

ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN - 304 501

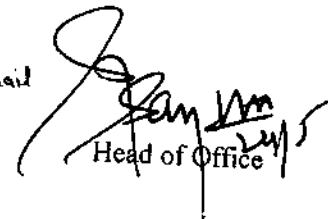
F.No.6(71)Adm.I/2016/ 5982

Dated: 24.05.2017

ENDORSEMENT

A copy of Council's Circular No. 11-3/2016-Per.II dated 22.05.2017 received from Director (Personal), ICAR, New Delhi regarding schedule of operation online transfer cycle for ICAR Scientists is forwarded to the following for information, guidance and further necessary action:-

1. All Heads/Incharge of scientific Divisions/Sections Th. Email
- ✓ 2. I/C AKMU for uploading on the Institute's website
3. Sub-Stations(ARC,Bikaner/NTRS,Garsa/SRRC,Mannavanur) Th. Email
4. F.No.3(50)E/84/Adm.I/Vol.IV
5. All Notice Boards


Head of Office

Sh. M. P. S. / M. J.
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INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No. 11-3/2016-Per.II

Dated: 22.05.2017

CIRCULAR

It has been decided that the on-line transfer cycle for ICAR Scientists will be operated as per the following schedule for the different phases as mentioned against each.

| Phases | Period of on-line application | Consideration of transfer application & issuance of transfer order | Opening and closing time of on-line transfer |
|-----------------------|---|--|---|
| 1 st phase | 23-26 th May'17 | 27-29 th May'17 | To be opened at 10:00 am on the initial date and will be closed by 5:00 pm on the last day. |
| 2 nd phase | 30 th May- 1 st June'17 | 2-4 th June'17 | |
| 3 rd phase | 5-9 th June'17 | 10-12 th June'17 | |
| 4 th phase | 13-15 th June'17 | 16-18 th June'17 | |

The above transfer phases are in accordance with the phases mentioned in the circular no. 38/2/2011-Per.IV dated 20.02.2017.

It is requested that Scientific Personnel of the institute may be apprised accordingly. In this context, mails are being sent to all the Institutes and IASRI is providing the necessary information in this regard. In case of any difficulty being faced during the process, the same may be referred to mail : sudeep.marwaha@icar.gov.in.

Director (Personnel)

Distribution:-

1. All Directors of ICAR Institutes/Directorates/Bureaux/NRCs/ATARIs.
2. All SMDs, ICAR.
3. PSO to DG, ICAR / PPS to Secretary, ICAR.
4. Incharge, DKMA with the request for uploading this Circular on ICAR website.



भारतीय कृषि अनुसंधान परिषद्
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नई दिल्ली 110001
KRISHI BHAVAN, Dr. Rajendra Prasad Road, NEW DELHI

PER-F. No. 38(2)/2011-Per.IV

Dated: the 20th February, 2017

To,

The Directors/Project Directors/Project Coordinators/Zonal Coordinators/
 National Research Centers/National Bureaus of ICAR Institutes.

Subject: Transfer Policy for ARS Scientists.

Sir,

In supersession of 'Transfer Guidelines for scientific personnel of ICAR' issued vide Council's letter No. 8(16)/76-Per.IV dated 17th November, 1980 and the amendments issued thereon vide dated 18.7.81,14.6.82,10.6.85,10.11.87 & letter no 7(3)/2013 Per-IV dated 15.6.2016, the revised 'Transfer Guidelines for scientific personnel of ICAR' is issued with the approval of GB vide its 228th Meeting held on 30th September, 2013 and President ICAR. The revised 'Transfer Guidelines for scientific personnel of ICAR', as enclosed in details, shall be applicable from the date of issue of the communication for effecting transfers of ARS Scientists from one Institute to another and within the Institutes. These guidelines may be followed scrupulously for effecting inter-institutional & intra-institutional transfer of scientific personnel of ICAR.

Yours' faithfully,

(Sujit K.Mitra)
 Director (Personnel)

Copy to:

1. Sr. PPS to DG, ICAR.
2. PPS to Secretary, ICAR.
3. PS to AS&FA (DARE), ICAR.
4. Chairman/Members, ASRB
5. All DDGs/ADGs/Scientists at ICAR HQs.
6. President, ARSS' Forum.
7. Sr. Director (Admn.)/All Directors at ICAR Hqrs./All DS at ICAR Hqrs.
10. DS (Per.)/US(Per.I &II)/US(Per.III/IV).
11. Sh. Hans Raj, ISO, for uploading it on ICAR website
12. CDN Section for assigning Index Number.

