

भारतीय कृषि अनुसंधान परिषद्

Indian Council of Agricultural Research

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F. No. 38 (2) / 2011 – Per-IV

Dated the 6th October, 2025

OFFICE MEMORANDUM

Subject: Consolidated guidelines for transfer of ARS Scientists of ICAR – reg.

In supersession of all previous guidelines / instructions / orders issued for transfer of ARS Scientists of ICAR, the revised 'Transfer Guidelines for ARS Scientists of ICAR' are hereby issued with the approval of the Hon'ble Union Minister of Agriculture and Farmers Welfare and President, ICAR. Moreover, since presently the complete data related to PMIS is under the process of updation besides cadre review exercise of Scientists being at initial stage and therefore, these guidelines shall be applicable prospectively from the calendar year 2026. Henceforth, all the Scientists desirous of applying for transfer shall be required to submit a transfer request in physical mode only once in a year (except in case of serious medical conditions as defined in Annexure – II) to the Directors of their respective Institutes as per the timelines prescribed in the guidelines.

The Directors of the Institutes shall also ensure that no undue correspondence is made with the Council round the year with regard to transfer requests and any Scientist submitting any request directly to the Council or attempting to bring any political influence may be liable to be proceeded for departmental actions.

These guidelines to be followed scrupulously for effecting inter-institutional and intra-institutional transfer of ARS Scientists of the ICAR.

Sushil
06/10/2025

**(SUSHIL KUMAR SINGH)
DIRECTOR (PERSONNEL)**

Distribution:

1. All the DDGs / All ADGs of Independent units.
2. Directors of all the ICAR Institutes / NRCs / PDs/Bureaux.
3. The Directors of ICAR Institutes / Bureaux / NRCs / Directorates.
4. US (P-I/II/II) / US (P-IV/AU/CR Cell).
5. Information System Officer, DKMA, KAB-I for uploading on ICAR website.
6. ICAR e-office Notice Board / Guard File.

Copy for kind information to:

1. PS to the Hon'ble Minister of Agriculture & Farmers' Welfare, Govt of India.
2. PS to the Hon'ble MoS (A&FW), Govt of India.
3. PSO to the Secretary, DARE & DG, ICAR / Sr. PPS to Additional Secretary, DARE and Secretary, ICAR / PPS to the Additional Secretary, DARE and FA, DARE / ICAR.

Note: Copies of this OM may be downloaded as per need, as it is not being circulated separately.

(Hindi Version will follow)

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Transfer Guidelines for ICAR Scientists

1. Transfer of Scientists

The transfer of Scientists of ICAR shall be considered / made under two categories:

- (i) Transfer on 'Administrative' grounds; and
- (ii) Transfer on 'own request' of the scientists.

2. Transfer on administrative grounds

A scientist shall be transferred on 'Administrative Grounds' based on the recommendations of concerned DDGs / SMD or higher authorities of Council or at the discretion of the DG, ICAR for the following purposes:

- (i) To correct imbalance in the cadre strength of scientists in various disciplines at different institutes and also within an Institute.
- (ii) To strengthen human resource in high priority projects for timely implementation of projects.
- (iii) To provide optimum scientific manpower to institutes.
- (iv) Performance based relocation to harness the potential of Scientist in the Institute.
- (v) To utilize the experience of a scientist in appropriate fields, backward or comparatively less developed areas.
- (vi) For operational and functional requirements / needs of the Council.
- (vii) In case of life-threatening medical condition(s) of scientists or his / her spouse / dependant(s), and also for those scientists having differently-abled dependants, the transfer shall be dealt on case-to-case basis.

Competent Authority: Director General, ICAR.

Transfers on Administrative grounds can be done in larger public interests, anytime during the year with the approval of the DG, ICAR. Scientists so transferred shall be entitled for transfer benefits as per rules except in cases mentioned at 1(vii) above.

