



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
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Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110 001

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

Dated the 19th 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 248th 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 237th meeting held on 29.6.2016 and it was issued to all ICAR Institutes vide letter No. TS-19(11)/2016-Estt.IV dated 6th 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 252nd meeting held on 19th 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>Sl. No. (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.</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 & Subject Matter Specialist) by transfer from amongst the technical employees of other ICAR Institutes/ICAR Headquarters.</p>
<p>Sl. No. (vi) : 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>Sl. No. 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 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 & 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>Sl. No. (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</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.
Sl. No. (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.).	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 244th 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,

SD as G-Me
(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.