'Guidelines for transfer of scientific personnel of ICAR'

1. In terms of the Rule 20 of the ARS Rule, the Transfers of Scientists will be made:-
- (i) To correct imbalance in the cadre strength of scientists in various disciplines at different institutes and also within an Institute including regional stations.
 - (ii) To fill positions in high priority projects, direct recruitment to which through the Agricultural Scientists' Recruitment Board (ASRB) may result in delay, in the implementation of programmes.
 - (iii) To utilize the experience of scientists in appropriate fields.
 - (iv) To post scientists in backward or comparatively less developed areas in accordance with the provisions of rule 20(2) of the ARS rules.
 - (v) For administrative reasons.

2. **CATEGORISATION OF AREAS:**

The areas in which the ICAR Institutes, stations and centres are located would be categorized as 'A' and 'B'. Areas notified by Government of India from time to time as remote or backward would be classified as 'B' and rest of India as 'A'.

3. **TENURE OF POSTING:**

The posting should be made as per sanctioned cadre/discipline of the Institute concerned. In order to maintain the national character of the ARS service and the ICAR Institute, not more than 50% of Scientists should be from Home-state.

3.1 The tenure of posting in 'B' category stations shall be for a minimum period of 3 years.

3.2 In case of 'A' category stations the minimum tenure of posting shall be 5 years.

3.3 It shall be mandatory to serve at initial place of posting for 3 years in 'B' category stations and 5 years in 'A' category stations as the case may be. The lateral entry location-specific selectees are also to be governed by this clause.

3.4 **In case of emergency and other genuine grounds:-** a scientist who has completed a total period of 10 years in remote areas may be allowed to apply for transfer and also given priority in transfer even if he has not completed a minimum 5/3 years period, as the case may be, in the current posting through direct selection.



3.5 In case of Working Couple and Medical Grounds:-

3.5.1 Working Couple:

(i) As per DOPT guidelines issued vide OM. 28034/9/2009-Estt. (A) dated 30.09.2009 the case of posting of working in same station shall be considered depending on vacancy in the relevant discipline & category at the proposed place of posting/transfer or in close proximity pursuant to the conditions stated in the OM; and it does not adversely affect the operational needs and requirements of the Institute. The mandatory period of service at the place of posting have not been linked in such cases in view of the general instructions of the Govt. of India regarding placing working couples in the same station/city, and submission of the appropriate certificate stated in para (ii), as the case may be.

(ii) If the spouse is not an employee of ICAR but an employee of Central Govt./ State Govt./ PSU/ Autonomous Organization, than such cases are to be substantiated by employment certificates duly issued by the Head of Administration/Office, HR manager with the stipulation that such certificates should not have been issued prior to 3 months from the date of application for request transfer.

3.5.2 Medical Grounds:

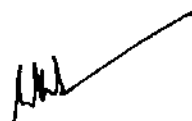
(i) The requests for transfer on medical grounds relating to the employee/spouse or members declared as dependent to be considered if it is certified by the Director of the institute that reasonable facilities not available within a distance of 100 kms in category 'A' region and 50 kms in case of category 'B' region. Such requests will be considered keeping in view the availability of vacancy in the relevant discipline, and medical facilities at the station proposed to be transferred.

(ii) Such 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 3 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.

3.6 The applicants who have served longest in a station will get due weightage for consideration of his/her case over others. Weightage will be awarded for each completed year after the mandatory period of posting.

3.7 In case of Intra-Institutional transfer, the tenure in the Regional Stations may be from 3 to 5 years depending on properly justified operational needs and requirements

3.8 Scientists approaching superannuation (retirement within 1.5 years) may not be transferred as far as possible.



4. TRANSFER COMMITTEE:

4.1 There will be a Transfer Committee at the Headquarters of Council, with DG, ICAR as Chairman, Secretary, ICAR, one DDG (to be nominated by the DG, ICAR) and Director (P) as members to consider and recommend all Inter-Institutional transfers according to these guidelines. After implementation of the system of online application for transfer of scientists, the transfer of scientists shall be considered through the online system with due approval of the Transfer Committee.

4.2 Each Institute shall have an Institute Transfer Committee to consider and recommend all Intra-Institutional transfers according to above mentioned guidelines. Composition of the committee shall be as follows:

- i) Director of the Institute - Chairman
- ii) Joint Director/HoD/ - Member
Next senior most Scientist
(As the case may be)
- iii) JD(Admn.)/CAO/SAO/AO - Member Secretary
(As the case may be)

5. SUBMISSION OF TRANSFER APPLICATION AND TIME OF TRANSFER:

a) Transfer on any ground except emergent situation and reasons shall be considered once in a year and normally in the March in every year when the academic session of the schools and colleges will come to a close so as not to disturb the education of the children.

b) All applications for transfer shall be submitted in prescribed format with details of project handled, grounds for transfer, recommendations of Institute Transfer Committee and remarks by the Director concerned with in the period stipulated for each category of request transfer. With the implementation of the 'Online Transfer' mode, requests for transfers would be considered through online application only.

c) In online mode, application for transfer can be made in following phases:

- i) Personnel Division will upload the personnel data of all scientists and the vacancy position by a specified date,
- ii) In first phase, a window of seven days would be open for applying online for those scientists posted in ICAR Institutes, stations and centers located at areas classified as 'B' (notified by Government of India from time to time as remote or backward), and completed the mandatory period of posting at the area.
- iii) Thereafter, a three days break will ensue to process the cases and the transfers effected for scientist in the first phase will be generated and communicated to the individual scientist and the concerned institute.