3. Transfer on own request of the Scientist

Scientists seeking transfer under the category 'Own Request' of the Scientist, shall apply for transfer only through physical mode, which shall be done strictly as per timeline mentioned in the para 12 of these guidelines. All applications must be routed through respective Directors of the Institute where the Scientist is posted (including at the Regional Station / Centre of that Institute). The Institute



administration shall verify his / her service particulars and submit it to the Director of Institute by filling the data as per check-list attached as **Annexure – III**. The Directors of the Institute shall be required to mandatorily forward all the requests received within the given deadline with their appropriate comments and recommendations to the concerned DDG in ICAR. No direct application received in ICAR Hqrs shall be entertained under any circumstances. Further, the request of the scientist for transfer to any ICAR Institute / Regional Centre / Station outside his / her cadre / discipline shall not be considered except in case of serious medical ailments (as defined in **Annexure – II** of these guidelines) of self or any of his / her dependent family members, with the approval of DG, ICAR, in terms of clause 02 & 13 of these guidelines.

4. Retention period

Scientists can apply for transfer after completion of minimum Retention Period of five (05) years for Category 'A' Stations and three (03) years for Category 'B' Stations. Any period spent on Study Leave / Sabbatical Leave / Unauthorized Absence / EOL / Deputation / Post Doctoral Fellowship / Training of more than 03 months' duration shall be excluded for determining the minimum prescribed retention period as mentioned above. Further, mere completion of minimum retention period shall not entitle a scientist to seek transfer. It shall rather only entitle him / her to apply for the transfer.

5. Relaxation of Retention period

The minimum retention period shall be relaxed in the following cases:

- (i) Differently-abled Scientists (as per DoPT instructions and guidelines of the Ministry of Social Justice and Empowerment issued from time to time in respect of the 'Persons with Benchmark Disabilities').
- (ii) Working Spouse ground.
- (iii) Serious Medical Ailments / Conditions (as defined in **Annexure – II**).
- (iv) Mutual Transfer cases

6. Transfer requests of 'Differently-abled' Scientists

Differently-abled persons suffer from a range of problems on account of mobility. There may be many peculiar issues viz., the location of bus stop, metro station near their place, the area where they reside and the conveyance they are using to reach office etc., which may have a bearing on the performance of their official duties. Although these are minor issues for persons without disability, these can have a very huge effect on the day-to-day life of a disabled person. Therefore, the transfer requests from such Scientists under relaxation of retention period shall,



therefore, be considered for posting on case-to-case basis. The disability of the Scientists shall be decided as per the DoPT instructions and guidelines of the Ministry of Social Justice and Empowerment issued from time to time in respect of the 'Persons with Benchmark Disabilities'.

7. Transfer on 'Working Spouse' ground

(i) The transfer requests on working spouse ground can be made if the spouse is employed in government organizations. However, the priority shall be accorded in the following order:

- ❖ Both are employees of the ICAR in Scientific category.
- ❖ Both are employees of the ICAR with the applicant in Scientific category and spouse in other service category of ICAR in regular position.
- ❖ Spouse of the Scientist is an employee of the CAU or the SAU or other similar Scientific Research Organizations like CSIR, ICMR, etc. in that order.
- ❖ Spouse of the Scientist is an employee of the Central Govt. or the State Govt. or Other Autonomous bodies of Central / State Govts. or PSUs in that order.

(ii) If the spouse of the ICAR scientist is not an ICAR employee, but is an employee of Central Government / State Government / Autonomous Body / PSU, etc., then such cases shall require to be substantiated by employment certificates, duly issued by the Head of Administration / Office or HR Manager, as the case may be. Certificate of employment of spouse is liable to be considered only when it has been issued by the Authority who is Competent to do so. Any certificate challenged even at a belated stage w.r.t. Authority or authenticity of Employer's Certificate from the spouse's department / organisation, may attract appropriate departmental actions besides cancellation of transfer orders with full recovery of Joining Time Pay and TTA benefits, etc.

