

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, NEW DELHI 110001

F.No.TS-19(01)/2002-Estt. IV

Dated: 19<sup>th</sup> March, 2020

To

The Directors/Project Directors of ICAR Research Institutes/Project Directorates/National Research Centres/Bureaux/ATARIs

**Subject : Inter-institutional transfer policy of technical personnel in ICAR-reg.**

Madam/Sir,

The Governing Body of ICAR Society in its 237<sup>th</sup> meeting held on 29.06.2016 had approved the inter-institutional transfer guidelines for the technical employees of ICAR. The same were notified vide Council's letter of even number dated 26.8.2016. Further modifications/amendments were notified vide letters of even number dated 29.8.2017 and 12.9.2018.

The Council was in receipt of representations from various stake-holders for further improvement in the said transfer guidelines. Now, the Governing Body of the Council in its 248<sup>th</sup> meeting held on 30.11.2019 considered and approved the transfer policy in respect of the technical personnel of the Council. This approved policy is attached herewith as Annexure. This letter is issued in supersession of ICAR's letters of even number dated 26.8.2016, 29.8.2017 and 12.9.2018. The proforma circulated vide the Council's letter of even number dated 12.9.2018 can be used to send the proposal to the Technical Services Division in respect of point no. vi of the Annexure.

This inter-institutional transfer policy of technical employees of ICAR shall come into effect from the date of issue of this letter.

Yours faithfully,



(Sunita Sharma)  
Deputy Secretary (TS)

Encl: Annexure(pages numbered 1 to 5)

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**Copy for information to :**

1. Deputy Director General of Agricultural Extension, Agricultural Engineering, Agricultural Education, Animal Science, Crop Science, Fisheries Science, Horticultural Science and Natural Resource Management Division.
2. PD, DKMA with the request that a separate section may be created on the Council's website for uploading the advertisements of such vacancies as notified by the Institutes/Headquarters and also the office orders giving details of the technical employee selected against the notified vacancy.
3. Director (Special Duty), ICAR in respect of point no. xix of the Annexure
4. Chief Vigilance Officer, ICAR.
5. Director (Horticultural Science), Director (Agricultural Education) and Deputy Secretaries of Animal Science, Agricultural Engineering, Agricultural Extension, Crop Science, Fisheries Science and Natural Resource Management Divisions.
6. Legal Advisor, ICAR.
7. Secretary (Staff Side), Central Joint Staff Council.
8. Secretary (Staff Side), Headquarters' Joint Staff Council.
9. M&I Unit, DKMA to upload this policy on ICAR's website.
10. E-office Notice Board.

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**Inter-Institutional Transfer Policy for Technical Employees of ICAR**

- i. The condition of completion of a minimum service period of five years (including two years of probation period) after initial appointment before applying for transfer, shall continue, except for applicants seeking transfer on medical ground or working-spouse ground. This period of five years should be completed on the date of notification of calling of applications.
- ii. For applying for transfer on medical ground and working-spouse ground, the applicant must have cleared the probation period and confirmation in service. The terms and conditions for considering the applications made on 'medical ground' and 'working-spouse ground' are listed in point no. xxii. The process of clearance of probation period and confirmation in service is to be completed within a period of three months from the date of completion of two years of service i.e. two years of probation period. If it is not done within a period of three months, it will 'deemed-to-be-cleared' for the purpose of applying for transfer.
- iii. All appointments by transfer may only be done for the existing vacant Direct Recruitment posts. Transfer cannot be made against promotion quota posts.
- iv. There shall be no mandatory inter-institutional transfers on rotational basis.
- v. The Director of the Institute will be the Competent Authority to decide whether the post in Category I or Category II which is meant for Direct Recruitment is to be filled by Direct Recruitment or by transfer from amongst the technical employees of other ICAR Institutes/ICAR Headquarters.
- vi. For the post of Senior Technical Officers (STOs i.e. T-6) and Subject Matter Specialists (SMSs), the approval of Secretary, ICAR (who is the Appointing Authority) will be required to fill a Direct Recruitment post by transfer. Such proposals are to be sent to ICAR headquarters as prescribed in ICAR's letter no. 19(1)/2002-Estt IV dated 12.9.2018.
- vii. For ICAR Headquarters, the Secretary, ICAR will be the Competent Authority to decide whether the DR post in Category I, Category II or Category III is to be filled by transfer from amongst technical employees of the ICAR Institutes.
- viii. The Institute and the ICAR Headquarters may take cognizance of the vacancies arising in technical category during a calendar year in the month of December of the preceding calendar year.
- ix. The applications should be invited from only those employees who are holding same entry level posts and who belong to the same category of the roster point of the DR post, i.e. the reservation rules of filling up of DR post are to be followed in the case of transfer as well. For example, a post of Technical Assistant (T-3) which is reserved for SC category can be filled on transfer by a SC candidate only.

