



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No.Admn.7-1/2020 – R&P

Dated: 23rd August, 2023

To,

The Directors/Project Directors/Zonal Coordinators of ICAR Research Institutes/NRCs/ATARIs/PDs/Bureaux.

Subject: Guidelines/Instructions regarding Inter-Institutional transfer of Administrative/ Support Staff of ICAR – amendment reg.

Sir/Madam,

The undersigned is directed to refer to the Council's Circulars No.33-8/2016 – Estt. I dated 15th/19th September, 2016, No.Admn.33-8/2016 – Estt.I (R&P) 24th October, 2018, OMs of even number dated 25th November, 2020 and 8th February, 2022 on the subject mentioned above. The existing instructions for Inter-Institutional transfer have been reviewed by the Council to streamline the same and with the approval of the Competent Authority the previous guidelines on the subject stand amended with immediate effect as per the Annexure attached herewith.

2. The past cases of promotion, whether by seniority-cum-fitness or Limited Departmental Competitive Examination (LDCE), shall not be re-opened.

Yours faithfully,

Enclosure: As above


23.08.2023
(N.K. Sarvang)

Under Secretary (R&P)

Distribution:

1. PSO to Secy.(D) & DG, ICAR for kind information of Secy.(D) & DG, ICAR.
2. Sr. PPS to AS(D) & Secy., ICAR for kind information of AS(D) & Secy., ICAR.
3. PPS to AS & FA (DARE/ICAR) for kind information of AS & FA(DARE/ICAR)
4. All DDGs/ADGs.
5. Joint Secretary (Admn.)/Joint Secretary (Pers.)/Joint Secretary (Fin.)/Deputy Secretary (Admn).
6. Directors/Deputy Secretaries/Under Secretaries of all Subject Matter Divisions.
7. Secretary (SS), CJSC, IISWC, Dehradun.
8. Secretary (Staff Side), HJSC, ICAR Hqrs.
9. M&I Unit, DKMA for uploading on ICAR Website.
10. E-office Notice Board.

Note: Please download the copy of this guidelines/instructions as per requirement as it is not being distributed separately.

Guidelines for Inter-Institutional transfer for Group B & C administrative posts (excluding the posts under Unified Stenographers' Cadre)

1. The employee applying for transfer should have completed probation period before applying for transfer. A minimum service of five years should be completed from initial appointment before applying for inter-institutional transfer. Employee, once transferred on own request, cannot apply for transfer for the next 10 years.
2. All appointments by transfers shall only be made against vacancies earmarked for Direct Recruitment quota & not against vacancies under promotion quota.
3. There will be no inter-institutional transfer in rotational and routine manner as happens in case of Combined Cadre of Administrative Officers and Finance & Accounts Officers.
4. The Institute/ICAR Headquarters desirous of recruitment by transfer will circulate, with the approval of the Competent Authority, all such vacancies, to all Institutes/ICAR Headquarters.
5. An Administrative/Supporting (MTS) employee shall submit his/her application for transfer through proper channel, addressed to the Director of that Institute/ICAR Headquarters, which has circulated the vacancy inviting applications for transfer.
6. 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.
7. Upon receipt of the application through proper channel from the parent Institute/ICAR Headquarters, as the case may be, the Competent Authority of the Institute/ICAR Headquarters shall constitute a Selection Committee to consider all such applications with reference to availability of DR quota vacancies of the respective post. The composition of the Selection Committee shall be the same as that of Departmental Promotion Committee (DPC) as prescribed in the RRs of the said post.
8. In case the request of the employee is accepted on the recommendation of the Selection Committee, the Competent Authority of the Institute/ICAR Headquarters, where the employee seeks transfer, shall issue necessary orders regarding the employee's transfer in the Institute/ICAR Headquarters.
9. In case of transfer, the concerned employee shall be placed at bottom seniority in the seniority list, i.e., below all the incumbents of the post at the Institute/ICAR Headquarters to which he/she has been transferred and will thus be treated as junior-most in that grade in the new