(iii) The transfer on this ground can be availed only once during the entire service period.

(iv) The relaxation of retention period under 'Working Spouse' ground shall not be available to DR – Senior Scientists / DR – Principal Scientists, i.e. a DR – Senior Scientist / DR – Principal Scientist can apply for transfer only after completion of 'Minimum Retention Period' prescribed for Category 'A' / Category 'B' areas, as the case may be.

8. Serious Medical Ailments / Conditions (as defined in Annexure – II)

Request for transfer on medical grounds of self / spouse / dependents (as per service records) needs to be substantiated by a medical certificate, duly issued by the concerned Central / State Government Medical Board with the condition that such certificate should not have been issued 03 months before the date of



application for transfer. Further, the concerned scientist shall also submit an undertaking that the required medical treatment / facility is not available at the present place of posting or nearby place (within 50 kms. radius of the present place of posting), and the required medical facilities / treatment are available at the requested place of transfer.

9. Transfer in 'Mutual Transfer' Cases

(i) Scientists of ICAR can opt for inter-institutional transfer on mutual grounds subject to fulfilment of the following conditions:

- The scientists opting for transfer request on mutual ground should be from the same Cadre and same Discipline.
- The transfer requests of the scientists have been recommended by the Director / Project Directors of the respective Institutes / NRCs / Directorates / Bureaux.

(ii) The transfer requests on mutual ground shall be considered on case-to-case basis, keeping in view the functional and operational needs of the Council.

(iii) Such transfer shall be made only once during the entire service period of the scientist.

10. Transfer Committees

(i) There shall be a Headquarters Transfer Committee (HTC) at the Headquarters of the Council for processing inter-institutional transfers based on the transfer requests of the scientists. The HTC shall comprise of the following.

Secretary, DARE & DG, ICAR	Chairperson
Secretary, ICAR	Member
Any two DDGs who will be nominated by the DG, ICAR at the time of each meeting	Members
Any of the independent ADG who will be nominated by the DG, ICAR at the time of each meeting	Member
Joint Secretary (Pers) / Director (Pers)	Member Secretary

In case of Inter Institutional Transfer, Director of the Institute shall forward the transfer request with his comments / recommendation* thereon to the concerned DDG, who shall forward the same to the Personnel Division, ICAR Hqrs with his comments / recommendations thereon. Personnel Division of ICAR HQs shall



examine each case on its merit and then place the same before the HTC for consideration / recommendation. Thereafter, transfers shall be affected with the approval of Secretary, DARE & DG, ICAR.

* For making his / her comments / recommendations, the Director of the Institute may, if he so desires, seek inputs / comments of the Internal Committee comprising of concerned Head of the Division(s), Scientist In-charge PME Cell and Administrative Head of the Institute. In case the scientist requesting for transfer belongs to SC / ST / OBC / Woman category, a representative from the respective category shall also be included in the committee.

(ii) There shall be an "Institute Transfer Committee" (ITC) at the Institute level for processing intra-institutional transfers as per the operational needs and requirements of the Institute. The ITC shall comprise of the following:

Director of the Institute	Chairperson
Seniormost Jt. Director or Seniormost HoD or next Seniormost Principal Scientist / Senior Scientist / Scientist (as the case may be)	Member
Scientist In-charge, PME Cell	Member
Seniormost Officer of Administrative cadre posted in the Institute	Member Secretary

- In case of Divisional Transfers of Scientists at the Institute Headquarters, the transfers can be done with the approval of Director of the Institute, who shall decide the issue keeping in view of recommendations of the ITC.

- In case of intra-institutional transfers (involving transfer from Institute's Hqrs to Regional Station (RS) / Regional Centre (RC) and vice-versa), the request of the scientist having been considered and recommended by the ITC shall be commented upon / recommended by the Director of the Institute, who shall forward the same to the concerned DDG for consideration. Such transfers shall be done with the approval of the concerned DDG.