x. The DR vacancies falling under the EWS quota of General (Unreserved) Category should be filled by transfer of an EWS employee only.

xi. All the applicants will be required to attach an attested copy of the Certificate issued by the prescribed authority in support of his/her reservation category i.e. whether SC, ST, OBC or EWS. This category will be the same as per his/her initial appointment.

xii. The willing employees should possess the same essential qualifications as prescribed for the post if the same is to be filled by Direct Recruitment, i.e. the applicant should possess the qualifications which would have appeared in the advertisement, if the post was to be filled-up by Direct Recruitment.

xiii. The applications should be invited from only those employees who belong to the same post, same sub-group and same functional group as is for the Direct Recruitment post. For example, under the Functional Group 'Field/Farm Technician', a DR post meant for Horticulture cannot be filled from Home Science Subject; under the Functional Group 'Workshop Technician', a DR post meant for Civil Engineer cannot be filled by a Driver.

xiv. The employee should be clear from vigilance angle. For employee in Category III (STO, SMS, ACTO, CTO), the vigilance clearance is to be obtained from ICAR Headquarters.

xv. The notification of calling of applications should be displayed on the Institute's website. A copy should be sent to PD, DKMA for displaying it on the website of ICAR and e-office notice board. DKMA will create a separate section on the ICAR's website for notifying such vacancies and the details of the employee who has been selected to the respective vacancy.

xvi. There will be a Selection Committee as per the following constitution which will decide the criteria for screening the applications and selecting the employee :

**Composition of Selection Committee for ICAR Institutes (to be appointed by the Director of the Institute)**

A HOD or a Principal Scientist (where the Institute does not have a Division)	Chairperson
A Principal Scientist or a Senior Scientist from another Institute as a Subject Matter Expert	Member
Liaison Officer (OBC) or Liaison Officer (SC/ST) or Nodal Officer (EWS) of the Institute (preferably depending upon the reservation point)	Member
One woman officer not below the rank of AO	Member
AO/AAO of the Institute	Member Secretary

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**Composition of the Selection Committee for ICAR Headquarters (to be appointed by the Secretary, ICAR)**

An Assistant Director General	Chairperson
A Principal Scientist or a Senior Scientist as a Subject Matter Expert	Member
Liaison Officer (SC/ST) or Liaison Officer (OBC) or Nodal Officer (EWS) (preferably depending upon the reservation point)	Member
One woman officer not below the rank of Under Secretary	Member
Under Secretary (TS) (In the absence of US(TS), any other Under Secretary nominated by the Director General, ICAR)	Member Secretary

xvii) The complete process of selection of the candidates should be completed within a period of three months from the date of circulation of the vacancy (on the Institute's website).

xviii) If no applications are received by due date, then Institute has to advertise the post for direct recruitment (provided the post does not fall under the deemed abolished or dying cadre).

xix) A technical employee shall submit his/her application for appointment by transfer addressed to the Director of the Institute/ICAR Headquarters, as the case may be, from where he/she desires transfer through proper channel. If the parent Institute/ICAR Headquarters, as the case may be, agrees to the request of the employee, the application for transfer shall be forwarded to the Director of the Institute/ICAR Headquarters, as the case may be, where the employee seeks transfer. An advance copy can also be sent but it should be followed by forwarding of application through proper channel with the approval of Director of the Institute (for Institute's employees) and with the approval of Director (Personnel) (for ICAR Headquarters' employees).

