

ISO 9001:2008

**MANNUAL**  
**ON**  
**ESTABLISHMENT**  
**AND**  
**ADMINISTRATION FOR ICAR OFFICES**



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**Krishi Bhavan, New Delhi - 110 001**

## CONTENTS

Chapter	Subject	Page No.
<b>1.</b>	<b>1.1 Categorization of posts</b>	1-2
	1.2.1 Scientific	3-9
	1.2.2 Technical	10-11
	1.2.3 Administrative	12-13
	1.2.4 Supporting	14
<b>2</b>	<b>Recruitment</b>	
	<b>2.1 Scientific</b>	
	2.1.1 Notification of vacancies to ASRB-Post-wise	15
	2.1.2 Eligibility Criteria	16-21
	2.1.3 Age Limit	22
	2.1.4 Advertisement and Recommendation of ASRB	23
	2.1.5 Service conditions of appointment	23-25
	2.1.6 Appointing Authorities	25
	<b>2.2 Technical</b>	
	2.2.1 Method of Recruitment	25
	2.2.2 Eligibility	25-26
	2.2.3 Service Conditions	26
	2.2.4 Appointing Authorities	26-27
	<b>2.3 Administrative</b>	
	2.3.1 Mode of Recruitment as per Recruitment Rules	27-50
2.3.2 Notification of vacancies	50-51	
2.3.3 Service Conditions	51	
2.3.4 Appointing Authorities	51-52	
<b>3</b>	<b>Reservation in Service for SC/ST/OBC/PC</b>	
	3.1 Scientific	53-54
	3.2 Technical	54
	3.3 Administration	54
	3.4 Mandatory Requirements- Reservation Rosters as per Rules should be complete before initiating the Recruitment Action	54-55
	3.5 Mandatory requirements - Maintenance of reservation roster	55-56
<b>4</b>	<b>Pre-appointment formalities such as Medical fitness and C&amp;A verification</b>	57-59
<b>5</b>	<b>Probation/confirmation</b>	60-69
<b>6</b>	<b>Seniority</b>	
	6.1 Scientific	70
	6.2 Technical	71
	6.3 Administrative	71
<b>7.</b>	<b>Annual Performance Appraisal Report</b>	72-77

<b>8</b>	<b>Promotion</b>	
	<b>8.1 Scientific</b>	
	8.1.1. Eligibility Criteria	78-81
	8.1.2 Assessment Committee	81-82
	8.1.3 Competent Authorities	83
	8.1.4 Score Card	83-84
	8.1.5 Scrutiny of Recommendations	85
	<b>8.2 Technical</b>	
	8.2.1 Eligibility Criteria	86
	8.2.2 Assessment Committee	87-88
	8.2.3 Competent Authority	89
	8.2.4 Scrutiny of Recommendations	89
	<b>8.3 Administrative</b>	
	8.3.1 Eligibility Criteria	90-99
	8.3.2 Vacancy Calculation	99
8.3.3 Composition of Departmental Promotion Committees	100-110	
8.3.4 Bench Mark Required	110-112	
8.3.5 Competent Authority	113	
<b>9</b>	<b>MACP for Administrative and Supporting Category Personnel</b>	114-116
<b>10.</b>	<b>Training</b>	117-119
<b>11.</b>	<b>Transfer</b>	
	11.1 Scientific	120-123
	11.3 Technical	123-124
	11.4 Administrative	124-125
<b>12.</b>	<b>Grant of Compensatory Benefits to the Scientists posted in backward/difficult/tribal areas in the country ( as per Govt. of India guidelines.</b>	126-127
<b>13.</b>	<b>Forwarding of Applications of employees of ICAR</b>	128-135
<b>14.</b>	<b>International Cooperation</b>	136
<b>15.</b>	<b>Guidelines on deputation within India and Abroad and maintenance of lien</b>	137-143
<b>16.</b>	<b>Review of cases of ICAR employees for retention in service under FR 56 (j &amp; k)</b>	144-146
<b>17.</b>	<b>Resignation</b>	147-153
<b>18.</b>	<b>Voluntary Retirement</b>	154-161
<b>19.</b>	<b>Extension and Re-employment</b>	162-163
<b>20.</b>	<b>Study Leave</b>	164-176
<b>21</b>	<b>Sabbatical Leave Rules</b>	177-180
<b>22</b>	<b>Guidelines on appointment as National Professor/National Fellow/Emeritus Scientist, etc.</b>	181-183
<b>23</b>	<b>Guidelines on engagement of Research Associates/Senior Research Associates and Award of ICAR Fellowships for Graduate and Post Graduate Studies in Agricultural Sciences</b>	184
<b>24</b>	<b>Visiting Scientist Scheme</b>	185-188
<b>25</b>	<b>Extra-curricular functions of ICAR employees</b>	189-196
<b>26</b>	<b>Guidelines on disposal of the representations of the employees on service matters/CP Gram/Grievance Redressal</b>	197-205

