

Guidelines for transfer of Scientific Personnel of ICAR:

Definitions:

The terms in these guidelines shall have the following meaning unless the context otherwise requires:

Scientist: It includes DR- Scientist, DR- Sr. Scientist and DR- Pr. Scientist

Institute: It refers to ICAR Institutes/NRCs/Bureaux/Directorates

Regional Station / Centre: Regional Station/Centre of ICAR Institutes / NRCs/Bureaux / Directorates

Inter- Institutional Transfer: Transfer from one institute to other institute

Intra-Institutional Transfer: Transfer from Institute Hqrs. to Regional Station/Centre or vice versa or from one Regional Station/Centre to another Regional Station/ Centre of the same institute.

Category B Station: Areas notified by Govt. of India from time to time as backward or remote areas.

Category A Station: Areas other than Category B Station

Retention Period: Period that a scientist has to serve at a particular institute/station/unit

Cadre: DR- Scientist Cadre, DR-Sr. Scientist Cadre and DR-Pr. Scientist Cadre

Dependants: Those who are dependants as per service book record

EOL: Extra Ordinary Leave

TTA: Transfer Travelling Allowance

Life threatening Condition/Diseases:

Serious Medical Condition: Cancer/Severe Hearth Problem/Renal Problem/Liver Problem

Mild Medical Condition: Diabetic, Asthma etc

The transfer of scientists of ICAR can be done either on administrative reasons or on the request of the scientist.

I. Transfer on administrative reasons

1. The transfer of scientists can be done on administrative grounds by ICAR **through online system** due to following reasons:
 - i. To correct imbalance in the cadre strength of scientists in various disciplines at different institutes and also within an Institute including Regional Station/Centre/Unit.
 - ii. **To strength human resource in high priority projects for their timely implementation.**
 - iii. To provide optimum scientific manpower to institutes.
 - iv. **To transfer the Scientist on the basis of his/her performance to harness the potential of Scientist better in Institute/Research Centre**
 - v. To utilize the experience of scientists in appropriate fields/backward or comparatively less developed areas.
 - vi. Any other reasons considering the operational and functional requirements of the Council.
2. **DG, ICAR shall have full authority to transfer the scientists in public Interest**
3. The scientists transferred on administrative grounds should be entitled for TTA, joining time etc. as per rules.

II. Transfer on request of the scientist

1. Scientists can apply for transfer through online transfer module only which will be operational twice a year.
2. **However, there will be exceptions for applying through online transfer module for Extremely serious medical emergencies or on ground of life threatening condition/diseases of self/ spouse/ parents/children. Exceptions for applying through online transfer module will also be given to those scientists having physically or mentally challenged dependents. In both these cases, the transfer requests will be dealt on cases to case basis with the approval of DG, ICAR.**

3. **Differently abled Scientists**

Physically handicapped Scientists suffer from a range of problems on account of mobility. There may be many peculiar issues viz. the location of bus stop/metro station near their office, where they reside and the conveyance they are using to reach office etc which may have a bearing on the performance of their official duties. Request from differently abled scientists will therefore be considered at the time of their initial posting on case to case basis.

4. Retention period

- (i) Scientists cannot apply for transfer unless he/she has completed the minimum Retention Period of **6 years** for Category A Stations and **4 years** for Category B Stations. **Scientists having 05 outstanding APARs in Category A stations and 3 outstanding APARs in Category B Stations will be eligible for transfer after completion of minimum retention period.**
- (ii) The period of Study Leave/Unauthorized Absence/EOL/Deputation/Post Doctoral Fellowship is not to be counted while calculating retention period at a station.

5. Relaxation of Retention period

The above mentioned retention period is however relaxed under the following cases **in respect of entry level Scientists only:**

- a) Working Spouse cases
- b) Medical Cases
- c) Mutual Transfer Cases

a) Working Spouse cases

- In case of transfer requests based on working spouse ground, there shall be no minimum retention period. The transfer requests on working spouse ground can be made if the spouse is working in a government organization/private organization or having private business. However, if all things being equal, priority shall be given in the following order:
 - i. **Both are the Employees of ICAR**

- ii. Employees of CAU/SAU/Scientific Autonomous bodies like CSIR, ICMR or similar research organizations.
 - iii. Employees of Central Govt./State Govt./Autonomous Bodies/PSUs
 - iv. Employees of Private Organization/Owner of Private business
- If the spouse is not an employee of ICAR but an employee of Central Govt./ State Govt./ PSU/ Autonomous Organization/Private Organization, then such cases are to be substantiated by employment certificates duly issued by the Head of Administration/Office or HR Manager as the case may be. The cases where spouse is having private business have to be substantiated by supporting documents like tax receipt, firm registration etc.
 - The transfer request on working spouse ground can be made only once in the entire service period.