(iii) The Institute Transfer Committee shall consider and regulate the transfer of scientists from category 'B' to Category 'A' Stations of the Institute & its Regional Stations / Centres and *vice versa* in a rotational manner depending on the

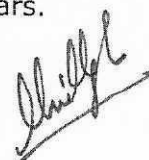


operational requirements. After a minimum period of 03 years, there may be a periodic rotation of experienced scientists to category 'B' regional stations / centres for extending benefit of their guidance and leadership to such stations also.

(iv) The "Headquarters Transfer Committee" shall recommend inter-institutional transfer of a scientist from the Headquarters / Regional Station / Regional Centre / KVK of an ICAR Institute to Headquarters / Regional Station / Regional Centre / KVK of another ICAR Institute including from and to the ICAR Headquarters.

11. Other general conditions for transfer of scientists

- (i) For maintaining the national character of the Agricultural Research Service (ARS) and ICAR institutes, efforts shall be made to the maximum possible extent that not more than 50% of the filled-in positions of the total sanctioned strength in any cadre / discipline are occupied by the scientists / individuals belonging to the same Home State / Union Territory where the Institute is located. Further, if upto 50% of the sanctioned posts of a division in an institute are already filled by the scientists / individuals belonging to the same State / UT, any further transfers (excluding those on medical grounds) may only be allowed on mutual basis. It may also be seen to the extent possible that not more than 25% of the filled-in positions of the total sanctioned strength of a cadre post / discipline are occupied by scientists from any one of the adjoining / neighbouring states except in case of Institutes / Regional Stations located in Category 'B' areas.
- (ii) The transfer of scientists should not result in lowering of scientific sanctioned strength of any Institute or Regional Station / Centre / Unit below 50%.
- (iii) The newly recruited DR – Sr. Scientists and DR – Pr. Scientists cannot apply for transfer before completion of five / three years (Cat. A / Cat. B station) retention period except in life threatening or serious medical emergencies of self / spouse / dependents as defined in **Annexure – II**.
- (iv) The scientist, who is on study leave or on EOL or on deputation for more than six months or on post-doctoral fellowship etc. shall not be eligible to apply for transfer during such periods.
- (v) The transfer request of Principal Investigator (PI) shall be considered only when the Director of the concerned institute certifies that his / her project is complete or his / her transfer would not affect the project adversely.
- (vi) If the transfer request of a scientist is approved, he / she shall not be considered for transfer again before completion of minimum retention period at the new place of posting.
- (vii) Scientist, who doesn't join the transferred place of posting as per his / her transfer request, shall be debarred from applying for transfer for next two (02) years.



- (viii) The scientist applying for transfer should indicate the work done at the present institute and how he / she shall contribute towards research / teaching / extension work at the new place of posting. The work done by him / her at the present Institute shall be certified by the Director of the Institute, where he / she is posted at the time of making transfer request, and thereafter by the concerned DDG. Wherever required, comments of the Director of the Institute where he / she wants to get transferred, may also be taken.
- (ix) In case it is observed that for a particular Institute / RS / RC, the number of transfer requests received is more than the number of vacant positions in the relevant scientific cadre / discipline, the HTC shall take the decision taking into account the performance / achievements of the Scientists vis-à-vis functional requirements of the Council. The decision of the Competent Authority in this regard shall be final and binding on all and once transfer orders are issued, the scientists shall be liable to be relieved within 45 days of the transfer order. In case he / she has not been relieved within 45 days, the scientist shall be deemed to have been relieved thereafter, unless any other specific date and / or instructions are stipulated in the order.
- (x) The transfer requests of a Scientist approaching superannuation within two (02) years (i.e. if retirement is within 02 years) may be considered in case he / she desires to relocate to his / her native place or place of his / her choice after his / her superannuation.
- (xi) Transfer request of the Scientist retiring / superannuating within one (01) year shall not be considered.

