

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

F. No. 1(08)/2018-PMIS

Dated: 2.5.2018

**Office Memorandum**

**Subject: - Online transfer cycle for Scientists of ICAR from 7.5.2018 to 16.5.2018.**

The undersigned is directed to invite reference to the Transfer Guidelines for Scientific Personnel of ICAR, revised vide Council's letter No. F. 38(2)/2011-Per.IV(Part) dated 19.04.2018.

2. In pursuance to the provisions contained in the above guidelines, it has been decided with the approval of DG, ICAR & Secretary, DARE to operate the online transfer module of Personnel Management System (PMS) for all Scientists from 10.00 am on 7.5.2018 to 5.00 pm on 16.5.2018. Accordingly, the online transfer module will be closed at 5.00 pm on 16.5.2018.
3. It may be noted that as per the revised guidelines, the Transfer Module is to be operated in a single phase as indicated in the revised guidelines issued on 19.4.2018. Accordingly, scientists posted in Category A and B stations who desire to avail the online transfer have to apply during the period 7.5.2018 to 16.5.2018 as stated in para 2 above.
4. Directors of all ICAR Institutes are requested to apprise all scientists of the respective institute accordingly.
5. The Scientists 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 3.5.1 (ii) and 3.5.2 (i) & (ii) 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.
6. The online transfer module may be accessed by the concerned using his/her HYPM username and password, followed by clicking the 'Apply for Transfer' button. The maximum number of options that one may opt for is three. The vacancies available in the concerned personnel's Discipline and Cadre will be available for viewing at the time of online application. All online applications will be monitored by the Personnel Division. In case of any difficulty being faced during the process, the same may be referred to mail: [support.pms@icar.gov.in](mailto:support.pms@icar.gov.in) with a copy to [sudeep.marwaha@icar.gov.in](mailto:sudeep.marwaha@icar.gov.in).
7. The recommendations received online shall be examined by the ICAR Hqrs. Transfer Committee and the transfers affected for scientists will be communicated to the concerned scientists and the institutes.



(Sujit K. Mitra)  
Director (Personnel)

**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 (Per.I/II/III) for further necessary action in terms of 5 (c) (iv) of transfer guidelines dated 19.4.2018.
5. PSO to DG, ICAR/PPS to Secretary, ICAR
6. DKMA with the request for uploading this O.M. on ICAR website.