	<b>Platforms such as Grievance Committee/Women's Cell/Women's Complaint Committee etc.</b>	
<b>27</b>	<b>Release of information to the Press</b>	<b>206-210</b>
<b>28</b>	<b>Allotment Rules</b>	<b>211-212</b>
<b>29</b>	<b>GSLIS</b>	<b>213</b>
<b>30</b>	<b>Rules regulating Compassionate Fund/Welfare Fund of the ICAR</b>	<b>214-224</b>
<b>31</b>	<b>Compassionate appointment of son/daughter of the diseased Government Servant</b>	<b>225</b>
<b>32</b>	<b>Medical Facilities for in-service employees/Pensioners of the ICAR Institutes.</b>	<b>226-235</b>
<b>33</b>	<b>Instructions on making interim arrangement during the absence of Director of short-term/long term. basis.</b>	<b>236-240</b>
<b>34</b>	<b>Purchase procedure</b>	<b>241-262</b>
<b>35</b>	<b>Guidelines on outsourcing</b>	<b>263-265</b>
<b>36</b>	<b>Guidelines for maintenance of Personal Files/Service Books</b>	<b>266-276</b>
<b>37</b>	<b>Record Management</b>	<b>277-284</b>
<b>38</b>	<b>RTI matters</b>	<b>285-290</b>
<b>39</b>	<b>RFD/ISO:9001 certification</b>	<b>291-301</b>
<b>40</b>	<b>Guidelines on Joint Consultative Machinery of ICAR</b>	<b>302</b>
<b>41</b>	<b>Disposal of VIP References/Rules on bringing political pressure on service matters</b>	<b>303-309</b>
<b>42</b>	<b>Instructions regarding regularization of Casual Labourers</b>	<b>310</b>
<b>43</b>	<b>Guidelines on Guest House charges/Hostel facilities</b>	<b>311-312</b>
<b>44</b>	<b>Fee payable to the Advocates/Honorarium to the non-official members of various Committees/fee payable to the Paper setters/Evaluators, etc.</b>	<b>313-317</b>
<b>45</b>	<b>Guidelines on 'Works'</b>	<b>318</b>
<b>46</b>	<b>Guidelines on telephone facilities/use of official cars/newspaper facilities etc. to the eligible officers of ICAR</b>	<b>319-329</b>
<b>47</b>	<b>Establishment of 'Agriculture Centre'</b>	<b>330-333</b>
<b>48</b>	<b>Miscellaneous</b>	
	48.1 Parliamentary Procedures	334
	48.2 Staff Car	334-339
	48.3 Territorial Army & Home Guards	339-345
	48.4 Passport & Emigration	346-348
	48.5 Incentive for Hindi	349
	48.6 Rules for display of National Flag	349
	48.7 Martyrs' Day (30 <sup>th</sup> January)	349-351
	48.8 Forms & Procedure of Communication	351-352
	48.9 Noting & Drafting	352-357
	48.10 Change of Name	357-359



## **Chapter-1**

### **1.1 Categorization of posts**

The posts in the Council have been categorized as Scientific. Technical, Administrative (including Accounts). Auxiliary and Supporting on the basis of the following criteria:-

**Scientific:** Scientific personnel shall be those who are engaged in agricultural research and education (including extension education) whether in physical, statistical, biological engineering, technological or social sciences. This category shall also include persons engaged in planning, programming and management of scientific research.

**Technical:** Technical personnel shall be those who perform technical service in support of research and education whether in the Laboratory, Workshop or field, or in areas like Library. Documentation, Publication and Agricultural Communication.

**Administrative:** Administrative personnel shall be those who provide administrative support for the work of the Laboratory /Institute/Headquarters Organization.

**Auxillary:** Auxillary personnel shall be those who are not directly connected with the research and education activities of the Organization and are not covered by the other categories defined in this bye-law.

**Supporting:** Supporting personnel shall be those who generally help and support the above four categories of staff. They may be skilled, semi-skilled or unskilled.

The categorization of posts is done in the Council with the approval of the Governing Body. The Governing Body shall have powers to alter, amend or add to the above criteria for classification of posts with the approval of the President.

**(Bye-law 21 of Bye-laws of ICAR)**

Accordingly, the posts in ICAR have been categorized in the following categories:-

Scientific

Technical

Administrative

Supporting

Note: (1) The posts in Auxillary Category stand abolished.

**(ICAR No. 17-12/95-Estt.IV dated 20.8.1996)**

The nomenclature/designation and pay scales of the posts falling under the above mentioned categories w/e.f. 1.1.2006 are as follows:-

**1.2 Designation & pay Scales Category-wise.**

### 1.2.1 **Scientific Category**

#### **Background**

The ICAR constituted an Agricultural Research Service (ARS) w.e.f. 1.10.1975 and Research Management Position (RMP) w.e.f. 1.4.1976.

Most significant features of ARS & RMP are as follows:-

- (a) No scientist needs to move hereafter from his/her field of specialization just for the sake of an improvement in salary; a scientist doing his or her job with dedication and distinction can hope to get the highest salary possible within the organization without recurrent application and competition with professional colleagues and without having to shift to a research management position;
- (b) every scientist may have to help for some time during his/her career to solve the problems of neglected and tribal areas; and
- (c) all research management and co-ordinating positions will be filled up on a tenurial basis, so that no scientist needs to give up his/her active research career for too long.

