

## TRANSFER POLICY FOR GROUP A SCIENTISTS OF ICFRE

The DG, ICFRE vide order No. 31-25/2011-ICFRE dated 23<sup>rd</sup> March 2012 constituted a Committee for giving recommendations for adoption of draft transfer policy for Group A & B Scientists/Officers formulated by Ginger Group of the ICFRE. The following are the members of the committee:-

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|---|---|------------------|
| 1. Shri Omkar Singh, IFS, DDG (Edu)                   | - | Chairman         |
| 2. Shri Saibal Das Gupta, IFS, DDG (Extn)             | - | Member           |
| 3. Shri Sandeep Tripathi, IFS, DDG (Res)              | - | Member           |
| 4. Dr. T. S. Rathore, Director, AFRI, Jodhpur (on vc) | - | Member           |
| 5. Shri Pramod Pant, IFS, ADG (Admin)                 | - | Member           |
| 6. Dr. Subash Nautiyal, Scientist-F, FRI, D.Dun       | - | Member           |
| 7. Dr. N.S. K. Harsh, Scientist F, FRI, D.Dun         | - | Member           |
| 8. Dr. Sudhir Kumar, Scientist F,(EM), ICFRE          | - | Member           |
| 9. Dr. Sadhna Tripathi, Scientist-F, FRI, D.Dun       | - | Member           |
| 10. Dr. Sudhanshu Gupta, IFS, Secretary, ICFRE        | - | Member Secretary |

The committee after detailed discussion with the members recommends the draft transfer policy as under. The draft transfer policy was also circulated to all the Directors of the Institutes for their suggestions. The suggestions received from some of the institutes were incorporated wherever found feasible.

1. **Introduction:** The transfers of Group A Scientists in general should be discouraged in the ICFRE. However, the transfer is needed for personnel development of a scientist and growth of the organisation. The transfer policy is framed in the form of guidelines so as to regulate the transfers of Group A Scientists in the Council in a transparent and fair manner.

### 2. Purpose

The purpose of this transfer policy is to provide guidelines and procedure to implement the policy for the Group A Scientists of ICFRE

### 3. Objectives

The objectives of this policy are:-

- To ensure continuity in research for organizational and individual career growth.
- To groom a scientist for wider exposure and taking up higher responsibilities in the organization.
- To facilitate rotational transfer from North East and difficult areas.

#### **4. Transfer norms & criteria**

- i. To bridge manpower deficit or to provide transfers in view of capability addition / expansion, recruitment, etc.
- ii. To adhere to the guidelines / instructions / rulings of the Government of India, as amended from time to time, concerning to;
  - Posting of husband and wife working together to the same location as far as possible.
  - Any other category covered under relevant rules, including NE and other difficult areas as per rules of Government of India.
  - Physically challenged employees based on nature and extent of the disability as defined in DoPT OM No. 36035/3/2004-Estt (Res.) dated 29<sup>th</sup> December 2005.
  - Scientists who have mentally challenged child /spouse as per DoPT guidelines vide their O.M. No. AB-14017/49/90 Estt (RR) dated 15.02.1991 and O.M. No. AB 14017/41/90 Estt.(RR) (Vol.II) dated 05.01.1993.
  - Scientists working as office bearers of recognized welfare associations shall not be transferred out of vendetta. However, in the interest of Council, he/she may be transferred.
- iii. A Scientist may be required to serve at any location at ICFRE (Hq) and/or its Institutes.
- iv. All Group A Scientists whether recruited directly or promoted under cadre management shall be covered under this policy.
- v. There shall be a minimum of 5 years tenure of posting for a Scientist to work in the particular institute of ICFRE.
- vi. A Scientist having completed minimum period of 5 years in an Institute/Centre and 3 or 2 years in case of North-East Institute/centre or other difficult areas, as the case, may be considered for transfer to another institute/centre of his/her choice.
- vii. In exceptional circumstances, where transfers become necessary before the lock-in- period, the Director General, ICFRE may take appropriate action.
- viii. Scientists with 55 years of age may be exempted from transfer and may be considered for posting to a location of his/her choice.
- ix. Scientists, who have already completed full tenure on first appointment or transfers to the NE or difficult areas, should normally not be considered for transfer again to NE or difficult areas.
- x. All the concessions and benefits, on transfer, as per Government of India Rules/Orders, as applicable to the Scientists/Employees of other Central Govt. Departments/Autonomous Government Organizations shall also be applicable to Group A Scientists of ICFRE posted in NE or difficult areas of India. The details of concessions and benefits are at Annexure-A.