12. Timeline

Keeping in view that a financial year as well as reporting year for the Scientists and academic session of their children normally continues till the end of March of a particular year and also to ensure that before relieving them for joining at new place of posting, there is a smooth transition w.r.t. handing over and taking over apart from writing of self-appraisal part of their APARs, following timeline is prescribed for the transfer cycle.

S. No.	Activity	Cut Off date / timeline up to which the activity is to be completed
1	Communication of vacancy positions by the Personnel Division of ICAR i/r/o Institutes and Regional Stations through ICAR website / e-Office / electronic means of communication	On or before 25 th of September of a year



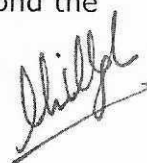
2	Submission of requests by concerned Scientists to the respective Directors of Institute	1 st October to 15 th October of that year
3	Forwarding of all applications by the Directors (irrespective of whether recommended or not recommended) to the concerned DDG with Remarks / Comments of Institute	16 th October to 31 st October of that year
4	Forwarding of all applications by the respective DDGs (irrespective of whether recommended or not) to the Personnel Division of ICAR with Remarks / Comments of the concerned SMD	1 st November to 30 th November of that year
5	Compilation of data w.r.t. all received applications & scrutiny / examination of each case (including seeking additional information / clarifications from Institute / SMD, wherever needed)	1 st December of that year to 31 st January of next year
6	Convening meeting of the Headquarters Transfer Committee (HTC), processing recommendations of the HTC and issue of Transfer Orders	1 st February to 15 th of March of next year
7	Relieving of all the transferred Scientists	On or before 30 th of April of next year

The meeting of Headquarters Transfer Committee (HTC) shall be held only once a year, however, the meetings of Institute Transfer Committees (ITCs) for consideration of cases from Institute to Regional Stations / Centres and *vice versa* may be held 2-3 times in a year also depending upon requirement of that Institute. ITC recommendations must be implemented only with the approval of concerned DDG under intimation to the Personnel Division of ICAR.

However, the transfer requests involving serious medical ailments in respect of scientist concerned or his / her dependent family member(s), may be considered at any time during the year, depending upon the serious nature of the ailment, with the approval of the Competent Authority i.e. the DG, ICAR.

13. Procedure for considering transfer requests

- (A) Eligible and desirous Scientists shall apply for transfer through physical mode only once in a year (except in case of serious medical conditions as defined in **Annexure - II**). Any application received without following the proper channel or beyond the



stipulated timelines is liable to be ignored. Transfer requests shall be considered on the below listed factors (but not limited to) or any other factor(s) as deemed fit:

- (i) Merit of the case based upon contents and grounds of request
 - (ii) Fulfilment of condition w.r.t. completion of Minimum Retention Period (MRP)
 - (iii) Recommendations of the concerned DDG
 - (iv) Recommendations of the concerned Director
 - (v) Availability of vacancy in that discipline
 - (vi) Length of service in Group 'B' station
 - (vii) Length of service in Group 'A' station
 - (viii) Scientists falling in PwBD category
 - (ix) Dependent family members with PwBD condition
 - (x) Working spouse grounds
 - (xi) Serious ailments / illness as defined vide M/o Health and Family Welfare OM No. Z. 16024/01/2020-CHS.V dated 10.12.2021 and as amended from time to time by them duly supported with a Medical Certificate only issued by a Medical Board.
 - (xii) Mutual transfer requests
 - (xiii) Research interest of the Council as a whole
 - (xiv) Any other factor / criteria / recommendation made by the HTC, as deemed fit, on a case-to-case basis.
- (B) Any Scientists posted initially by the ICAR Hqrs. i.e. after first posting as ARS Scientist, in an Institute or its Regional Station, may be considered for posting from that Institute to its Regional Station and *vice versa*, based upon recommendations of the ITC and with the approval of the DDG concerned, only after she / he has completed her / his period of probation. However, any Scientist subsequently transferred by the ICAR Headquarters based upon recommendations of the HTC and with the approval of the DG, ICAR may not be considered for transfer again between that Institute and its Regional Station by the ITC / DDG concerned unless she / he has completed stipulated Minimum Retention Period of 05 / 03 years.
- (C) No restriction of whatsoever shall apply on transfers made on administrative grounds and the DG, ICAR reserves the absolute right to transfer a Scientist due to operational and functional requirements of Council, any number of times at any of the Institute or Regional Stations / Centres, keeping in view of the larger interest of organisation.
- (D) A Scientist can submit her / his request for a maximum of four number of Institutes / Regional Stations / Centres in order of preference as per notified vacancies. Any further options beyond first four preferences shall be ignored.