The ARS consisted of the grades Scientist(S), Scientist-1(S-1), Scientist-2(S-2), and Scientist-3(S-3). The grades provided under RMP were Scientist-4(S-4), Scientist-5(S-5), Scientist-6(S-6), Scientist-7(S-7) and Scientist-8(S-8)

The pay scales of the Central Government were applicable to Scientists of ARS & incumbents of RMP with the system of 5 yearly assessment of the Scientists for movement from one grade to another irrespective of occurrence of vacancy. This system of pay scales & assessment promotion of Scientists under ARS continued upto 31-12-1985. With effect from 1.1.1986, i.e. Fourth Pay Commission, the ICAR adopted UGC pay pattern for the Scientists under ARS & RMP. Consequently, the Career Advancement Scheme of UGC was also adopted by ICAR for ARS Scientist

w.e.f. 27.7.1998. The details of designation and pay scales of Scientists under ARS & RMP during V<sup>th</sup> CPC and VI<sup>th</sup> CPC are as follows:-

Designation & Pay scale prior to VI <sup>th</sup> CPC	Revised pay scale after adoption of VI CPC	Revised Designation after VI <sup>th</sup> CPC
<b>Scientist</b>		
(i) Scientist-8000-13500	Pay Band-Rs. 15600-39100+RGP of Rs. 6000	Scientist
(ii) Scientist (Sr.Scale)-10,000-15200	Pay Band Rs. 15600-39100 + RGP of Rs. 7000	Scientist
(iii) Scientist (Sel.Grade) 12000-18300	<u>Revised pay of incumbents in position</u>	Scientist
	Incumbents with 3 years service in the scale of Rs. 12000-18300 on 1.1.06 Pay band –Rs. 37400-67000 +RGP of Rs. 9000	
	Incumbents with less than 3 years service on 1.1.2006 Pay Band – Rs. 15600-39100+ RGP of Rs. 8000	Scientist
	On completion of 3 years of service in the grade of scientist (Sel.Grade) to be placed in Pay Band- Rs. 37400-67000 +RGP of Rs. 9000	Scientist
Note- In view of the considerable raise in effective pay between the two Pay Bands there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the pay Band of Rs. 37400-67000		
To be re-designated as Sr. Scientist on acquiring Ph.D degree		Sr. Scientist



	<p>after 1.1.09 as per existing qualifications.</p> <p>On completion of 3 years service as Senior Scientist to be placed in Pay Band Rs. 37400-67000 + RGP of Rs. 9000</p> <p><b>Note-</b> in view of the considerable raise in effective pay between the two Pay Bands there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000</p>	
<p><b>Principal Scientist etc.</b></p> <p>(i) Principal Scientist 16400-22400</p>	<p><u>Revised pay of incumbents in position</u></p> <p>Pay Band- Rs. 37400-67000 +RGP of Rs. 10,000/-</p> <p><u>Revised Pay of future recruits</u></p> <p>Pay Band- Rs. 37400-67000 (with a minimum pay of Rs. 43000/-) + RGP of Rs. 10,000/- for those recruited directly as per revised qualifications to be notified by ICAR separately.</p> <p>Pay Band – Rs/ 37400-67000 ( with a minimum pay of Rs. 39690/-)+ RGP of Rs. 10,000/- for those recruited on or after 1.1.2009 as per existing qualifications.</p>	<p>Principal Scientist</p> <p>Principal Scientist</p>
<p>(ii ) Project coordinator/Zonal</p>	<p><u>Revised Pay of incumbents in position</u></p>	<p>Project Coordinator /Zonal Coordinator/National</p>

<p>Coordinator /National Coordinator,Head of Divisions/Regional Centres/Stations, joint Director or ICAR institutes other than those in the four Deemed Universities &amp; NAARM 16400-22400.</p>	<p>Pay Band:- Rs. 37400-67000 + RGP of Rs. 10,000/-</p> <p>Revised Pay of future recruits</p> <p>Pay Band:- Rs. 37400-67000 (with a minimum pay of Rs. 43000/-) + RGP of Rs. 10,000/- for those recruited directly as per revised qualifications to be notified by ICAR separately.</p> <p>Pay Band- Rs. 37400-67000 (with a minimum pay of Rs. 39690/-) +RGP of Rs. 10,000/- for those recruited on or after 1.1.2009 as per existing qualifications.</p>	<p>Coordinator, Head of Divisions/Regional Centres/Stations, Joint Director of ICAR institutes other than those in the four Deemed Universities &amp; NAARM</p>
<p><b>RMP</b></p> <p>(i) Dy. Director General at ICAR headquarters</p> <p>Rs. 25000/- fixed</p>	<p>Rs. 75000 fixed</p>	<p>Dy. Director General at ICAR headquarters.</p>
<p>(ii) Director NAARM, Hyderabad</p>	<p>Rs. 75000 fixed</p>	<p>Director NAARM, Hyderabad</p>
<p>(iii) Directors of IARI, IVRI, NDRI, CIFE</p> <p>Rs. 25000/- fixed</p>	<p>Rs. 75000 fixed + Rs. 5000 p.m. as Special Allowance</p>	<p>Directors of IARI, IVRI, NDRI, CIFE</p>
<p>(iv) Director/Project Director of the institutes/National Bureaux/NRC/Project Directorate-ADG at ICAR Headquarters, joint Director of IARI, IVRI, NDRI, CIFE &amp; NAARM 16400-22400</p>	<p><u>Revised Pay of incumbents in position</u></p> <p>Pay Band:- Rs. 37400-67000+RGP of Rs. 10,000/-</p> <p><u>Revised Pay of future recruits</u></p> <p>Pay Band:- Rs. 37400-67000 (with a minimum pay of Rs. 43000/-) + RGP of Rs. 10,000/- for those recruited directly as per revised</p>	

