

**MOST IMMEDIATE**

No. 34-1/2008-ICFRE

**Indian Council of Forestry Research and Education**

(An Autonomous body of Ministry of Environment and Forests, Govt. of India)  
P. O New Forest, Dehra Dun.

Dated the March 2009

To

All Dy. Director Generals/Director (Research)/Head, BCC/IAC/CVO, ICFRE  
All Directors of Institute under ICFRE  
All Scientists and Officers of ICFRE Institutes.

**Sub: Grant of Allowances and facilities for the employees of the ICFRE for service in the Rain Forest Research Institute, Jorhat and Advance Research Centre for Bamboo and Rattans (ARCBR), Aizawl (North-Eastern Region)- Regarding.**

Sir,

I am directed to attach herewith a Revised Draft Transfer Policy for North-Eastern Region for Scientific and Administrative staff for information and necessary action.

It is requested that your views/comments, if any, may please be furnished to this office by 20.03.2009 positively for taking further action in the matter.

Yours faithfully,

Attached: Revised Draft Transfer Policy

(Sandeep Tripathi)  
Secretary,  
Indian Council of Forestry Research and Education

## REVISED DRAFT TRANSFER POLICY

No. 34-1/2008-ICFRE

### **Indian Council of Forestry Research and Education**

(An Autonomous body of Ministry of Environment and Forests, Govt. of India)  
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**Subject: Grant of Allowances and facilities for the employees of the ICFRE for service in the Rain Forest Research Institute, Jorhat and Advance Research Centre for Bamboo and Rattans (ARCBR), Aizawl (North-Eastern Region)- Regarding.**

WHEREAS the need for attracting and retaining the services of competent officers for service in RFRI, Jorhat and ARCBR, Aizawl has been engaging the attention of the Council for some time, and whereas the Director General, ICFRE had constituted a Committee under the Chairmanship of the DDG (Education) to formulate a transfer policy of ICFRE for North-Eastern for Scientific and Administrative staff. The recommendations of the Committee have been carefully considered and the Director General, ICFRE with the approval of BOG, is pleased to formulate following guidelines for posting/placement of officers/scientists in the North Eastern Institute/Centre of ICFRE:-

**i) Hierarchical structure of Scientists:**

*With a view to maintain proper pyramidal hierarchy as well as continuity of research in respective disciplines/fields as per mandate of the Institute, posting of Scientists in an appropriate mix of senior level, middle level and junior level Scientists respectively shall be maintained in the Institute/Centre.*

*All the Scientists including local ones shall be transferred after serving in the Institute/Centre for a prescribed tenure to facilitate growth of the particular Scientists as also to afford greater opportunity for their career development in diverse areas, not available in North- Eastern Region.*

**ii) Tenure:**

*There shall be a fixed tenure of 5 years at a time for officers/Scientists with service of 10 years or less; and of 3 years at a time for officers with more than 10 years of service. This period can be extended in exceptional cases in exigencies of public service (not more than 7 years in any case), as well as in cases when the employee concerned is prepared to stay longer. Taking into consideration the research imperatives with a great incubation period which might require a little longer period the enhanced period has been suggested for posting at RFRI, Jorhat /ARCBR, Aizawl. The deputation allowance shall also continue to be paid during the extended period of deputation. However, in case of extension of period on own request, no deputation allowance shall be admissible to the officer. On satisfactory completion of fixed tenure, officer would be considered for posting to the station of their choice as far as possible, subject to the availability of post.*

All Scientists, recruited directly and on promotion would be liable to be posted atleast once in whole career to RFRI, Jorhat/Advance Research Centre for Bamboo and Rattans, Aizawl for a fixed tenure as prescribed above, subject to the vacancy position available in the concerned post/discipline at RFRI/Aizawl Centre. An all out effort would be made to equip RFRI, Jorhat and ARCBR, Aizwal with necessary manpower and infrastructure in all disciplines.

In case of scientists, it would be necessary that he/she accomplish atleast one research project during aforesaid incumbency in the North-Eastern region. Further, the continuity of ongoing research project would be ensured by identifying the alternative scientist at least six months in advance. The transferred scientist shall be relieved immediately by the alternative scientist.

The placement to North-Eastern Region shall be initiated with those scientist/Officers, who have never been transferred and are working at the Institute of their first posting. Scientists/Officers already served at more than two Institutes of the Council shall be given least preference for transfer to North-Eastern region.

