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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

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F.No. TS 19 (11)/2016-Estt.IV  
To

Dated: 6<sup>th</sup> September, 2016

The Directors/ Project directors of ICAR Research Institutes/ Project Directorates/ NRCs/ Bureaux

Sub: Guidelines for Intra-Institutional transfers - reg:-

Sir,

The guidelines for Intra-Institutional transfer of administrative and technical employees had been engaging the attention of the Council for better administration. The Governing Body in its 237<sup>th</sup> meeting held on 29.6.2016 has inter-alia approved the following guidelines for Intra-Institutional transfer of administrative and technical employees:-

**A. Administrative Employees:**

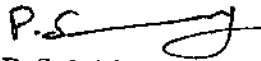
- i. Administrative staff may be considered for transfer from the Regional Stations of the Institute or from the Hqrs. of the Institute on completion of minimum three years of service.
- ii. Every Institute should have one transfer committee headed by the Head of the Administration/ Joint Director/ HOD as Chairman for considering/ recommending intra-institutional transfer cases. Transfer request/ routine transfers may be effected once in a year preferably in the month of March.
- iii. The sanctioned strength of the Institute Hqrs. and Regional Stations should always be kept in mind at the time of effecting the transfer of the employees.
- iv. On promotion against a suitable vacancy at the Regional Station of the Institute, the promoted employee has to go to the place where the post exists. If the person denies promotion action may be taken as per the provisions in the recruitment rules and other relevant rules and guidelines.
- v. If the employee who is due to retire within next two years is promoted, he/ she may not be transferred to another station.
- vi. These guidelines are also applicable to the persons who are serving the Institute Joint Staff Council and they can be transferred in Organisational interest.
- vii. If an employee is transferred, he/ she can stay at the place from where he/ she was transferred for a maximum period of 30 days.
- viii. When the transfer is effected after completion of tenure at a particular station or in the case of promotion and consequent transfer to a Regional Station, the transfers may be made in public interest. This may be unequivocally indicated in the transfer order.
- ix. Employees serving in remote/ difficult areas of Jammu & Kashmir, NE/NEH, Andaman & Nicobar Islands etc. may be given a choice posting after completing their prescribed tenure i.e. 2/3 years of service at the station, as per DOP&T guidelines.
- x. Employees suffering from major ailments such as cancer, cardiac diseases, kidney disease etc. may be considered for transfer to a place where better medical facilities are available or to the station which are near to their hometown.
- xi. Serving couple should be placed at one place to the extent possible depending upon the availability of vacancies.

**B. Technical Employees:**

- i. Every Institute should have one transfer Committee headed by the head of the Administration/ Joint Director/ HoD as Chairman for considering/ recommending Intra-Institutional transfer. Transfer request/ routine transfers may be effected once in a year preferably in the month of March.
- ii. These guidelines are also applicable to the persons who are serving the Institute Joint Staff Council and they can be transferred in organizational interest.

- iii. The sanctioned strength in the relevant functional group of the Institute headquarters and Regional Station, should always be kept in mind at the time of effecting the transfer of the employees.
- iv. If an employee is transferred he/ she can stay at the place from where he/ she was transferred for a maximum period of 30 days.
- v. Employees serving in remote/ difficult areas of Jammu & Kashmir, NE/NEH, Andaman & Nicobar Islands etc. may be given a choice posting after completing their prescribed tenure i.e. 2/3 years of service at the station, as per DOP&T guidelines.
- vi. When the transfer is effected after completion of tenure, wherever prescribed at a particular station or in the case of promotion and consequent transfer to a Regional Station, the transfer may be made in public interest. This may be unequivocally indicated in the transfer order.
- vii. Employees suffering from major ailments such as cancer, cardiac diseases, kidney disease etc. may be considered for transfer to a place where better medical facilities are available or to the station which are near to their home town.
- viii. If an employee who is due to retire within next two years, he/ she may not be transferred to another station.

Yours faithfully,

  
(P. Saktivel)  
Deputy Secretary (TS)

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