xx) In case, if the Director of the Institute is not forwarding the application despite the fact that the technical employee meets all the essential requirements as notified in the vacancy circular, then the applicant can send a request directly to the DDG of the concerned SMD. The employee can apply directly to DDG after a time period of 15 days from the date of submission of the application of the employee to the Director of his/her Institute. The DDG would then take a decision regarding forwardal of the application, under intimation to the Director of the Institute. In the case of ICAR Headquarters, if the concerned Divisional Head is not forwarding the application within a time period of 15 days from the date of submission of the application, then the employee can apply directly to Secretary ICAR (in case of all technical employees).

xxi) The Selection Committee may develop its criteria for selection of the candidate. However, the following grounds may be given due consideration while selecting the candidate:

- a. Medical condition of self or children or spouse or parents of the employee
- b. Spouse working at the same or nearby station
- c. Two years before superannuation (two years to be counted from the date of notification of the vacancies)
- d. Length of Service in difficult areas

xxii) In view of point no. (xxi) above, the application form circulated by the Institute/ICAR Headquarters for filling the DR vacancy by transfer should have a column on the ground on which the transfer is being sought by the applicant. The applicant is required to attach documents in support of the ground. The following documents have to be mandatorily provided with the respective ground on which transfer is being sought:

- **For medical ground** - Certificate from Director of the parent Institute that the reasonable facilities are not available within a distance of 100 kms in Category 'A' region and 50 kms in case of Category 'B' region; Medical certificate duly issued by the concerned Medical Board with the stipulation that such certificates should not have been issued prior to 3 months from the date of application; certificate from the employee that the required facility for medical treatment is available at the station intended for transfer or nearby places. For this ground, the categorization of areas into 'A' and 'B' will follow the criterion i.e. areas notified by the Government of India from time to time as remote or backward would be classified as 'B' and rest of India as 'A'.
- **For working-spouse ground** – If the spouse is an employee of ICAR, then a certificate from the Head of Office of the Institute where the spouse is working or Under Secretary(TS) if the spouse is working at ICAR Headquarters; if the spouse is not an employee of ICAR but an employee of Central Government/State Government/PSU/Autonomous organization under State/Government of India, then employment certificate duly issued by the Head of Administration/Office, HR Manager with the stipulation that such certificates should not have been issued prior to 3 months from the date of application. Transfer on working-spouse ground will not be considered for any other job or profession of the spouse.
- **For two years before superannuation ground** - Certificate from the Head of Office of the parent Institute giving the date of superannuation.
- **For length of service in difficult areas ground** - Certificate from the Head of Office of the parent Institute giving the number of years of service in the difficult area.

xxiii) For mutual transfer of two technical employees, the minimum period of service of five years including the probation clearance and the confirmation in service with the criteria of functional group, sub-group, reservation point, essential qualifications/eligibility will be applicable, as laid down in the above points. However, in such a mode of transfer, no vacancy is to be circulated. The transfer can be done by the Directors of the two institutes against the post of T-1 and T-3 only. In case of STOs and SMSs, the case is to be sent to ICAR headquarters

along with the recommendation of the two respective Directors or a Director of the ICAR institute and Divisional Head of the SMD at ICAR headquarters (if one of the employee is working at ICAR headquarters).

xxiv) The part of service rendered by the transferred employee prior to his/her transfer after availing the last promotion in the parent Institute shall be counted for the purpose of his/her assessment in the transferred Institute. The eligibility for next promotion will be screened/examined by the Institute where he/she is transferred as per the Technical Service Rules.

xxv) The transfer order should mention the name of the functional group, the name of the sub-group, the initial post in which the employee was recruited and the reservation point.

xxvi) The above guidelines will also be applicable to the technical personnel recruited in Krishi Vigyan Kendras (KVKs) belonging to ICAR. In these cases, transfer can take place only from KVK of one Institute to KVK of another Institute i.e. the technical personnel recruited in a KVK can be transferred only to another KVK.

xxvii) The submission of application does not confer any right to get transferred. Since such transfers are "on request" transfers, therefore, the transferred employee will not be entitled to any benefit of transfer (joining time, TTA etc.).

xxviii) Bringing extraneous and outside pressures will attract the provision of CCS(Conduct) Rules as applied to the Council's employees and suitable disciplinary action can be taken against the concerned technical employee.

