



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
KRISHI BHAWAN : NEW DELHI

F.No. Admn.3-1/2013-Estt.I(Pt.)

Dated, the 18<sup>th</sup> Sept., 2013

To

All the Directors of ICAR Institutes / Project Directorates / National Research Centres / Bureaux / Zonal Project Directors / Project Coordinators

**Subject : Inter-institutional transfer of officers of Combined Cadre (Administrative & Finance)**

It has been considered necessary to streamline the mechanism of inter-institutional transfer of officers of Combined Administrative and Finance Cadres with a view to lending it greater objectivity and transparency. In the regard, a set of broad guidelines have been compiled, which are attached.

2. According to these guidelines, eligible officers desirous of seeking transfer will submit an application as per prescribed format (Annexure 'A') to the Director / Head of their establishment for onward submission to the Council in the month of January. The applicants should submit complete information required in the format along with documentation, if any, supporting their requests.

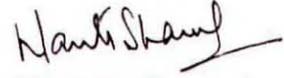
1. The Directors / Heads of the concerned institute / establishment will consider applications received and forward them with their specific recommendation by 28<sup>th</sup> February for consideration of the ICAR Headquarters. It will be helpful if the institutes / establishments make speaking recommendations so that reasons for the same could be appreciated in the Headquarters office. Any request received directly from the applicants will not be entertained.

2. The requests for transfer received at any other time during the course of the year will not be entertained.

3. A Standing Committee chaired by the Secretary, ICAR has been constituted to consider all transfer applications received in the Council. This Committee will meet in the month of March every year and consider requests received on merit. The decisions of the committee shall be communicated to the applicants through proper channel by 31<sup>st</sup> March of the year.

Contd.....2/-

6. It is requested that the contents of this circular should be brought to the notice of all concerned.



(Namrta Sharma)  
Deputy Secretary (Admn.)

Distribution :

1. All DDGs
2. Sr. PPS to DG, ICAR
3. PPS to Secretary, ICAR
4. Director (P)

**BROAD GUIDELINES FOR TRANSFER OF OFFICER BELONGING TO THE COMBINED CADRE OF ADMINISTRATIVE AND FINANCE AND ACCOUNTS OFFICER OF ICAR**

1. Notwithstanding anything contained in these guidelines, transfer from any particular station / to any particular station cannot be claimed as a matter of right. Transfers / postings are the prerogative of the competent authority in the Council. However, such decisions will be taken on merit in accordance with the broad guidelines mentioned below.
2. The officers shall normally be due for transfer after every five years at their place of posting.
3. Except for transfers / postings on administrative grounds and due to vacancies arising during the course of the year or transfer on account of extreme medical grounds or for such other extra ordinary reasons in public interest, the general transfers would be undertaken normally once in a year during the month of March / April for which the process would be initiated during the month of January.
4. The officers desirous of seeking transfers on request / compassionate grounds / medical grounds etc. may file their applications for transfer to station of their choice, indicating three stations in the order of preference in the prescribed format **through proper channel**. However, the officer must be working in his / her current position for at least two years to be eligible to apply for transfer.
5. All general transfers / postings will be ordered during the month of March / April and officers concerned will be required to relinquish / assume charge within a maximum period of 30 days from the date of order failing which they will be deemed to have been relieved from their existing place of posting.
6. Transfer on grounds such as posting of husband and wife at the same station, medical reasons, physically challenged employees, employees who have mentally retarded children etc. will also be considered along with general transfers, except for cases of serious medical emergencies or such other extraordinary compassionate reasons requiring mid-term transfers, which will be considered on a case-to-case basis taking into account all the relevant factors.
7. Proposals for request transfer on compassionate grounds should be accompanied by complete details of the case and relevant documents.
8. Notwithstanding anything contained in this policy, the Competent Authority in the Council can if considered necessary, order transfers at any time of the year.
9. An officer aggrieved by an order of transfer may represent to the Secretary, ICAR within 15 days from the date of receipt of the order and such representations will be disposed off expeditiously.



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, DR. RAJENDRA PRASAD ROAD,  
NEW DELHI - 110 001**

**FORMAT OF APPLICATION FOR TRANSFER / POSTING TO BE  
CONSIDERED BY THE TRANSFER COMMITTEE**

1.	Name & designation of the Officer			
2.	Date of Birth			
3.	Date of joining ICAR service			
4.	Place and date of posting at current place			
5.	Details of postings during the last 5 years			
	Sl. No.	Place of Posting	Date of posting	Reason for transfer
6.	Reason(s) for seeking the transfer			
7.	Preferred place of posting	1.		
		2.		
		3.		
8.	List of supporting documents, if any:	1.		
		2.		
		3.		

Signature of the applicant

9.	Comments / Recommendations of the forwarding authority	
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Signature  
Name & Designation  
(with official stamp)