	<p>qualifications to be notified by ICAR separately.</p> <p>Pay Band- Rs. 37000-67000 (with a minimum pay of Rs. 39690/-) + RGP of Rs. 10,000/- for those recruited on or after 1.1.2009 as per existing qualifications.</p>	
<p><b>Fellowship</b></p> <p>i) National Fellow 16400-22400</p>	<p><u>Revised pay of Incumbents in position</u></p> <p>Pay Band:- Rs. 37400-67000+RGP of Rs. 10,000/-</p> <p><u>Revised pay of future recruits</u></p> <p>Pay Band:- Rs. 37000-67000 (with a minimum pay of Rs. 43000/- + RGP of Rs. 10,000/- for those recruited directly as per revised qualifications to be notified by ICAR separately.</p>	<p>National Fellow</p>
<p>ii. <b>National Professor</b> 25000/- fixed</p>	<p>Pay Band:- Rs. 37000-67000 (with a minimum pay of Rs. 39690/-) +RGP of Rs. 10,000/- for those recruited on or after 1.1.2009 as per existing qualifications.</p> <p>ii) 75000/- Fixed</p>	<p>National Professor</p>

#### **Incentives for higher qualifications.**

Five non-compounded advance increments shall be given at the time of recruitment on or after 01.09.2008 as Scientist to persons possessing the degree of Ph.D awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by the ICAR.

Candidates who hold M.Phil/M.Tech/M.Sc.(Ag.)/M.V. Sc./M.F.Sc. degree (with 4 years bachelor and 3 years master's programme) at the time of recruitment on or after 1.9.08 as Scientist shall be given two non-compounded advance increments.

A Scientist shall be given three non-compounded advance increments as and when he acquires Ph.D degree in his service career on or after 01.09.2008 from a University following the process of registration, coursework and external evaluation as prescribed by the ICAR.

A Scientist shall be given one non-compoundable advance increment as and when he acquires M.Phil or a post graduate degree in a professional course as may be notified by the ICAR in his service career on or after 01.09.2008, provided such post graduate qualification is not a mandatory requirement at the entry level of recruitment.

Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D/M.Phil at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this scheme.

Notwithstanding anything in the foregoing clauses, those who have already availed the benefit of advance increments as per existing policy for acquiring Ph.D/M.Phil while in service would not be entitled to benefits under this scheme.

**(ICAR No. 1(1)/2009-Per.IV dated 6.3.2009)**  
**(ICAR No. 1(1)/2009-Per.IV dated 13.3.2009)**

Note(2):

The revised pay and revised rates of Dearness Allowances would be payable to scientists w.e.f. 1.1.2006. The revised rate of other allowances such as HRA/Children Education Allowances etc. shall be payable w.e.f. 1.9.2008

### 1.2.2 Technical Category

#### **Categories, Grades & Pay scales of Technical Personnel**

The Categories, grades & Pay scales of Technical Personnel w.e.f. 1.1.2006 are as follows:-

Designation	Pay scale as recommended by the 5 <sup>th</sup> Pay Commission	Pay scale as recommended by the 6 <sup>th</sup> Pay Commission
<b>Category I</b>		
Technician	3200-85-4900	5200-20200 GP 2000 in PB-1
Sr. Technician	4000-100-6000	5200-20200 GP 2400 in PB-1
<b>Category II</b>		
Technical Asstt.	4500-125-7000	5200-20200- GP 2800 in PB-1
Sr. Technical Asstt.	5500-175-9000	9300-34800 GP 4200 in PB-2
Technical Officer	6500-200-10500	9300-34800 GP 4600 in PB-2
<b>Category III</b>		
Sr. Technical Officer	8000-275-13500	15600-39100 GP 5400 in PB-3
Asstt. Chief Technical Officer	1000-325-15200	15600-39100 GP 6600 in PB-3
Chief Technical Officer	12000-375-16500	15600-39100 GP 7600 in PB-3

Grades T-1-3 (Category 1) and T-II-3 (Category II, being overlapping scales, have been renamed as a single grade T-3 in the pay scale of Rs. 4500-125-7000 w.e.f. 3.2.2000

- # Grade T-7 and T-8, both in Category III, being the similar scales, have been regrouped into a single grade of T(7/8) in the pay scale of Rs., 10,000-325-15200 after V Pay Commission.

Modifications as set out under para 2 of the Notification dated 3.2.2000, would take place with immediate effect from the date of issue of this notification. However, any existing technical employees who may like to be governed only as per the existing technical service rules may do so by specifically exercising an individual option in writing to the Director of the institute within 30 days from the date of issue of this notification. Option once exercised shall be final and irrevocable.