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भारतीय कृषि अनुसंधान परिषद  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली – 110 001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110 001

F.No. TS-19(6)/2020-Estt.IV

Dated the 19<sup>th</sup> March, 2021

To

The Director/Project Directors of ICAR Research Institutes/Project Directorate/National Research Centres/Bureaux/ATARIs

**Subject : Amendments/inclusion in the existing transfer policy of technical personnel in ICAR – reg.**

Madam/Sir,

The Governing Body in its 248<sup>th</sup> meeting held on 30.11.2019 had approved comprehensive transfer policy in respect of the technical personnel of the Council. The same was notified vide Council's letter No. 19(1)/2002-Estt.IV dated 19.3.2020.

The existing guidelines for intra-institutional transfer for technical employees of ICAR had been approved by the Hon'ble Governing Body in its 237<sup>th</sup> meeting held on 29.6.2016 and it was issued to all ICAR Institutes vide letter No. TS-19(11)/2016-Estt.IV dated 6<sup>th</sup> September, 2016.

It was observed by the Council that an element of flexibility to be added to the guidelines to allow the technical employees of KVKs to be transferred to the institute and vice-versa as employees in some functional groups in the Institutes may be able to contribute in various disciplines available at the KVK of the same or another Institute. Further, transfer is for motivating the employees and is the foundation for efficiency.

In view of above, now the Governing Body of the Council in its 252<sup>nd</sup> meeting held on 19<sup>th</sup> January, 2021 considered and approved the following amendments/inclusion in the existing transfer policy for technical personnel in ICAR:-

**Inter-Institutional transfer Policy**

Provisions in existing inter-institutional transfer guidelines for technical employees of ICAR vide Council's letter No. 19(1)/2002-Estt.IV dated 19.3.2020	Amendments/inclusion in inter-institutional transfer guidelines
Sl. No. (i) : The condition of completion of a minimum period of five years (including two years of probation period) after initial appointment before applying for transfer, shall continue, except for applicants seeking transfer on medical ground or working-	Minimum period of five years (including two years of probation period on initial appointment) at a particular place of posting (Institute/KVK) is required before applying for transfer except for applicants seeking transfer on medical

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<p>spouse ground. The period of five years should be completed on the date of notification of calling of applications.</p>	<p>ground or working-spouse ground or on the grounds of being a single lady (unmarried/widowed/divorced). The period of five years should be completed on the date of notification of calling of applications.</p> <p>For single ladies a minimum period of three years (including two years of probation period on initial appointment) will be applicable before applying for transfer.</p>
<p><b>Sl. No. (v) :</b> The Director of the Institute will be the Competent Authority to decide whether the post in Category I or Category II which is meant for Direct Recruitment is to be filled by Direct Recruitment or by transfer from amongst the technical employees of other ICAR Institutes/ICAR Headquarters.</p>	<p>The Director of the Institute will be the Competent Authority to fill a Direct Recruitment post of the level of T-1 (Technician) to T-6 (Senior Technical Officer &amp; Subject Matter Specialist) by transfer from amongst the technical employees of other ICAR Institutes/ICAR Headquarters.</p>
<p><b>Sl. No. (vi) :</b> For the post of Senior Technical Officer (STOs i.e. T-6) and Subject Matter Specialists (SMSs), the approval of Secretary, ICAR (who is the Appointing Authority) will be required to fill a Direct Recruitment post by transfer. Such proposals are to be sent to ICAR Headquarters as prescribed in ICAR's letter No. 19(1)/2002-Estt.IV dated 12.9.2018.</p>	
<p><b>Sl. No. xxiii)</b> For mutual transfer of two technical employees, the minimum period of service of five years including the probation clearance and the confirmation in service with the criteria of functional group, sub-group, reservation point, essential qualifications/eligibility will be applicable, as laid down in the above points. However, in such a mode of transfer, no vacancy is to be circulated. The transfer can be done by the Director of the two institutes against the post of T-1 and T-3 only. In case of STOs and SMSs, the case is to be sent to ICAR headquarters along with the recommendation of the two respective Directors or a Director of the ICAR institute and Divisional Head of the SMD at ICAR headquarters (if one of the employee is working at ICAR headquarters).</p>	<p>For mutual transfer of two technical employees, the minimum period of service of five years including the probation clearance and the confirmation in service with the criteria of functional group, sub-group, reservation point, essential qualifications/eligibility will be applicable, as laid down in the above points. However, in such a mode of transfer, no vacancy is to be circulated. The transfer can be done by the Directors of the two institutes against the post of T-1, T-3 &amp; T-6. If one of the employee is working at ICAR Hqrs., the transfer can be done by the Director of the Institute and Secretary ICAR.</p>
<p><b>Sl. No. (xxvi) :</b> The above guidelines will also be applicable to the technical personnel recruited in Krishi Vigyan Kendras (KVKs) belonging to ICAR. In these cases, transfer</p>	<p>The above guidelines will also be applicable to the technical personnel recruited in Krishi Vigyan Kendras</p>

