



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
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To

The Acting Head, CPCRI (RS) Kayamkulam/Vittal.  
The Scientist in-charge, CPCRI (RC) Mohitnagar/Kahikuchi/Kidu.

Sub:- Transfer guidelines – reg.

Sir/Madam,

Please find enclosed herewith the Transfer guidelines formulated for the benefit of Technical/Administrative and Skilled Supporting staff of ICAR-CPCRI. It is requested that the guidelines may please be circulated among the staff for their information.

Yours faithfully,

(Pradeep Kumar Wasu)  
Asst. Administrative Officer

Encl: As above.

Copy for similar action to:

1. The Acting PC(Palms) /Acting Head of Division, (Social Sciences/ Crop Production/Crop Protection/PB & PHT / Crop Improvement/), CPCRI, Kasaragod
2. The Programme Coordinator, KVK, CPCRI, Kasaragod/ CPCRI RS, Kayamkulam.
3. The Chief Administrative Officer, CPCRI, Kasaragod.
4. The Senior Finance & Accounts Officer,
5. The AAO (Bills/Estate/Accts.), CPCRI, Kasaragod.

The Technical Officer Library . The copy may be displayed in the Institute Website  
For information to:

PS to Director/RTI&APAR Cell /PME Cell/AKMU/Hindi Cell/ CPCRI, Kasaragod.

# Intra-Institutional Transfer Guidelines of the ICAR-CPCRI

## Introduction

1. These transfer guidelines are applicable for all Technical, Administrative and Supporting Staff of the ICAR-CPCRI.
2. These guidelines are supplementary and complimentary to the ICAR transfer guidelines for intra-Institutional transfers as enumerated vide F. No. TS 19(11)/2016-Estt.IV dated 6<sup>th</sup> September, 2016.
3. Anything contained in these guidelines which are contrary to the said Guidelines dated 6<sup>th</sup> September, 2016 or any other Orders, Directions issued by the ICAR would be null and void to that extent.
4. In these guidelines unless otherwise mentioned "Station" includes CPCRI headquarters, Regional Stations and Research Centres

## Fundamental Guiding Principles

5. Transfer is not a right.
6. All the posts in ICAR-CPCRI have all India transfer liability.
7. An ICAR-CPCRI employee has no legal or vested right to remain posted at a place of his choice nor can he insist that he must be posted at one place or the other.
8. An ICAR-CPCRI employee is liable to be transferred in the administrative requirement, exigencies, public interest and efficiency in the public administration and can be posted at any of the Stations of ICAR-CPCRI. Transfer of an employee is not only an incident inherent in the terms of appointment but also an essential condition of service.
9. Transfer and Posting is an exclusive prerogative of the Institute. Public interest and administrative exigencies are far more important than personal convenience of an employee. These guidelines in no way infringe the inherent powers of the Director to transfer any of the employees in public interest or otherwise.
10. These are only a set of guidelines for transfer and not any rule or order that are to be compulsory or rigidly followed but are for guidance to facilitate transfer employees by providing a framework and to reduce arbitrariness and discriminations as much as possible.
11. All the principles and guidelines enumerated hereinbelow are subject to the fundamental principles stated from point No. 5 to 10 above and to the operational/administrative requirements of the ICAR-CPCRI. The said principles will outweigh all other considerations.

## Other Guidelines

12. Notwithstanding anything contained in this policy, the Competent Authority can, if considered necessary, order transfers at any time of the year.
13. There will be two Transfer Committees, one for the administrative staff and the other for Technical and SSS. The Transfer Committee for the Administrative staff will be headed by the CAO or the Head of the Administration as the case maybe. The Transfer Committee for the Technical personnel and Skilled Support Staff will be headed by a HoD nominated by the Director.
14. There may be representative of female and SC/ST in the both of the Transfer Committees. The concerned AO or AAO as nominated by the Director maybe the Member Secretary of both of the Transfer Committees. The Head of the Office of CPCRI Headquarters shall be one of the members of Transfer Committee for the Technical Personnel.
15. There is no time limit or time frame for the meeting of the Transfer Committees. However, the Transfer Committees may hold its meeting at least once in a year, well in advance so that, preferably, the transfers maybe affected well before the start of academic period.
16. The recommendations of the Transfer Committee are of recommendatory in nature and are not final or binding. The final authority is the Director who can accept, amend, or reject either partially or fully the recommendations of the Transfer Committee.
17. Transfer may results in loss of institutional memory and creates work related difficulties for the concerned Division/Centre. At the same time transfers are necessary to avoid developing vested interests, stagnation of the official and for overall growth of an official and exposure to different aspects of working. While considering transfer requests and recommending transfers, the Transfer Committee should consider these seemingly conflicting objectives and should harmonize these to the extent possible.
18. At present there is no tenure posting in ICAR-CPCRI for administrative, technical or supporting staff.
19. On promotion, an official at any level shall be posted out of his Station as per the vacancy available or in public interest or administrative exigencies and a substitute can be posted in his place. Such transfers and posting need not come before the Transfer Committee.
20. Seniority shall not be a criterion for transfer or posting. However when female employees (married or unmarried) are transferred/placed away from their family, they may face genuine hardship. This factor may be kept in view while transferring a female employee.
21. For transfer, as far as possible, "principle of longest stayee" may apply. i.e., a person with longest continuous service in a particular post at a particular