(Para 3.3 of the TSR 4<sup>th</sup> Edition)

Functional Classification:

Within each Category, the posts have been functionally classified as follows:-

Group I	Field Farm Technicians
Group II	Laboratory Technicians
Group III	Workshop staff including Engineering workshop staff
Group IV	Library/information/Documentation staff
Group V	Photography staff
Group VI	Artist
Group VII	Press and Editorial Staff
Group VIII	Medical and Paramedical staff
Group IX	House-keeping staff

All technical posts under the Council will be known by their designations. However, for the purpose of identification, duties performed by different functionaries, the designations of the persons will be appropriately distinguished to reflect the duties attached to the posts. For example, a Sr. Technician in the functional group "Lab. Technician" may be denoted as Sr. Technician ( Lab. Technician).

### 1.2.3 Administrative

**The designation/nomenclature and pay scales of the posts in Administrative category are as follows:-**

Designation/nomenclature of the posts	Pay scale during Vth CPC	Pay scale applicable during VIth CPC w.e.f. 1.1.2006
Skilled Support Staff	Rs.2550-3200 Rs.2610-3540** Rs.2650-4000** Rs.2750-4400 **merged into one scale of Rs. 2610-400 at ICAR Hqrs.	PB-1 Rs. 5200-20200 + Grade Pay of Rs. 1800
L.D.C	Rs. 3050-4590	PB-1 Rs. 5200-20200 + Grade Pay of Rs. 1900
U.D.C.	Rs. 4000-6000	PB-1 + Rs. 5200-20200 +Grade Pay of Rs. 2400
Assistant at ICAR Head Quarter	5500-9000	PB-2 Rs.9300-34800 + Grade Pay of Rs. 4600
Assistant at ICAR Institutes	5500-9000	PB-2 Rs.9300-34800 + Grade Pay of Rs. 4200-
Section Officer	6500-10500 After 4 years 8000-13500	PB-2 Rs. 9300-34800+ Grade Pay of Rs. 4800 After four years of Service PB-3 Rs. 15600-39100 with Grade Pay of Rs. 5400/-
Assistant Administrative Officer	6500-10500	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4600/-
Administrative Officer	8000-13500	PB-3 15600-39100 +Grade Pay of Rs. 5400/-
Under Secretary/Senior Administrative Officer`	10000-15200	PB-3 15600-39100 +Grade Pay of Rs. 6600/-
Deputy Secretary/Chief Administrative Officer	12000-16500	PB-3 15600-39100 + Grade pay of Rs. 7600/-
Director /Joint Director (Admn.) & Registrar in deemed University under ICAR/NAARM	14300-18300	PB-4 37400-67000+ Grade Pay of Rs. 8700/-
Joint Secretary (Admn.) ICAR/Senior Registrar in deemed Universities in ICAR	14300-22400	PB-4 Rs. 37400-67000 + Grade pay of Rs. 10,000/-
Junior Accounts Officer	5500-9000	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4200
Asstt. Finance Accounts Officer	6500-10500	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4600

Finance & Accounts Officer	8000-13500	PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400
Sr.Finance & Accounts Officer	10000-15200	PB-3 Rs. 15600-39100 + Grade Pay of Rs. 6600
Dy.Director ( Finance) /Chief Finance & Accounts Officer	12000-16500	PB-3 Rs. 15600-39100 + Grade Pay of Rs. 7600
Director Finance & Equivalent post at ICAR Headquarter & ICAR Institutes	14300-18300	PB-4 Rs. 15600-39100 + Grade Pay of Rs. 8700
Stenographer Grade-III	4000-6000	PB-1 Rs. 5200-20200 + Grade Pay of Rs. 2400
Personal Assistant at ICAR Headquarter	5500-9000	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4600
Personal Assistant at ICAR Institutes.	5500-9000	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4200
PS at ICAR Headquarter	7500-12000 After 4 years 8000-13500	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4800 After four years of service PB-3 Rs. 15600-39100 with Grade Pay of Rs. 5400/-
PS at ICAR Institute	6500-10500	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4600
Principal Private Secretary	10000-15200	PB-3 Rs. 15600-39100 + Grade Pay of Rs. 6600
Junior Law Officer	5500-9000	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4200
Asstt.Legal Adviser	6500-10500	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4600
Law Officer	8000-13500	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 5400
Legal Adviser	12000-16500	PB-3 Rs. 15600-39100 + Grade Pay of Rs. 7600
Security Supervisor	4500-7000	PB-1 Rs. 5200-20200 + Grade Pay of Rs. 2400
Security Officer	6500-10500	PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4600
Assistant Director(Official Language)	8000-13500	PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400/-
Dy.Director (Official Language)	10000-15200	PB-3 Rs. 15600-39100 + Grade Pay of Rs. 6600/-
Director (Official Language)	12000-16500	PB-3 Rs. 15600-39100 + Grade Pay of Rs. 7600/-

**1.2.4 Supporting Category**

In pursuance to CCS (revised pay) Rules, 2008 and subsequent clarification by MOF vide their O.M. No. 1-1/2008-IC dated 24.12.2008, erstwhile Group-D

employee of ICAR who possess minimum qualification prescribed for entry into Group-C category in Pay Band of Rs. 5200-20200 with GP Rs. 1800/- and who have been given requisite training and those supporting staff (non technical) in the pre-revised pay scale of Rs. 2750-4400 who have already been placed in the Pay Band-1 with Grade Pay of Rs. 1800/- w.e.f. 1.1.2006 will henceforth stand designated as "Skilled Supporting Staff"