- iv) Again the vacancy position will be uploaded on the portal taking into effect of the transfer occurred during the first phase.
- v) In second phase, a window of five days would be open for applying online for those scientists posted in ICAR Institutes, stations and centers located at areas classified as 'B' (notified by Government of India from time to time as remote or backward) and to apply for transfer on Working Couple/ Medical Ground only.
- vi) Thereafter, a three days break will ensue to process the cases to generate the transfer order and communicate to the individual scientist and the concerned institute.
- vii) In third phase, a window of five days would be open for applying online for those scientists posted in ICAR Institutes, stations and centers located at areas classified as 'A' and completed the mandatory period of posting at the area.
- viii) Thereafter, a three days break will ensue to process the cases to generate the transfer order and communicate to the individual scientist and the concerned institute.
- ix) In fourth phase, a window of three days would be open for applying online for those scientists posted in ICAR Institutes, stations and centers located at areas classified as 'A' and to apply for transfer on Working Couple/ Medical Ground only.
- x) Thereafter, the transfers effected for scientist in the fourth phase will be generated and communicated to the individual scientist and the concerned institute within a period of three days.
- xi) As stated in para (v) above, after completion of transfer cycle in each phase the vacancy position will be uploaded on the portal taking into effect of the transfer occurred during the previous phase.
- xii) While considering for transfer for different classified areas of 'A' & 'B', due weightage have been introduced in the online application for transfer, by which the concerned scientist may avail the priority of 'Working Couple/Medical Ground' and the condition mentioned in 3.6 in respective phases:

| | Reasons for transfer | Weightage |
|---|---|-----------|
| 1 | Completed the mandatory period of service at the present place of posting | 20 |

| | | |
|---|--|----------------------|
| 2 | The applicant who have served longest in a station among the scientists applied for transfer after completing the mandatory period 2.1 For each completed year beyond the mandatory period served at area 'B', weightage of 5 point will be added and the maximum weightage permitted is 20. 2.2 For each completed year beyond the mandatory period served at area 'A', weightage of 5 point will be added and maximum weightage permitted is 20. | 20 |
| 3 | Working Couple and if the spouse is posted in ICAR/ Central Govt./ State Govt./ PSU/ Autonomous Organization 3.1 Both are in ICAR 3.2 Spouse in Central Govt. 3.3 Spouse in State Govt./PSU/Autonomous Org. | 35 35 30 25 |
| 4 | Medical Grounds of self/family as declared in the service book to be supported by the documents as mentioned in para-3.5.2 (ii) | 25 |
| | Total weightage | 100 |

Details on the procedure for applying through 'Online Transfer' would be issued prior to Implementation of the system.

6. **MODE OF TRANSFER:**

(i) The minimal transfer approach need to be followed to ensure that the scientists may acquire specialization and expertise in their respective disciplines.

(ii) It shall be mandatory to serve initial place of posting for 3 years in 'B' category stations and 5 years in 'A' category stations as the case may be.

(iii) The lateral entry location-specific selectees are also to be governed by this clause. The requests for transfers of the concerned scientist shall not be considered prior to completion of the period of mandatory service.

(iii) The short term postings of scientists can be made based on special needs of different institutes or and ad-hoc projects to meet emergent situations.

A. Inter-Institutional Transfer

(i) The Inter-Institutional transfer will be considered and recommended as stated in para-4(i).

(ii) The transfer will be considered in order of terms stated in para 5(c).

(iii) 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.

- (iv) The decision of the Transfer Committee or otherwise by means of online transfer shall be final and once transfer orders issued, the Scientists shall have to be relieved within 30 days from the date of issue of transfer orders.

B. Intra-Institutional Transfer

- (i) The Intra-Institutional transfers will be considered and recommended by the Institute Transfer Committee. Based on the recommendation of the Institute Transfer Committee, Intra-institutional transfers will be effected with the approval of the Director of the concerned institute.
- (ii) The tenure in the Regional stations may be from 3 to 5 years depending on properly justified operational needs and requirements.
- (iii) There may be a periodic rotation of experienced scientists to remote regional stations for extending benefit of their guidance and leadership to the remote stations also.
- (iv) The Institute Transfer Committee shall consider and regulate the transfer of scientists within the NE region from very remote to more comfortable zone and vice-versa depending on the operational needs and requirements.

7. JOINING TIME & Transfer TA:

Transfer of Scientists posted at 'B' category stations, after completion of his/her tenure of 3 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 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.

8. 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.

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