



भारतीय कृषि अनुसंधान परिषद

## Indian Council of Agricultural Research

कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नयी दिल्ली- 110001

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

F. No. 38(10)/2017-Per.IV

Dated: 06<sup>th</sup> July, 2018

### Office Memorandum

**Subject : Transfer Guidelines for Senior Scientist cum Head KVK (Krishi Vigyan Kendra) administered by ICAR Institutes.**

The Transfer Guidelines for Senior Scientist cum Head KVK administered by ICAR Institutes shall be applicable from the date of issue of this memorandum for effecting transfers of Senior Scientist cum Head KVK from one ICAR-Institute-KVK to another ICAR-Institute-KVK against vacant position of the Head, KVK.

2. The Transfer guidelines issued by ICAR for scientists of ARS cadres will be generally applicable to the Senior Scientists- Cum- Heads of ICAR-Institute-KVKs as far as general principles are concerned. However, keeping in view the specificity of the cadre of ICAR-Institute-KVK Heads, the following specific guidelines will be applicable to them.
3. The incumbent Head of ICAR-Institute-KVK can apply for transfer to another ICAR-Institute-KVK after completion of 5 years tenure against the vacancy available at the Head of ICAR-Institute-KVK positions.
4. Senior Scientist cum Head KVK administered by ICAR Institutes can also opt for transfer from one ICAR-Institute-KVK to another ICAR-Institute-KVK on mutual grounds in working couple cases only subject to the following conditions:
  - a. The Senior Scientist cum Head KVK opting for transfer request on mutual grounds should be from the same Cadre and same Discipline.
  - b. Either both of the transferees applying on mutual ground should be considered under working couple cases, or otherwise if one of them is not under the working couple ground then should have completed the mandatory period of service at the place of posting.
  - c. The transfer requests of the Senior Scientist cum Head KVK have to be recommended by the Director/Project Directors of the respective Institutes/NRCs/Project Directorates/ Bureaux.

### 5. PROCESS OF SUBMISSION OF ONLINE TRANSFER APPLICATION

5.1 The transfer requests shall be considered by the online module only once a year in every year.

5.2 A transfer window would be opened for Heads of ICAR-Institute-KVK for applying online for transfer. The opening and closing schedule/dates for online transfer application would be notified on ICAR website and also by e-mail to all the Institutes/NRCs/Bureaux/Units and ICAR KVKs.

5.3 For applying online, IASRI, New Delhi shall provide log-in ID and password to the Heads of ICAR-Institute-KVKs who can login at <http://pms.icar.gov.in> and can upload their applications for transfer/posting which is to be forwarded online by the Director of the concerned Institutes/NRCs/Bureaux/Units with specific comments within the scheduled period.

5.4 Thereafter, the recommendations received online shall be examined by the ICAR Hqrs. Transfer Committee and the transfers effected for Heads of ICAR-Institute-KVKs will be communicated to the concerned Head of ICAR-Institute-KVK and the Institute.

6. The decision of the Transfer Committee shall be final and once transfer orders are issued, the Senior Scientist cum Head KVK shall have to join at the transferred ICAR-Institute-KVK after being relieved from the present ICAR-Institute-KVK within 30 days from the date of issue of transfer orders.

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

  
(Sujit K. Mitra)  
Director (P)

**Distribution:**

1. The Directors/ Project Directors of ICAR Research Institutes/NRCs/Project Directorates/ Bureaux and ICAR KVKs
2. PSO to DG, ICAR.
3. Sr. PPS to Secretary, ICAR.
4. PPS to AS&FA (DARE), ICAR.
5. Chairman/Members, ASRB.
6. All DDGs/ADGs at ICAR Hqrs.
7. All DS at ICAR Hqrs.
8. Dr. Sudeep Marwah, Pr. Scientist, IASRI, New Delhi for providing login ID and password to Heads of ICAR-Institute-KVK and other necessary action related to online transfer module.
9. US (Per. I, II&III)/US (Per. IV, AU &PMIS)
10. PD, DKMA for uploading on website
11. CDN Section for assigning Index Number