Under the scheme the Scientists/Officers, who decline to join on transfer to RFRI, Jorhat/ARCBR, Aizwal (North-Eastern Region), shall be debarred for consideration for assessment/promotion to next higher grade for a period of five years for the date of such refusal.

There shall not be any transfer of any Scientist/Officer after the age of 55 years to North-Eastern Region.

iii) **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, satisfactory and successful completion of duties as per the prescribed tenure in the RFRI, Jorhat and ARCBR, Aizawl shall be followed for giving due recognition / weightage in the case of eligible officers in the matter of :

- (a) Promotion in cadre post;
- (b) Deputation to Central tenure post; and
- (c) Courses of training abroad.

*In addition, a specific entry shall be made in the Annual Performance Appraisal Report (APAR) in respect of all employees who rendered the prescribed full tenure of service in RFRI, Jorhat/Advance Centre for Bamboo and Rattans, Aizawl. Further, one time weightage of 5% in the Annual Performance Appraisal Report (APAR) would be awarded after successful completion of prescribed tenure to the concerned scientist.*

iv) **Wide publicity for filling up the posts in North Eastern Region:**

*The advertisement for the posts lying vacant in RFRI, Jorhat/Advance Centre for Bamboo and Rattans, Aizawl would also be made in the local News Papers and other avenues available in the N.E. States through the Director, RFRI, Jorhat to attract*

*suitable local candidates. However, the selection criteria would indicate the liabilities of selected candidates to serve anywhere in the country.*

(v) **Traveling Allowance for journey on transfer/first appointment**

In accordance with the provision contained in clauses (iv) and (v) of Ministry of Finance OM No.20014/3/83-EIV, dated 14.12.1983, the officers/scientists will be entitled for drawing TA as follows:-

(a) **On first appointment**

The officers/Scientists posted on first appointment to RFRI, Jorhat/ ARCBR, Aizawl would be entitled for drawing travelling allowance for himself and his family members as per provision contained in Ministry of Finance OM. No.20014/3/83-EIV, dated 14.12.1983.

(b) **On transfer**

In case the family does not accompany the officer, he will be paid travelling allowance on tour for self only for transit period to join the post and will be permitted to carry personal effects upto 1/3<sup>rd</sup> of his entitlement at Council cost or can have the cash equivalent of carrying 1/3<sup>rd</sup> of his entitlement or the difference in weight of the personal effects he is actually carrying and 1/3<sup>rd</sup> of his entitlement, as the case may be, in lieu of the cost of transportation of baggage. Composite Transfer Grant will be admissible in any case.

If the family accompanies the officer, he can draw the existing TA, including the cost of transportation of personal effects to his maximum entitlement irrespective of the actual weight carried.

The above provisions will also apply for the return journey on transfer back from RFRI, Jorhat/ARCBR, Aizawl.

*In addition to the above, provision contained in the aforesaid OM dated 14.12.1983, , the officials joining in North-Eastern Region would be allowed for self and his family members to travel by air for joining at RFRI, Jorhat/ARCBR, Aizawl and on transfer on public interest from RFRI, Jorhat/ARCBR, Aizawl and back irrespective of their entitlement therefor.*

(vi) **Retention of Government Residential Accommodation in the last Station:**

As per provision contained in Ministry of Works and Housing O.M.No.12035/24/77-Vol.III, dated 12.02.82, as amended from time to time, the transferred scientist/official would be allowed to retain the official residential accommodation on payment of normal house licence fee, in case the accommodation is below the entitled type and at one and a half times the applicable the normal rates, if the entitled type is retained during posting at RFRI, Jorhat/ARCBR, Aizawl, *in relaxation of prescribed admissible period of three years in Government of India.*

**(vii) Telephone facility:**

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/official concerned as per provision contained in Ministry of Finance OM No.20014/16/86-E.IV/E.II(BV), dated 01.12.1988.

**(viii) Medical facility**

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

**(ix) Children Education Allowance and hostel subsidy:**

Where the children do not accompany the officer to the RFRI, Jorhat/ARCBR, Aizwal, the Children Education Allowance and hostel subsidy upto class XII shall be admissible in respect of children studying at the last station of posting of the officer concerned or any other station where the children reside without any restriction of pay drawn by the officer as per provisions contained in DoPT's OM No.12011/03/2008-Estt (Allowance), dated 02.09.2008.