- (E) The cut of date for consideration of MRP may be taken as 31st December of that year from the date of posting in an Institute or a Regional Station / Centre. Further, efforts shall be made to work out advance vacancies upto 31st December that are likely to come up due to superannuation of Scientists.
- (F) No interchangeability may be permissible between DR – Scientists, DR – Sr. Scientists and DR – Pr. Scientists even if they belong to the same discipline.
- (G) Council Scientists, who are holding tenurial positions in ICAR Hqrs. and different Institutes, their lien shall be retained in their previous places of posting at the level of their last Direct Recruitment and normally these vacancies shall not be notified except during last two years of tenurial period of the incumbent, wherever felt necessary, in the overall organizational interests.
- (H) DR – Sr. Scientists shall also include Sr. Scientists and Head, KVKs for the propose of these transfer guidelines. However, for them, transfer from one KVK to another only may be considered. There will be no bar, however, on transferring a DR – Sr. Scientist of appropriate discipline to be posted as a Sr. Scientist – cum – Head, KVK.

14. Joining Time and Transfer TA

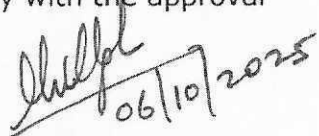
The TA / DA / TTA and Joining Time, as the case may be, in respect of Scientists transferred shall be dealt with as per the GoI instructions issued from time to time.

15. 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 CCS (Conduct Rules), 1964 as made applicable to the Council's employees. Special attention is invited towards the provisions of Rule 20 of the CCS (Conduct) Rules, 1964, which stipulates that "*No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government*".

16. Saving Clause:

Wherever required and felt necessary, modifications / relaxations in implementation of the provisions of Transfer Guidelines may be considered on merit of each case and any condition in the aforesaid guidelines can be relaxed only with the approval of the Secretary, DARE & DG, ICAR.


(SUSHIL KUMAR SINGH)
DIRECTOR (PERSONNEL)

Definitions:

The terms in these guidelines shall have the following meaning unless the context otherwise requires:

1. **APAR:** Annual Performance Appraisal Report.
2. **Cadre:** DR – Scientist Cadre, DR – Sr. Scientist Cadre and DR – Pr. Scientist Cadre.
3. **Category 'A' Station:** Areas other than those defined as Category 'B' Stations.
4. **Category 'B' Station:** Areas notified as remote locations or tough locations or hard areas as per Govt. of India instructions, as issued / amended from time to time.
5. **DDG:** Deputy Director General.
6. **Dependants:** Those who are eligible dependants of the ICAR scientists as per their service book records.
7. **DR:** Direct Recruitment.
8. **DU:** Deemed to be Universities.
9. **EOL:** Extra Ordinary Leave.
10. **Govt.:** Government.
11. **HTC:** Headquarters Transfer Committee.
12. **ICAR:** Indian Council of Agricultural Research.
13. **Institute:** It refers to ICAR Institutes / NRCs / Bureaux / Directorates.
14. **Inter – Institutional Transfer:** Transfer from one institute or its regional stations / centres to other institute or its regional stations / centres including from and to the ICAR Hqrs.

15. Intra-Institutional Transfer: Transfer from Institute Hqrs. to its Regional Station / Centre or *vice versa* or from one Regional Station / Centre to another Regional Station / Centre of the same institute.