b) Medical cases

- In medical cases, the diseases can be classified under two categories:
 - i. Severe or Serious Medical Condition
 - ii. Mild Medical Condition
- **In cases of Severe or serious medical condition of self or dependents like Cancer, Heart transplant, Liver Transplant or Renal Failure, there will be no minimum retention period for applying for transfer and these cases will be entertained throughout the year in physical mode with the approval of the DG, ICAR. However, in cases of mild medical conditions like serious Diabetic condition, Asthma etc there will be a minimum retention period of 3 years for Category A Stations and 2 years for Category B Station for transfer application. These transfer requests will be dealt online and final decision will be taken subject to the vacancy available in the concerned discipline.**
- Medical cases will be applicable in case of self/spouse/ parents/children/ other dependent family members.
- Medical cases are to be substantiated by medical certificates duly issued by the concerned Medical Board with the stipulation that such certificates should not have been issued prior to 6 months from the date of application for request transfer; and also to be ascertained by the concerned scientist that the required facility for medical treatment is available at the station intended for transfer or nearby places.

c) Mutual Transfer Cases

- Scientists of ICAR can opt for inter-institutional transfer on mutual grounds subject to the following conditions :
 - a) The scientists opting for transfer request on mutual grounds should be from the same Cadre and same Discipline.
 - b) The transfer requests of the scientists have to be recommended by the Director/Project Directors of the respective Institutes/NRCs/Project Directorates/ Bureaux.
- There will be no minimum retention period in case of mutual transfer cases.
- The transfer requests on mutual ground will be considered on case to case basis considering the functional and operational needs of the Council.

6. Marks for transfer applications

There will be marks for transfer applications as per the below mentioned table. The applicants with more marks will get priority over other applicants.

S.No.	Particulars	Marks
1	Presently posted at Category "B" Station and completed the minimum retention period of 4 years at Category "B" Station.	20
2	Presently posted at Category "A" Station and completed the minimum retention period of 6 years at Category "A" Station	15
3	The applicant who has served longest in a station among the scientists applied for transfer after completing the mandatory period: 3.1 For each completed year beyond the retention period served at Category "B" Station, 5 marks will be added and the maximum marks permitted is 15. 3.2 For each completed year beyond the retention period served at Category "A" Station, 2 marks will be added and the maximum marks permitted is 10.	15 10

4	Working Spouse grounds as mentioned at Point 4(a)	30
5	Medical grounds 6.1 Serious Medical Condition 6.2 Mild Medical Condition	30 10
6.	Accomplishments of the scientists in the field of research/teaching/extension activities and towards national priorities of Govt. of India in the field of agriculture and allied sectors. (10-30 marks as per the discretion of Headquarter Transfer Committee, reasons for award of marks to be recorded)	05

7. Transfer Committees

- (i) There is a Headquarter Transfer Committee with the following composition at the Headquarters of the Council which is responsible for inter – institutional transfers based on the transfer requests of the scientists.

DG, ICAR	-	Chairman
Secretary, ICAR	-	Member
All DDGs	-	Member
Director (SD)/Director (P)	-	Member-Secretary

Based on the recommendations of the Headquarter Transfer Committee, the transfers will be effected with the approval of DG, ICAR.

- (ii) There is an Institute Transfer Committee with following composition at the Institute which is responsible for intra-institutional transfers as per the operational needs and requirements of the Institute.

Director of the Institute	-	Chairman
Jt. Director/HoD/Next senior most scientist (as the case may be)	-	Member
JD (Admn.)/CAO/SAO/AO (as the case may be)	-	Member-Secretary

Based on the recommendations of the Institute Transfer Committee, the transfers will be effected with the approval of the Director of the concerned institute.

- (iii) The Institute Transfer Committee shall consider and regulate the transfer of scientists from very remote to more comfortable zone and vice-versa in a rotational manner depending on the operational needs and requirements. There may be a periodic rotation of experienced scientists to remote regional stations/centres for extending benefit of their guidance and leadership to the remote stations also.
- (iv) The Headquarter Transfer Committee can transfer a scientist from one institute to another institute either at the Institute Headquarters or at its Regional Station/Centre/unit. Such transferred scientists should not be transferred by the Institute Transfer Committee for a period of five years without prior approval of the Council.
- (v) Though Headquarter Transfer Committee is mandated with the task of inter-institutional transfer but intra-institutional transfers can also be done by the Headquarter Transfer Committee. In case of conflict of transfer order of a Scientist between Headquarter Transfer Committee and Institute Transfer Committee, the decision of Headquarter Transfer Committee shall prevail.