**( ICAR No. 14(1)/2008-Estt. Dated 19.3.2009)**

**Chapter-2**  
**Recruitment**

**2.1. Scientific**

**2.1.1 Notifications of vacancies to ASRB- post wise**

**Scientist**

Direct Recruitment to the grade of Scientist at entry level is made through the ASRB on the basis of All India competitive examination which includes Preliminary and Main Examination. followed by Viva Voce. The vacancies in Scientist grade discipline wise is furnished by the ICAR to the ASRB annually. The ASRB conducts the Preliminary & Main examination as per scheme of examination and the prescribed syllabus discipline wise followed by Viva Voce. On the basis of the recommendation of ASRB. Further action to make appointment of selected candidates is taken by ICAR after completing pre enrolment formalities. The Rules of ARS examination , Detailed plan, Examination procedure, eligibility qualification, syllabus etc are at **appendix -I.**

**Senior Scientist/Principal Scientist & Research Management positions:**

The requisition for filling up of the posts in the above mentioned grades are sent to the ASRB in prescribed proforma by the ICAR . The prescribed proforma for requisition is at **Appendix-II.**

The Research Management positions are filled on tenure basis for a period of 5 years extendable by another 5 years. On completion of the tenure the incumbent returns to a matching position in Research work .

### 2.1.2 Eligibility Criteria

Revised eligibility qualifications for various Scientific and Management position of ICAR are as follows:-

Designation & Pay Band of the post.	Qualifications & Experience prescribed for the post.
<p><b>1. <u>SCIENTIST</u></b> ( Pay Band-3 of Rs.15600-39100 with RGP of Rs. 6000/-)</p> <p><b>2. <u>SENIOR SCIENTIST</u></b> ( Pay Band-4 of Rs.37400-67000 with RGP of Rs. 9000/-)</p>	<p>master's degree in the relevant subject.</p> <p><b>essential</b></p> <p><b>a) for disciplines other than engineering subject.</b></p> <p>Doctoral degree in relevant subject including relevant basic sciences with 8 years experience in the relevant subject as scientist/lecturer/extension specialist or in an equivalent position in the pay band-3 of Rs. 15600--39100 with grade pay of Rs. 5400/ Rs. 6000/ Rs. 7000/Rs.8000 having made contribution to research/teaching/extension education as evidenced by published work/innovations and impact.</p> <p><b>b) For Engineering disciplines</b></p> <p>Doctoral degree in relevant engineering subject with 6 years experience as Scientist/Lecturer/Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/Rs. 6000/Rs. 7000/Rs. 8000 having made contribution to research/teaching/Extension education as evidenced by published work/innovations and impact.</p>

<p><b>3. Principal SCIENTIST</b> ( Minimum pay of Rs. 43000 in the Pay Band of Rs. 37400-67000 with RGP of Rs. 10000)</p>	<p style="text-align: center;">OR</p> <p>Master's degree in the relevant engineering subject with 10 years experience as Scientist/Lecturer/Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/Rs. 6000/Rs. 7000/Rs.8000 having made contribution to research/teaching/Extension education as evidenced by published work/innovations and impact.</p> <p><b><u>Desirable</u></b></p> <p>Specialization ( to be defined)</p> <p>Note: Specialization ( to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p> <p><b><u>Essential</u></b></p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) 10 years experience in the relevant subject out of which at least 8 years should be as Scientist/Lecturer/Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/Rs. 6000/Rs. 7000/Rs. 8000 and 2 years as a Senior Scientist or in an equivalent position in the Pay Band-4 of Rs. 37400-67000 with Grade Pay of Rs. 8700/Rs. 9000</p> <p>(iii) The Candidate should have made contribution to research/teaching/extension education as evidenced by published work/innovations and impact.</p> <p><b><u>Desirable</u></b></p> <p>Specialization ( to be defined)</p> <p>Note: Specialization ( to be defined) could be made part of essential qualifications as per job requirements, if</p>
---	---

<p><b>4. Head of the Division /Head of Regional Station</b></p> <p>(Minimum pay of Rs. 43000 in the Pay Band-4 of Rs. 37400-67000 with RGP of Rs. 10000)</p>	<p>deemed necessary.</p> <p><b><u>Essential</u></b></p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) At least 2 years experience as Principal Scientist/Professor or in an equivalent position in the pay band -4 of Rs. 37400-67000 with Grade Pay of Rs. 10000.</p> <p>(iii) Evidence of publications/activities/contributions to suggest that the candidate has a broad vision/perspective on agricultural research</p> <p><b><u>Desirable:</u></b></p> <p>Specialization ( to be defined)</p> <p>Note: Specialization ( to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p>
<p><b>5. Project Coordinator/ Joint Directors of Institutes other than National Institutes/Deemed Universities</b></p> <p>(Minimum pay of Rs. 43000 in the Pay Band-4 of Rs. 37400-67000 with GRP of Rs. 10000)</p>	<p><b><u>Essential</u></b></p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) At least 3 years experience as Principal Scientist/Professor or in an equivalent position in the pay band -4 of Rs. 37400-67000 with Grade Pay of Rs. 10000.</p> <p>(iii) Evidence of publications/activities/contributions to suggest that the candidate has a broad vision/perspective on agricultural research</p> <p><b><u>Desirable:</u></b></p> <p>Specialization ( to be defined)</p> <p>Note: Specialization ( to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p>