16. ITC: Institute Transfer Committee.

17. Life threatening Condition / Diseases: Cancer requiring Chemotherapy, conditions requiring transplant of vital internal organs i.e. Heart, Kidney, Liver etc., Paralysis, Stroke, Heart attack or Debilitating Injury, Dementia and/or any other ailments, duly certified as life threatening by an appropriate Medical Board of Central or State Government Hospital.

18. NRC: National Research Centre.

19. Regional Station / Centre: Regional Station / Centre of ICAR Institutes / NRCs / Bureaux / Directorates.

20. Minimum Retention Period: Minimum period that a scientist has to serve at a particular place of posting.

21. Scientist: ICAR Scientist belonging to any of the cadre including the scientists promoted under Career Advancement Scheme (CAS), unless the context refers otherwise.

22. TA: Travelling Allowance.

23. DA: Daily Allowance.

24. TTA: Transfer Travelling Allowance.

25. SMD: Subject Matter Division.

Serious Medical Conditions: All medical conditions that have been mentioned in the MoH&FW OM No. Z. 16024 / 01 / 2020-CHS.V dated 10.12.2021 shall be treated as "serious medical conditions". Presently, these are:

1. **Cancers:** All types of cancers leading to permanent disability of more than 40%. The term cancer includes Leukemia, Lymphoma and Hodgkins Disease.

2. **Degenerative & Progressive Neurological disorders:**

- a. Paralytic Stroke (Cerebro Vascular Accidents): CVA including Cerebral
- b. Haemorrhage, Cerebral Thrombosis and Cerebral embolism causing more than 40% Total Permanent Disability.
- c. Motor Neuron Disease: Irreversibly progressive Motor Neuron Disease confirmed by a Neurologist. It should be duly supported by MRI, EMG and Nerve Conduction Studies.
- d. Parkinson's Disease: Slowly Progressive degenerative neurological disorder causing Tremors, Rigidity and disturbance of balance and must be confirmed by a Neurologist.
- e. Cerebellar Ataxia and Neuropathies leading to more than 40% disability.

3. **Person living with HIV AIDS (PLHA):** A person diagnosed with HIV AIDS and undergoing treatment.

4. **Chronic Renal Failure:** Chronic Renal Failure with irreversible damage to both kidneys requiring RRT. Haemodialysis / R.T and it must be well documented with relevant lab investigations and certified by Nephrologist.

5. **Chronic Respiratory Failure:** Chronic Respiratory Failure with irreversible damage to both lungs requiring demiceler oxygen or ventilator support.

6. **Heart Diseases leading to Chronic Heart Failure:** Coronary Artery Disease and Valvular Heart Diseases which may be treated by CABG or Valve Replacement Surgery will be entitled for three years from the date of actual open heart surgery. Cases involving non -surgical techniques like Angioplasty will be eligible for one year from the date of intervention. Unsuccessful surgery or Cardiomyopathies leading to Heart Failure will also be included.

7. **Thalassemia Major and other Blood Dyscrasia:** All Blood Dyscrasias including Thalassemia major requiring recurrent Blood Transfusions.

8. **Diabetes with complications:** (a) Chronic Renal Failure; (b) Permanent loss of vision; (c) Cellulitis requiring Amputation of limbs; (d) Cerebro Vascular Accidents; (e) Coronary Artery Disease;

9. Any other disease leading to more than 40% Physical or Permanent disability certified by the Medical Board with latest records/reports within past three months.

10. Any other disorder with Mental disability of 40% or more as certified by the Medical Board & accompanied by UDID Card.