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can take place only from KVK of one Institute to KVK of another Institute i.e. the technical personnel recruited in a KVK can be transferred only to another KVK.	(KVKs) under the administrative control of ICAR Institutes. Transfer can take place from one KVK under ICAR to an institute under ICAR and vice-versa.
<b>Sl. No. (xxvii) :</b> The submission of application does not confer any right to get transferred. Since such transfers are “on request” transfers, therefore, the transferred employee will not be entitled to any benefit of transfer (joining time, TTA etc.).	The submission of application does not confer any right to get transferred. Since such transfers are “on request” transfers, therefore, the transferred employee will not be entitled to any benefit of transfer (joining time, TTA etc.). Mutual transfer is treated as ‘on request’ transfer and accordingly, both the transferred employees will not be entitled to any benefit of transfer (joining time, TTA etc.).

The number of opportunities available to an employee for ‘on request transfer’ has been prescribed as ‘upto three times in the entire service period’. It is however to be ensured by the institute/KVK from which the transfer is proposed that atleast 50% of Institute/KVK technical category staff are in position and only 50% can be transferred.

With the approval of the Governing Body in its 244<sup>th</sup> meeting held on 27.6.2018 the Council had issued instructions vide letter No. TS-19(11)/2010-Estt.IV dated 6.9.2018 to the effect that STOs and SMSs at ICAR Institutes & KVKs will be two distinct PAN-ICAR Cadres. The existing STOs and SMSs (DR as well as promoted) shall also be part of the respective PAN-ICAR cadre and shall be governed by the set of Rules framed for these cadres. This clause stands modified to the extent of amendment carried out to Sl. No. (xxvi) as mentioned above.

### **Intra-Institutional Transfer Policy**

**The following provisions are included in the intra-institutional transfer guidelines for technical employees of ICAR vide Council’s letter No. TS-19(11)/2016-Estt.IV dated 6.9.2016 :-**

1. These guidelines are applicable to the technical employees of KVKs (under the administrative control of ICAR institutes) also.
2. Director of the Institute is the Competent Authority for intra-institutional transfer in the case of Category I , Category II and Category III technical staff of the institute, KVKs and Regional Stations/ Centres under his/her institute.
3. If such transfer is done in public interest, the employee will be entitled to TTA and joining time. Only intra-institutional transfer on requests will not be eligible for TTA and joining time.

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The phrase "intra-institutional" has been expanded as to cover transfer from the KVK to another KVK or Institute or Regional Station/Centres under the administrative control of the same Institute.

The above amendments/inclusion in the existing transfer policy for technical personnel in ICAR shall come into force from 12.3.2021 i.e. the date of issue of the approved proceedings of Governing Body.

Yours faithfully,

*SB as G-M*  
(Suparna Dasgupta)  
Deputy Secretary (TS)

**Copy for information to :-**

1. All DDGs, ICAR.
2. Director (Special Duty), ICAR.
3. Chief Vigilance Officer, ICAR.
4. Director (Horticultural Science), Director (TS & GAC), Deputy Secretaries of Animal Science, Agricultural Engineering, Agricultural Extension, Crop Science, Fisheries Science and Natural Resource Management Divisions.
5. Legal Advisor, ICAR
6. Secretary (Staff Side), Central Joint Staff Council.
7. Secretary (Staff Side), Headquarters' Joint Staff Council.
8. M&I Unit, DKMA for uploading on ICAR's website.
9. E-office Notice Board.