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कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

File No.:16/54/2024-Admn.

October 2024

The Director/Director In-charges of
All ICMR Institutes/Centers

Sub : Transfer/Policy in respect of Administrative/Technical Employees Group 'A' & 'B' of ICMR.- Reg

The undersigned is directed to say that a transfer policy has been drafted keeping in view of the appropriate exposure to the employees working in different Institutes/Centres and ICMR Headquarters and to ensure that the employees are regularly rotated to inculcate creative spirit, exchange of skills and expertise, knowledge sharing and to develop team-working culture among employees. Transfers are necessary to avoid developing vested interests. Besides, pioneering to different aspects of working of ICMR is also important for overall growth of employees. It also endeavors to foster learning and sharing of innovative ideas and experiences for the furtherance of the objects of ICMR.

In view of the above, it is requested for seek comments of the all the stakeholder from the concerned Institutes /Centers. The comments should be brief and to the point and should be furnished invariably, within 15 days from the date of issue of this letter. In case there are no comments to offer, it is required to submit 'NIL' report.

Signed by Jagdish Rajesh
Date: 04-10-2024 14:38:37

(Jagdish Rajesh)
Assistant Director General(Admn.)

Copy to:

1. Sr PS to DG, ICMR/Addl DG, ICMR/Sr DDG (A)/Sr FA
2. All Heads of Divisions at ICMR Hqs – for similar action as mentioned above, if any
3. DDG(A)/ADG(F)
4. All Sr AO/AO/SO/Assistant posted in ICMR Hqs.
5. E-Gov Cell-with the request to upload the same on the website
6. Concerned file

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

Transfer/Posting Policy in respect of Administrative & Technical employees, Group 'A' & 'B' of ICMR

1. **Objective:** This policy lays down norms for transfer and posting of ICMR Administrative & Technical employees. This policy aims at ensuring appropriate exposure to the employees working in different Institutes/Centres and ICMR Headquarters. At the same time, it seeks to ensure that the employees are regularly rotated to inculcate creative spirit, exchange of skills and expertise, knowledge sharing and to develop team-working culture among employees. Transfers are necessary to avoid developing vested interests. Besides, pioneering to different aspects of working of ICMR is also important for overall growth of employees. It also endeavors to foster learning and sharing of innovative ideas and experiences for the furtherance of the objects of ICMR.

2. Based on the geographical location of the Institute/Center and least preferred area, the Institutes/Centers has been categorized in the following five zones:

Sr.No.	Zone	Institutes / Centers falling under the zone
i.	Zone 1	(i) ICMR HQ, New Delhi (ii) NIRDH&DS, New Delhi (iii) NICH&DR, New Delhi (iv) NIMR, Dwarka, (v) NICPR, Noida (vi) NJIL&OMD, Agra
ii.	Zone 2	(i) NIRBI, Kolkata (ii) RMRIMS, Patna (iii) RMRC, Bhubaneswar (iv) NIREH Bhopal (v) NIRTH Jabalpur
iii.	Zone 3	(i) NIRRCH, Mumbai (ii) NIIH, Mumbai (iii) NIV, Pune (iv) NITVAR, Pune (v) NIOH, Ahmedabad
iv.	Zone 4	(i) NIRT, Chennai (ii) NIE, Chennai (iii) VCRC, Puducherry (iv) NIN, Hyderabad (v) NARFBR, Hyderabad (vi) NITM, Belagavi (vii) NCDIR, Bengaluru
v.	Zone 5	(vi) RMRC, Port Blair (vii) RMRCNE, Dibrugarh (i) RMRC, Gorakhpur (ii) NIIRNCD, Jodhpur (iii)

3. Categories of Transfers:

- i. **Routine Transfer:** Transfer on completion of prescribed Tenure.
- ii. **Transfer on Own Request** to a Choice Station.
- iii. **Exigent Transfer/Transfer in Public Interest:** Transfer on administrative grounds in public interest

for example functional needs etc.

iv. **Transfer on Compassionate Grounds.**

v. Mutual Transfers.