**(x) House Rent Allowance:**

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, the officers posted to RFRI, Jorhat/ARCBR, Aizwal from other Institutes of the ICFRE, who are keeping their families in rented houses or in their own houses at the last place of posting, will be entitled to HRA admissible to them at the old station, and also at the rates admissible at the new place of posting in case they live in hired private accommodation irrespective of whether they have claimed Transfer TA for family or not subject to the condition that hired private accommodation or owned house at the last station of posting is put to bonafide use of the members of the family.

The benefits of two HRAs is admissible also to those employees who on their transfer keep their families in the previous station in owned/hired accommodation after vacating Govt. accommodation due to their transfer to RFRI, Jorhat/ARCBR, Aizawl as per provision contained in Government of India O.M.No.2(38)/2001-E.II(B), dated 24.09.2003.

**(xi) Special duty allowance:**

The officer having an All India transfer liability and posted to RFRI, Jorhat/ ARCBR, Aizawl, shall be granted the Special Duty Allowance @ 12.5% of basic pay plus Special Increment (SI) plus Dearness Pay (DP) plus Non Practicing Allowance (NPA) 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 22<sup>nd</sup> July 1998, and subsequent amendment, if any. This will be in addition to special pay and/or Deputation (Duty) Allowance, if any, drawn.

Special duty allowance shall not be treated as "Pay" for any purpose. This allowance shall not be admissible during leave/training beyond 15 days at a time and beyond 30 days in a year, and during suspension/joining time.

**(xii) Special Compensatory Allowance**

Special Compensatory Allowance shall be granted to the official posted at RFRI, Jorhat/ ARCBR, Aizawl, 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.

**(xiii) 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 officer who leaves his family behind at the old head quarter or another selected place of residence on transfer to RFRI, Jorhat/ARCBR, Aizawl and has not availed transfer T.A. for the family will have the option to choose.

**Either:**

The existing LTC to Home Town once in a block of two calendar years;

**OR**

in lieu thereof the concession for himself once a year from the station of posting to this Home Town or place where the family is residing, and in addition concession for the family (restricted to the spouse and two dependent children only) also to travel once a year from the place of residence to the employee's station of posting.

In addition, officers and families posted at RFRI, Jorhat /ARCBR, Aizawl will be entitled to LTC on two additional occasions during their entire service career as "Emergency Passage Concession" and intended to enable them and families (spouse and two dependent children) to travel to their Home Town or to the last place of duty from the station of posting or vice versa in an emergency. These additional passages will be admissible by the entitled mode and class of travel as for normal LTC.

The direct recruitee officers/scientists posted on first appointment to RFRI, Jorhat/ARCBR, Aizawl would be entitled for LTC for himself and his family members as

per provision contained in Ministry of personnel, Public Grievances and Pension, DoPT's O.M.No.31011/4/2008-Estt (A), dated 23.09.2008.

***This Transfer Policy shall also be applicable for the officers/scientists, to be posted in the Centres, to be established in Jammu, Srinagar and Leh (Jammu & Kashmir) shortly in near future.***

Any change/revision in the rules made by the Government of India and any, such order issued by the Government of India related to transfer policy for North-Eastern region shall also apply mutatis mutandis to the employees of the ICFRE.

These orders will take effect from the date of issue.

(Sandeep Tripathi)  
Secretary,  
Indian Council of Forestry Research and Education

**DETAILS OF FINANCIAL IMPLICATIONS ON ADOPTION OF  
PROPOSED TRANSFER POLICY FOR NORTH EASTERN REGION.**

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|--|---|
| 1. On first appointment<br>(suppose five persons are appointed in a year and have five family members) | - Rs. 1,50,000/- per annum.   |
| 2. On transfer to NE Region  | - Rs. 50,000/-  |
| 3. On transfer from NE Region to<br>other Institutes<br><br>(difference of fare of Air and Railway)    | - Rs. 50,000/-  |
| 4. Children Education Allowance  |   |
| 5. Leave Travel Concession (LTC).  | (No additional financial implications<br>Involved as these facilities are<br>extendable as per provisions under<br>Govt. of India orders) |
| 6. Retention of Government residence   |   |
| 7. Telephone facilities  |   |
| 8. Medical facilities  |   |
| 9. House Rent Allowance  |   |
| 10. Special duty allowance   |   |

**Total Financial Implications per years = Rs. 2, 50,000/-**