<p><b>6. ADG/Directors of ICAR Institutes other than National Institutes/Deemed Universities/ZPD and JD of National Institutes.</b></p> <p>(Minimum pay of Rs. 43000 in the Pay Band -4 of Rs. 37400-67000 with RGP of Rs. 10000/-)</p>	<p><b><u>Essential</u></b></p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) At least 5 years experience as Principal Scientist/Professor or in an equivalent position in the pay band -4 of Rs. 37400-67000 with Grade Pay of Rs. 10000.</p> <p style="text-align: center;">OR</p> <p>An eminent scientist having proven record of Scientific contribution working in a reputed organization/institute having at least 15 years experience in the relevant subject.</p> <p>(iii) Evidence of publications/activities/contributions to suggest that the candidate has a broad vision/perspective on agricultural research</p> <p>(iv) Should possess MDP/EDP course completion certificate of NAARM.</p> <p style="text-align: center;"><b><u>Desirable:</u></b></p> <p>Specialization ( to be defined)</p> <p>Note: Specialization ( to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p>
<p><b>7.. DDG/Director, NAARM/ND. NAIP</b></p> <p><b>(Rs. 75000/- fixed)</b></p>	<p><b><u>Essential</u></b></p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) An eminent Scientist/Teacher having at least 8 years experience in the grade of Principal Scientist/Professor or in an equivalent position in pay band -4 of Rs. 37400-67000 with Grade Pay of Rs. 10000 out of which 3 years experience should be in a Research Management Position or 5 years</p>

<p><b>8. Directors of National institutes with Deemed to be University status.</b></p> <p><b>(Rs. 75000/- fixed + Rs. 5000 p.m. as Special Allowance</b></p>	<p>experience in positions specified below</p> <p style="text-align: center;">OR</p> <p>An eminent scientist having proven record of Scientific contribution working in a reputed organization/institute having at least 21 years experience in the relevant subject, out of which 3 years experience should be in a Research Management Position or 5 years experience in any of the following positions:-</p> <p>(a) Heads of Divisions at ICAR Institutes</p> <p>(b) Heads of Regional Stations of ICAR Institutes</p> <p>(c) Project Coordinator.</p> <p>(d) Zonal Coordinator ( service rendered prior to 27.01.2009)</p> <p>(e) Joint Directors of Institutes other than National Institutes /DUs</p> <p>(iii) Evidence of contribution to research/teaching/extension education as supported by published work/innovations and impact.</p> <p style="text-align: center;"><b><u>Desirable:</u></b></p> <p>The candidate should have demonstrated scientific leadership and skill in research management with a broad vision and perspective of agricultural research.</p> <p><b><u>Essential</u></b></p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) An eminent Scientist/Teacher having at least 8 years experience in the grade of Principal Scientist/Professor or in an equivalent position in pay band -4 of Rs. 37400-67000 with Grade Pay of Rs. 10000 out of which 3 years experience should be in a Research Management Position or 5 years</p>
--	---

	<p>experience in positions specified below</p> <p style="text-align: center;">OR</p> <p>An eminent scientist having proven record of Scientific contribution working in a reputed organization/institute having at least 21 years experience in the relevant subject, out of which 3 years experience should be in a Research Management Position or 5 years experience in any of the following positions:-</p> <ul style="list-style-type: none"><li>(a) Heads of Divisions at ICAR Institutes</li><li>(b) Heads of Regional Stations of ICAR Institutes</li><li>(c) Project Coordinator.</li><li>(d) Zonal Coordinator ( service rendered prior to 27.01.2009)</li><li>(e) Joint Directors of Institutes other than National Institutes /DUs</li></ul> <p>(iii) Evidence of contribution to research/teaching/extension education as supported by published work/innovations and impact.</p> <p style="text-align: center;"><b><u>Desirable:</u></b></p> <p>The candidate should have demonstrated scientific leadership and skill in research management with a broad vision and perspective of agricultural research.</p>
--	---

**(ICAR letter No. 8(1)/2007-Per.IV dated 26<sup>th</sup> April 2012.)**

**2.1.3. Age Limit**

It has been decided with the approval of the Government Body and Agriculture Minister to revise the existing age limit for ARS examination in the following manner:

**For candidates without Ph.D degree**

Category	Existing	Proposed
General	30 years	32 years
OBC	33 years	35 years
SC/ST	35 years	37 years

**For candidates with Ph.D degree**

Category	Existing	Proposed
General	33 years	35 years
OBC	36 years	38 years
SC/ST	38 years	40 years

The maximum number of attempts would remain unchanged at 4.

The age would continue to be reckoned in the following manner :

If the examination is conducted in the first half of the calendar year	If the examination is conducted in the second half of the calendar year
1 <sup>st</sup> January	1 <sup>st</sup> August

3. Likewise the age limit for direct recruitment to other scientific posts would also be increased by 2 years in the following manner:-

Category	Existing	Proposed
Sr. Scientist	45 years	47 years
Pr. Scientist	50 years	52 years

The maximum age limit for appointment to Research Management positions would continue to be 60 years.