4. **Norms, Periodicity and Tenure.**

1. **Routine Transfer:** All the Group 'A' & 'B' Administrative and Technical staff members will ordinarily be considered for transfer on completion of 05 years of posting in one institute/center and 10 years of posting in one zone. While doing so, it will be ensured that the two heads of administrative wings i.e. Administration and Finance & Accounts in an ICMR Establishment are not moved simultaneously.

i. To the extent possible, every Group 'A' & 'B' Administrative and Technical Officer should have a minimum tenure of 10 years in one zone.

ii. Every official will be required to serve at least one tenure of 03 years in Zone -5 at one of the difficult stations. After the tenure of posting in Zone-5 (difficult station), next posting of the Officer will be considered in his/her preferred station, as soon as feasible.

iii. On promotion, the employees will invariably be transferred out of their present station unless there is a public interest, which shall be recorded by the Transfer and Posting Committee (TPC).

iv. The transferred official shall be allowed retention of accommodation at the earlier station as per the prevailing provisions related to Quarter retention of DoPT.

v. Female employees will be accommodated, as far as possible, at the station of their choice, subject to felt needs and availability of vacancies and also they fulfilling the provisions of (i), (ii) and (iii) above.

vi. Director/Director-Incharges shall invariably be responsible for rotation of staff members posted in their respective Institutes/Centers in every three years of posting in a section.

5. **Transfer on Own Request to a Choice Station.** Requests for transfer to a Choice Station will not normally be entertained unless the employee concerned has completed 10 years at his/her present station of posting. This period is 03 years in case of posting while serving in Zone-5 as a special case. Mutual transfer may also be considered subject to availability of vacancies and fulfilling of other conditions of transfer as mentioned at para 4 above.

5.1 Requests from employee having only 02 (two) years or less service before retirement may be considered for posting at the present or choice station on promotion or otherwise, at the discretion of the competent authority and subject to availability of vacancy in the present or choice station.

5.2 Whenever the spouse of an official is also working in the ICMR system, the transfer will be affected, as far as possible, in the same station, subject to the felt needs and availability of vacancies.

6. **Exigent Transfer/Transfer in Public interest:** Notwithstanding any provision of these guidelines, the Group 'A' officers are liable to be transferred at any time to any ICMR Establishment by DG, ICMR in public interest (i.e. functional needs or in public interest). In case of Group 'B' officials this authority vests in Sr. DDG (Admn.), ICMR.

7. **Transfer on Compassionate Grounds:** Transfer on compassionate grounds will be subject to availability of vacancies and other administrative exigencies. Transfer on Compassionate Grounds may be considered in the following cases:-

- (i) Special needs of challenged children/self.
- (ii) Medical Emergency
- (iii) Serious chronic medical conditions of self or family members needing prolonged continuous treatment, for which medical infrastructural facilities are not available at the present place of posting. These are to be certified by duly constituted Medical Board.
- (iv) School-going children, especially those studying in Board classes 10 and 12th.

8. **Mutual and Own Request Transfer.** Requests for transfers to a choice of station will not normally be entertained unless the concerned officer has completed 5 years at his/her present place of posting. This period is 03 years in case of posting in Zone-5. Employees may request for mutual / own request transfer, if they comply with following conditions:

- (a) The request must be recommended by the concerned Head of Division / Section of ICMR HQ or Director / Director-In charge of the Institute / Centre of ICMR, as the case may be, along with a vigilance clearance certificate and an unconditional 'No Objection Certificate', stating that, the employee concerned will be relieved immediately on receipt of ICMR HQ's approval and work of the Division / Section of ICMR HQ or Institute / Centre of ICMR, as the case may be, will not be affected due to this request / mutual transfer.
- (b) Mutual transfer for same Institute in which any one of both employees have served earlier shall not be considered.
- (c) The employees concerned must have completed at least 05 years tenure at their present place of posting.
- (d) The employees concerned must be clear from disciplinary / vigilance angle.
- (e) Requests will be considered, on case-to-case basis, keeping view of functional requirements. Bringing any political and / or any outside influence by any employee and / or his / her family members, is strictly prohibited and shall attract disciplinary action.
- (f) Tenure on such transfer at the new Station / Zone will be counted afresh and they shall be required to serve the full tenure of 03 years before they are considered for further rotational transfer. During this tenure if the behavior and performance of the employee, is not found suitable, he / she may be transferred to some other station.