8. Submission of Transfer Application

Scientists can apply for transfer through online transfer module which will be operational twice a year. Vacancies in online portal should be displayed location-wise, i.e., specifying the vacancy at the Institute Hqrs. or at Regional Station/Centre/Unit. Similarly, place of posting of the applicant should be indicated, i.e, whether posted at Institute Hqrs. or at Regional Station/Centre/Unit. The functioning of online transfer module is detailed below:

- (i) A window of ten days would be open for those scientists of ICAR posted in ICAR Institutes, stations and centres located at areas classified as “A” and “B” category for applying online for transfer based on one or more of the following grounds:
 - Completion of retention period of posting at the concerned area.
 - Working Spouse
 - Medical Condition (**Mild**)
 - Mutual Transfer
- (ii) The opening and closing schedule/dates for online transfer application will be notified on ICAR website and also by e-mail to all the ICAR Institute/NRC/Bureaux/Unit.
- (iii) The ARS scientists can login at <http://pms.icar.gov.in> and can upload their applications for transfer/posting at Institute hqrs. or Regional Station/Centre/Unit as the case may be with supporting documents as applicable, which is to be forwarded online by the Director of the concerned Institute /NRC/Bureaux/Unit with specific comments within the 10 days period as mentioned in 7 (i).
- (iv) Thereafter, the recommendations received online shall be examined by the ICAR Headquarter Transfer Committee and the transfers effected for scientists for Institute Hqrs. or Regional Station/Centre/Unit will be communicated to the concerned scientist and both the institutes.

9. General other conditions/guidelines for transfer of scientists

- (i) In order to maintain the national character of the Agricultural Research Service (ARS) and ICAR institute, not more than 50% of scientists in any cadre shall be from the Home State/UT **except in Instituted located in difficult areas.**
- (ii) The transfer of scientists should not result in lowering of scientific sanctioned strength of any institute or Regional Station/Centre/Unit below 50%.
- (iii) The newly recruited, DR- Sr. Scientist and DR- Pr. Scientist cannot apply for transfer on any ground for a period of **eight** years except for extremely

serious medical emergencies or on ground of life threatening condition/diseases of self, spouse, parents and children.

- (iv) The scientists who are on study leave or on EOL or on **deputation for more than six months** or on post doctoral fellowship etc. cannot apply for transfer.
- (v) As far as possible, the transfer request of Principal Investigator (PI) should not be entertained unless his project is complete or the concerned Director of the institute certifies that his/her transfer would not affect the project adversely.
- (vi) Scientists once transferred to the place of his/her first choice cannot apply for transfer for the next 10 years.
- (vii) Scientists who don't join the transferred place of posting as per their transfer request will be debarred from applying for transfer for next 5 years.
- (viii) The scientists applying for transfer should indicate the work done by them at the present institute and how they are going to contribute in terms of research/teaching/extension activities at their preferred new place of posting. **This has to be certified by the Director of the concerned Institute/DDG**
- (ix) Transfer from an Institute to be done in a phased manner to ensure that on-going Projects in a Division/Discipline are not adversely affected.
- (x) In case of equivalence of marks, the Headquarter Transfer Committee shall have the discretion to give priority to any applicant considering the need of the applicant and/or the functional requirements of the Council. The decision of the Headquarter Transfer Committee or otherwise by means of online transfer shall be final and once transfer orders are issued, the Scientists shall have to be relieved within **30 days extended upto 90 days under special circumstances** from the date of issue of transfer orders.
- (xi) DG, ICAR shall have the discretion to relax any or all the other rules for transfer as he deems fit considering the operational and functional requirements of the Council to be recorded in writing.

- (xii) **Scientists approaching Superannuation (retirement within 02 years) may not be transferred as far as possible.**

10. Joining Time and Transfer TA

Transfer of Scientists posted at 'B' category stations, after completion of his/her tenure of 5 years at the station, is to be considered in public interest; and he/she therefore, will be entitled to transfer TA, joining time etc. as per Rules. In other cases, no TTA, joining time etc. will be admissible. In view of the maintenance of payroll through ERP at the institutes, his / her pay shall be drawn by the relieving institute for the complete calendar month from which he/she is being relieved for joining at the place of posting by transfer.

11. Extraneous and outside pressures

Extraneous and outside pressures, if brought upon the administration against the transfers made according to the pattern, shall attract the provision of C.C.S. (Conduct Rules) as applied to the Council's employees.