11. Acid attack victims.

*** The serious medical conditions specified in the above OM of MoH&FW shall *suo moto* stand revised as and when subsequent instructions are issued by them in this regard.**

Checklist for processing transfer requests of Scientists

1.	Name of the Scientist	
2.	Gender (Male / Female)	
3.	Category to which the Scientist belongs (SC / ST / OBC / PwBD / EWS)	
4.	Date of Birth	
5.	State/UT of domicile to which the Scientist belongs (as per Service Records)	
6.	Phone / Mobile Number Email address	
7.	ARS Discipline to which he / she belongs	
8.	Post in which appointed initially in the Scientific cadre of ICAR	
9.	Date of initial appointment in ICAR	
10.	Whether probation period of the scientist is cleared and he/she is confirmed?	
11.	Whether minimum retention period completed?	
12.	Current designation with Research Pay Level	
13.	Name of the Institute / RS / RC where the scientist is currently posted	
14.	Period of current posting (From To)	
15.	Place(s) at which transfer requested (not more than four choices – in the order of preference)	(i) (ii) (iii) (iv)

16.	Ground for seeking transfer (i) Completion of Minimum Retention Period (ii) Person with Benchmark Disability(ies) (iii) Working Spouse ground (iv) Serious Medical Conditions (v) Mutual Transfer (vi) Any other (Pl. specify)	
17.	In case the transfer request has been made under 'Completion of retention period', whether the Establishment Division of the Institute has attached certificate to this effect.	
18.	In case the transfer request has been made under 'Persons with Benchmark Disability(ies) category, whether the entry to this effect is made in the service records.	
19.	In case the transfer request has been made under 'Spouse Ground', whether the following documents have been attached with the transfer application: (i) Marriage Certificate / Entry in service records towards details of family. (ii) Duly certified document mentioning the Name of Office/ Organization/ Department where spouse of the Scientist is employed at the time of submission of transfer request, along with designation and nature of work (whether it is a full-time job or is there a provision to work from home) (iii) Type of Organisation (ICAR / CAU or SAU / Other Scientific Research Organisation / Central or State Govt. / Autonomous body / PSU, etc.) (iv) It has been confirmed that the document certifying employment of spouse has been issued by appropriate and Competent Authority within last 03 months only?	

20.	In case the transfer request has been made under 'Serious Medical Conditions', whether the following conditions are met and whether the following documents have been attached with the transfer application: (i) Whether the serious medical condition is in the case of the concerned Scientist or any of his dependent family members (as per service records)? (ii) Whether the serious medical condition indicated in the transfer request is as per the ailments listed in <u>Annexure – II</u>? (iii) Whether the Medical Certificate towards serious medical conditions in respect of the Scientist / dependent family members, duly issued by the concerned Central / State Government Medical Board with the condition that such certificate should not have been issued 03 months before the date of application for transfer, has been received?	
21.	In case the transfer request has been made under 'Mutual Transfer', whether: (i) The willingness of the other Scientist, duly approved by the Director of the Institute, where he / she is posted, has been received. (ii) Both the Scientists belong to the same cadre of DR – S or DR – SS or DR – PS (iii) Both the Scientists belongs to the same ARS discipline (iv) Whether neither of the two Scientists have been transferred earlier on 'mutual transfer' basis. (v) Willingness of Director of both the transferring / accepting Institutes attached.	

22.	Whether at the place where the scientist wishes to be transferred, there is / are vacant position(s) in the relevant scientific cadre / discipline.	
23.	Whether in his / her transfer application, the scientist has given details of significant achievements, if any, during his service (not more than 400 words).	
24.	Details regarding existing Scientific strength of Institute at the time of opening of cycle (i) Total Sanctioned Strength of Scientists in Institute / Regional Station / Centre (ii) In – position strength as on 30 th September (iii) Number of retirements falling due upto 30 th December in the concerned Institute / RS / RC	
25.	Details of EOL / Study Leave / Deputation (including foreign deputations) / Any long absence of more than three months during entire service period till the opening of cycle	
26.	Any other relevant information, as deemed fit, in the light of prevalent transfer guidelines	

(.....)

Establishment of concerned Institute /
Personnel Division, ICAR HQs

(Countersigned by the Seniormost Officer of Administrative Cadre posted in the Institute)
Office Stamp / Seal