place is more liable to be transferred as compared to a person with lesser period in that particular place.

22. If the official is due for superannuation within two years he/she concerned may be retained in the same Station to the extent administratively feasible subject to guidelines/Rules issued in this regard by the ICAR.

23. The sanctioned strength of the concerned Station should invariably be a factor while affecting the transfer of the employees. For the Technical Service personal the Functional Group may also be factored in.

24. While recommending any transfer or posting the Committee may also consider the number of officials in position in that particular category in a particular Centre and may try to make optimum balance between the Centres and also the ratio between scientific, technical, administrative and supporting staff.

25. Normally, an official shall not be transferred, unless he has completed the probation period satisfactorily.

26. The person who is serving the Institute Joint Staff Council and can be transferred and posted as any other official.

27. Preferably, other than on request, a SSS may not be transferred outside the State other than on promotion.

28. Employees serving in NEH region may be given a choice of posting, to the extent possible as per the DOPT instructions in this regard.

29. Intra-Institutional transfer requests may be considered on completion of minimum three years of service.

30. Transfer before completion of three years may be considered only in the public interest or on any other grounds mentioned in these Guidelines or in consonance with any orders/directions issued by the ICAR from time to time.

31. Transfers can be either in public interest or on request (either mutual or otherwise).

32. A request for mutual transfer may be considered if both the officials are from the same cadre and in case of technical personnel from the same functional Group.

33. Request transfers on compassionate grounds may be considered on grounds of-

- i) Superannuation within 2 years
- ii) Working spouse
- iii) Serious/terminal disease and/or extraordinary disabilities of self/family members
- iv) Single/widow lady official
- v) Education of children

vi) Marriage of children

34. Proposals for request transfer on compassionate grounds should be accompanied by complete details of the case and relevant documents.

35. When an employee is transferred on personal grounds, the substitute, if required should be made in accordance with the norms laid down in these guidelines and any other guidelines or instructions or Rules issued by the ICAR. However, proper care should be taken about the rights of the substitute as he/she could be an unwilling participant in this endeavor.

36. If the transfer is made on request of an official, such transfer shall not be considered in public interest even if that particular official had completed three years of service. If in some exceptional cases, such transfers are to be considered in public interest the reason should be given clearly as to why such transfer is in public interest and this shall be unequivocally indicated in the proceeding and also in the transfer order.

37. Where the spouse of an employee is working, guidelines issued by the DOPT from time to time, regarding the posting of husband and wife at the same station may be taken into consideration to the extent possible without affecting the administrative requirements.

38. While transferring, the health conditions, family liabilities, education of children may also be considered to the extent possible.

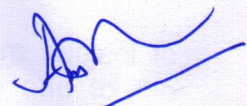
39. Employees suffering from major ailments such as cancer, cardiac diseases, kidney disease etc. may be considered for transfer to a place where better medical facilities are available or to the station which are near to their home town.

40. All the transfer request should be addressed to the Director and routed through proper channel.

41. If an employee is transferred, he /she can stay at the place from where he/she was transferred for a minimum period of 30 days.

42. Any official aggrieved by an order of transfer may represent to the Director within 15 days from the date of receipt of the order and such representations will be disposed off expeditiously.

43. Bringing direct or indirect political or other outside influence regarding posting/transfer would attract the provisions of Rule 20 of CCS (Conduct) Rules, 1964, as per which appropriate disciplinary action may be initiated against the official.



DIRECTOR