- xi. Any change/revision in the Rules/Orders by the Government of India and any such orders issued by the Government of India from time to time related to transfer policy for North-Eastern region shall also apply mutatis mutandis to the Group A Scientists of ICFRE.
- xii. Transfer Policy shall cover Group A Scientists only.
- xiii. The policy shall come into effect from the date of its notification.
- xiv. The Council shall ensure the implementation of Transfer Policy in a transparent manner.
- xv. If a Scientist is willing to stay at an Institute more than the prescribed fixed period in his/her own will subject to the public interest, he/she may be considered to continue at the same place on merit.
- xvi. Full sanctioned strength of Scientists shall be maintained in each institute as far as possible. At the time of posting, the merit of the selected candidates and his/her option for the choice of Institute may be considered as far as possible.

**5. Tenure in the North-East and other difficult areas**

- i. There shall be a fixed tenure of 3 years at a time for a Scientist with service of 10 years or less and 2 years at a time with more than 10 years of service. This period can be extended in exceptional cases in exigencies of public service or when the Scientist concerned is willing to stay longer.
- ii. On satisfactory completion of fixed tenure, Scientist shall be considered for posting on transfer to the station of his/her choice to the best of possibility. Six months before expiry of normal tenure of posting at a station, a Scientist may indicate his choice of minimum two different stations.

**6. Transfer Committee**

There shall be a Transfer Committee to be constituted by the Director General, ICFRE consisting of following members:

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|------|---|------------------|
| i.   | Deputy Director General (Administration), ICFRE                             | Chairman         |
| ii.  | Deputy Director General (Research), ICFRE                                   | Member           |
| iii. | Director of ICFRE Institute<br>(to be nominated by Director General, ICFRE) | Member           |
| iv.  | ICFRE Scientist (F/G)<br>(to be nominated by Director General, ICFRE)       | Member           |
| v.   | Representative of SC/ST/OBC   | Member           |
| vi.  | Secretary, ICFRE  | Member Secretary |

The Director as member of the Institute shall be on a rotation of one year. The Transfer Committee shall submit its recommendations to the Director General, ICFRE. The Director General shall be the final authority for the deciding the transfer of a Scientist.

## 7. General

- i. To the extent possible, transfer to a different location would be synchronized with the end of the financial year so that the education of children does not suffer.
- ii. The discipline/specialization of the Scientists shall be taken into consideration as far as possible while considering his/her case for a transfer from one place to another.
- iii. Scientists opting for transfer, at any other time and on their own volition or on mutual basis may make request to the Director General, ICFRE who may consider the request on merit on case to case basis.
- i. No external influence should be brought in by a Scientist for his transfer. In the event of such occurrence, relevant provisions of CCS (Conduct) Rules shall apply.
- ii. The Council reserves the right to transfer any of its Scientists from one place to another under its jurisdiction in the interest of Government work.

## 8. Appeal

Whenever a transfer order is issued, the concerned Scientist shall comply with the orders. A Scientist, on genuine grounds/valid reasons, felt aggrieved out of his/her transfer may appeal to the Director General, ICFRE within a period of 15 days of the receipt of his/her transfer order. The DG, ICFRE shall consider the representation on merit and communicate the decision within a period of 30 days and the decision of DG, ICFRE shall be final.