9. **General Provisions & Procedures:**

- (i) While considering requests of officials, those who have completed their tenures in Zone-5 and those who have completed full tenure at their respective stations of postings, will be given priority for posting at their preferred station of their choice i.e., Choice Station.
- (ii) While considering the transfers and postings, it would be ensured, to the extent possible, that minimum core strength of officials in Technical, Administration, Finance & Accounts and Stores & Purchase is deployed/maintained in each ICMR Establishment.
- (iii) The Transfer Posting Committee (TPC) will give its recommendations on transfer/non-transfer with detailed reasons/justifications and should not form precedence. The reasons need to be communicated to the concerned officer. Request transfer cases not recommended by the committee would also be sent to the competent authorities along with reasons thereof.
- (iv) Each recommendation should be accompanied with complete past and present record of the official concerned.
- (v) The recommendations of the TPC will be submitted to DG, ICMR for approval. DG, ICMR will have the authority to overrule / revise / modify the recommendations of the TPC. If the DG, ICMR changes any of the recommendations of the TPC, the reasons should be substantiated.
- (vi) No representations or requests for reconsideration will be entertained after the approval of competent authority on the recommendations of the TPC. The transfer orders will be full and binding to be followed within the specified time frame. Directors / Director in Charges/ Heads of the ICMR Establishments also need to co-operate to implement the transfer orders, since the non-release of transferred officers, within the time frame specified, would affect the entire transfer chain.
- (vii) All the transferred officials will join their new place of postings within a maximum period of 20 days,

from the date of issue of transfer order, failing which they will stand relieved from their present place of posting without any formal relieving order. After the expiry of the aforesaid period of 20 days, the transferred officials will cease to draw their salary from their last place of posting & draw their salary from their new place of postings. The Director/ Director in charge / AO/Sr AO/ DDO will be collectively responsible for compliance. This period of 20 days will not get automatically extended on the grounds of any pending representation/reference/request from any quarter.

(viii) All transferred officials concerned shall exchange charge within a maximum period of 20 days, from the date of order, failing which they shall be deemed to have been relieved from their existing place of posting in accordance with transfer/ posting orders issued by the competent authority.

(ix) The Directors/ Director in Charges need to appreciate that their views are required to be balanced with the availability of the officials and exigencies of the situation. Cooperation of all concerned, i.e., the Directors/Director in charges and concerned officials will be needed to make the process viable. The Directors/ Director in Charges need to appreciate that the non-release of transferred officials, if and when it happens, would affect the entire transfer chain.

(x) Requests/Suggestions for transfer, own request or otherwise, will be invited once every year in the month of January. It may not be possible to entertain requests/suggestions for transfer every now and then.

(xi) Data sheet of employees for their transfer/ posting. The Directors / Director-In charges of all permanent Institutes/centres of ICMR shall submit a data sheet of all regular Administrative, and Technical employees, working in Group, A, B, and C, in their respective Institutes / Centers in the month of January every year, in the prescribed format enclosed at Annexure-I, to DG, ICMR. Soft copies of the data sheet in excel [not in PDF] format shall be submitted through email to Establishment Section of ICMR HQ for compilation.

(xii) Establishment Section at ICMR HQ shall compile the information received from the Institutes / Centers of ICMR, along with a data sheet of the employees working in ICMR HQ and place it before the Placement Committee for further consideration.

