the correctness of service details filled by the applicants, like, date of joining at present Institute, completion of number of years of service in Institute, 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 as per the transfer guidelines. Furnishing any false information/ 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 Scientist using his/her HYPM username and password, followed by clicking the 'Apply for Transfer' button. The vacancies in the ARS-Disciplines and Cadre of the concerned Scientist 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 with a copy to: sudeep.marwaha@icar.gov.in.

9. The Online Transfer Module for DR-Sr. Scientist [including Pr. Scientist (CAS)], DR-Pr. Scientist of ARS and Sr. Scientist-cum-Head, KVK will be opened separately.

Sd/-
(M. K. Jain)
Director (Special Duty)

Distribution through e-mail to:

1. The Directors of ICAR Institutes/ NRC/ Bureaux/ Directorates/ ATARI for information and necessary action.
2. All the DDGs, ICAR, New Delhi.
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.