Shri Omkar Singh, DDG (Edu)  
(Chairman)

Shri Saibal Das Gupta, DDG (Extn),  
(Member)

Shri Sandeep Tripathi, DDG (Res)  
(Member)

(Consent given through email)  
Dr. T. S. Rathore, Director, AFRI,  
Jodhpur (Member)

Shri Pramod Pant, ADG (Admin)  
(Member)

Dr. Subhash Nautiyal, Scientist-F,  
FRI,D,Dun (Member)

Dr. N.S. K. Harsh, Scientist F, FRI,  
D,Dun (Member)

Dr. Sudhir Kumar, Scientist F,(EM),  
ICFRE (Member)

Dr. Sadhna Tripathi, Scientist-F, FRI,  
D,Dun (Member)

Dr. Sudhanshu Gupta, Secretary,  
ICFRE (Member Secretary)

**i. Weightage of deputation/training abroad and its mention in Confidential Records.**

Government of India's directive contained in Ministry of Finance O.M No.20014/3/83-EIV, dated 14.12.1983 shall be followed for giving due recognition/weightage in the case of eligible officers in the matter of:

- (a) Promotions;
- (b) Deputation to Central tenure post; and
- (c) Courses of training abroad and other abroad visits.

**ii. Traveling Allowance for journey on transfer/first appointment**

The provisions contained in the Ministry of Finance OM No.20014/3/83-EIV dated 14.12.1983 and amended from time to time, the Scientists shall be entitled for drawing TA.

**iii. Retention of Government Residential Accommodation in the last Station:**

The provisions contained in Ministry of Works and Housing O.M.No.12035/24/77-Vol.III, dated 12.02.82 and amended from time to time, with regard to the retention of the official residential accommodation shall be applicable to the Scientists of the Council.

**iv. Telephone facility**

The official residential telephone at the last station will be allowed to be retained, on the condition that the rental and all other charges has to be borne by the scientist concerned as per provision contained in Ministry of Finance OM No.20014/16/86-E.IV/E.II(BV), dated 01.12.1988 and amended from time to time.

**v. Medical facility**

The family and the eligible dependents of Scientists, who stay behind at the previous station of posting on the Scientists being posted to RFRI, Jorhat/ its centre shall be allowed to avail of medical facilities, as available in the old station as admissible to Central Government employees under the provisions of Ministry of Finance OM.No.11 (2)/97- EII (B), dated 22.07.1998.

**vi. Children Education Allowance and hostel subsidy**

The provisions contained in DoPT's OM No.12011/03/2008-Estt (Allowance), dated 02.09.2008 shall be applicable to the Scientists of ICFRE with regard to the Children Education Allowance and hostel subsidy.

**vii. House Rent Allowance**

All the benefits in this regard shall be extended to the ICFRE Scientists in accordance with the instructions/orders contained in Ministry of Finance OM. No.11016/1/E.II(B)/84, dated 29.03.1984 and OM. No.20014/16/86-E.IV/E.II(B), dated 01.12.1988 and the provisions contained in Government of India O.M.No.2(38)/2001-E.II(B), dated 24.09.2003 and orders issued from time to time by Government of India.

### **viii. Special duty allowance**

The Scientists posted to RFRI, Jorhat and its centers shall be allowed Special Duty Allowance as prescribed in Ministry of Finance O.M. No. 20014/16/86-E.IV/E.II(B), dated 01.12.1988 and O.M No. 11(2)/97.-E.II (B) dated 22nd July 1998, and subsequent amendment, if any.

### **ix. Special Compensatory Allowance**

Special Compensatory Allowance shall be granted to the Scientists posted at RFRI, Jorhat and its centers as per rates prescribed by the Government of India from time to time in Ministry of Finance OM No.20014/3/83-E.IV, dated 14.12.1983 and subsequent amendment, if any.

### **x. Leave Travel Concession (LTC)**

In accordance with the orders contained in Ministry of Finance OM.No.20014/3/83-E.IV, dated 14.12.1983 and OM. No. 11(2)/97-E.II(B), dated 22.07.1998, the Scientists who leave his family behind at the old headquarter or another selected place of residence on transfer to RFRI and its centers will be entitled to avail LTC if transfer TA has not been claimed for family has not availed transfer T.A. for the family.

The directly recruited Scientists posted on first appointment to RFRI and its centers would be entitled for LTC for self and family members as per provision contained in Ministry of personnel, Public Grievances and Pension, DoPT O.M. No.31011/4/2008 -Estt (A), dated 23.09.2008.

**Note:** In addition to above, any other concessions and benefits to the Central Government Employees posted in NE Regions of country shall also be applicable to the Group A Scientists of ICFRE.