



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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

F.No. Admn.33-8/2016 – Estt. I (R&P)

Dated: 24th October, 2018

To

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

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

Sir/Madam,

The undersigned is directed to refer to the Council's Circular of even no. dated 15th/19th September, 2016 on the subject mentioned above. In this context, it is clarified that the 'Competent Authority', as mentioned in Clause 4 of the aforesaid Council's guidelines/instructions dated 15/19.09.2016 for Inter-Institutional transfer, to approve the proposal of mode of recruitment by transfer against the Direct Recruitment posts is the Secretary, ICAR and not the Director of the Institute. Further, it is informed that the procedure for Inter-Institutional transfer shall be followed as under:-

- (i) The Institutes desirous of recruitment by transfer against DR vacancies shall send a self-contained proposal alongwith desired information in the prescribed proforma (as per Annexure) to the concerned SMD at the Hqrs. in advance for approval of the Secretary, ICAR. The Director of the respective Institute shall take further necessary action to circulate the vacancy /constitute a Selection Committee to consider applications etc. only on receipt of approval from the Council's Headquarters.
- (ii) The above procedure shall also be applicable for the administrative posts at the ICAR-KVKs, i.e., any DR post belonging to administrative category of staff at the KVKs can be filled by transfer only after the approval from Secretary, ICAR. However, the posts of administrative category of the Institute can not be filled by transfer of the administrative staff of the KVK of another or same institute and vice-versa.
- (iii) Those Institutes who have already filled up such posts without seeking the approval of the Council, such cases may not be opened up now. However, all other proposals, where the selected incumbent has not yet been relieved by the lending institute/KVK, the appointments stand

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cancelled. The cases of inter-institutional transfers which are under process and transfers have not yet been effected will also be covered under these guidelines.

This issues with the approval of the Competent Authority and comes into existence for implementation with immediate effect, i.e., the date of issue of this letter.

Yours faithfully,

Encl : as above



(Ravi Chauhan)

Under Secretary (Admn.)

Distribution:

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

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

F.No.Admn.33-8/2016 – Estt. I (R&P) dated 24.10.2018

**PROFORMA FOR FURNISHING INFORMATION BY INSTITUTES/NRCs/ DIRECTORATES/
PDs/BUREAUX TO THE SMD PROPOSING TO FILL UP VACANCIES IN
ADMINISTRATIVE/SUPPORT STAFF OF ICAR BY INTER-INSTITUTIONAL "TRANSFER"**

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|-------|--|--|
| 1. | Name of the Institute | |
| 2. | Name of the Research Station/Regional Centre/KVK where the vacancy Exists | |
| 3.(a) | Name of the Post in which vacancy is proposed to be filled up on transfer basis | |
| 3.(b) | Category (SC/ST/OBC/UR) to which the vacancy is earmarked | |
| 4. | Pay Level in 7 th CPC Pay Matrix | |
| 5. | Sanctioned no. of posts at the Institute | |
| 6. | Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis | |
| 7. | Date from which the post (s) is/ are vacant | |
| 10. | Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same. | |
| 11. | Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade. | |

Name & Signature of the Director with Seal