(xiii) Transfer and Posting Committee (TPC) at ICMR HQ level. Transfer / posting of ICMR employees will usually be made once in a year (preferably by March) every year. The proposal in this regard shall be submitted for consideration of the Placement Committee consisting of the following officers:

- (a) Sr. DDG (A)- Chairperson
- (b) Sr. FA- Member or his/her representative
- (c) Any Director of an Institute/Centre, to be nominated by DG, ICMR
- (d) Any Head of any Division of ICMR HQ, to be nominated by DG, ICMR
- (e) DDG (A) – Member

(xiv) Officials transferred on request will be eligible for TA, Joining Time and other allowances etc. as per rules, if they have served for 05 years or more at a normal station and 03 years or more at a difficult station. In other cases of transfer on personal requests, the officers will not be eligible for TA/Joining Time etc.

(xv) In case of posting to/from a difficult station, due consideration will be given to factors such as, the history of postings of the concerned official, his age, exposure to desired areas of work, competency profile etc.

(xvi) Bringing external influence, political or otherwise, for transfer etc. is in violation of Rule 20 of CCS (Conduct) Rules, 1964. Strict action will be taken against officials who bring external influence, political or otherwise, for their transfer.

10. Exemption from Transfer / Rotation:

(i) The Transfer & Posting Committee (TPC) is empowered to take a decision, in case an employee seeks a posting to or retention at a particular station on medical grounds i.e. major illness like Cancer, Paralytic,

Stroke, Parkinson's, Motor Neuron, Thalassemia, etc. for self or dependent family member. The Placement Committee, if it so decides, may refer the case to a Medical Board.

(ii) Exemption from transfer / rotation to a person with disability [PwBD] and to a care-giver of PwBD dependent daughter / son / parents / spouse may also be considered in accordance with the Rights of Persons of Disability Act, 2016 and Government of India guidelines.

(iii) Scientists and Technical Staff working on important scientific studies which need to be continued and monitored constantly by them, in larger public interest will normally be retained, to the extent possible, unless there is no disciplinary / vigilance case against them, and subject to the functional and administrative exigencies.

11. Non compliance of transfer orders:

It shall be the duty of the concerned Director / Director-Incharge / Division / Section Head, to relieve the transferee concerned, within 45 days of the transfer order. If not relieved within 45 days, the employee concerned shall be deemed to have been relieved and there after he / she shall not be entitled to draw any salary and allowances from the Institute / Centre / HQ, from which he / she has been transferred. The onus to join the allocated Institute / Centre / HQ of ICMR, on the basis of order issued by ICMR shall be on the employee concerned and failure to do so may attract punitive action against the transferee, as well as all the concerned officers.

12. Temporary transfers:

In all cases where the transfers are made, initially for a temporary period, with change of headquarters to another station, with the instructions that further change in posting will be subject to prior concurrence from ICMR HQ, the employees concerned, will be entitled to all transfer benefits, admissible as per rules, and they shall serve at the new place of their posting, till further orders from ICMR HQ. In case of permanent transfer followed by temporary transfer, tenure shall be counted from the date of temporary transfer.

13. Grievance Redressal. Employees may submit their grievances / representations, subject to fulfillment of following conditions:

- (a) The grievance / representation must be forwarded through proper channel with the recommendations of the concerned Division or Section Head of ICMR HQ or Director / Director-Incharge of ICMR Institute / Centre.
- (b) All grievances / representations shall be addressed only after the employee concerned has joined his / her new assignment / place of posting.
- (c) Bringing any political and / or any outside influence by the employees and / or their family members shall attract disciplinary action.
- (d) Decision of DG, ICMR shall be final and binding.

14. Tenure at ICMR HQs: Notwithstanding any provisions of these guidelines, the tenure of any official working at ICMR HQ will be decided by DG, ICMR, keeping in view the functions which are unique to ICMR HQ. Since, ICMR carries all India service liability, all employees shall be liable for transfer, within / out of Zone, as per functional and administrative requirements, at the discretion of DG, ICMR, at any time.

15. Review of the Policy. This Policy will be reviewed at regular intervals to ensure consistency and effectiveness and also to adopt best practices for the organization.