**ICAR letter No. 8(7)/95-Per.IV dated 14-2-2008**

#### **2.1.4 Advertisement and Recommendation of ASRB**

The ASRB invites applications for the Scientific and Management positions as per the requisitions sent by the ICAR by giving advertisement in the Press, ICAR Website etc. After following the prescribed procedure such as competitive examination on All India basis in respect of the posts in Scientist grade and interview, the names of the recommended candidates are forwarded by the ASRB to the ICAR. The ICAR after completing pre-enrolment formalities such as C & A verifications, Medical examinations issue offer of appointment with the approval of the competent authority viz. President ICAR. Similarly the recommendations of the ASRB for the posts of Sr. Scientists Principal Scientists R.M.P. are processed by the ICAR and offer of appointment to the recommended candidates are issued with the approval of the competent authority viz. President ICAR after completing codal formalities.

#### **2.1.5 Service conditions of appointment**

- (a) Except in regard to matters for which specific provision has been in the Rules, Bye/laws, Regulations or Orders made or issued by the Society, the service and financial Rules framed by the Government of India and such other Rules and Orders issued by the Government of India from time to time, shall apply mutatis mutandis to the employees of the Society in regard to matters concerning their service conditions.
- (b) Notwithstanding anything contained in the Bye-law, the Governing Body shall have the power to relax the requirement of any Rule mentioned in (a) above of the Bye-law to such extent and subject to such conditions as may be considered necessary.

**Bye-law 30(a) & (b)**

- (c) The Central Civil Services ( Classification, Control and Appeal) Rules, and the Central Civil Services ( conduct) Rules, of the Government of India for the time being in force shall apply so far as may be, to the employees of the Society subject to the modification that :-
- i) Reference to the 'President' and 'Government Servant' in the Central Civil Services ( Classification, Control and Appeal) Rules shall be construed as references to the 'President of the Society' and 'Officers and employees of the 'Society ' respectively. and
- ii) Reference to Government and Government servant in the Central Civil Services Conduct Rules shall be construed as references to the 'Society and officers and employees of the Society respectively.

**Bye-law-31**

All other service conditions/benefits like continuity of past service, retention of lien in the previous post, fixation of pay with reference to the pay drawn by them in the previous post, joining time pay and travelling allowance etc. at present admissible to Central and State Government employees on their appointment in the Council by way of direct recruitment, will also be applicable to the scientific employees coming from scientific organizations/Universities which are wholly or substantially financed by the Central/State Governments.

**(ICAR No. 8-25/77-Per.IV dated 26..9.1977)**

In addition matters relating to payment of leave salary and pension contributions, counting of past service, mobility of personal between Central Government Department and Autonomous bodies absorption of employees of one Central Autonomous body in an other Central Autonomies body are

regulated by the ICAR in accordance with the Government of India instructions.

### **2.1.6 Competent authority**

The competent authority for appointment to the various grades of Scientists including Research Management positions is the President of the ICAR.

## **2.2 Technical**

### **2..2.1 Method of Recruitment**

Normally there will be direct recruitment only in the lowest grade in each of the three categories . However, direct recruitment to the other grades in the three categories may also be made to correct imbalances in the staff composition in those grades. As regards the method of recruitment posts upto T-6(now Sr. Technical Officer). grade are advertised by the appointing authorities, apart from notifying them to the Employment Exchange and selections made on the basis of recommendation of the Selection Committee.

No direct recruitment in Category II may be made except in T-3 level even in case where the posts have been sanctioned/created at T-4 and T-5 levels.

**( ICAR No. 14(3)/94-Estt.IV dated 10.1.1995 )  
( Para 8.2 of TSR: 4<sup>th</sup> Edition )**

### **2..2.2 Eligibility Criteria**

The minimum educational/trade qualification prescribed for different functional groups of the three categories as amended vide ICAR letter No. 19(10)/2004-Estt.IV dated 24.2.2006 is at **Appendix-III**. Any modifications

to this Appendix if considered necessary, will be made in consultation with the Agricultural Scientist's Recruitment Board and approval of the governing Body

**Note:** In the case of ex-servicemen, the equivalence for their qualifications with those prescribed in Appendix-IV will be decided in consultation with the Director General of the Resettlement, Ministry of Defence.

**( Para 8.3 of TSR: 4<sup>th</sup> Edition)**

The qualifications for Medical Officer and Sub-Group B "Production under the functional group (vii) " Press & Editorial Staff " have been amended vide letter dated **24.11.2008 & 26.10.2009**.

**( ICAR No. 19(10)/2004-Estt.IV dated 24.11.2008)**  
**( ICAR No. 19(23)/2006 Estt.IV dated 26.10.20-0-9)**

### **2.2.3 Service Conditions**

The service condition for Technical Personnel will be the same as indicated in para 2.1.5

### **2.2.4 Appointing Authority**

The appointing authority upto grade T-6 (now Sr. Technical Officer) are the Directors of the ICAR Institutes. For T(7-8) and T-9 the appointing authority is Director General ICAR. except in the case of Deemed Universities where Directors are appointing authorities upto T-9 grade of Technical Services . For the posts at ICAR headquarters Deputy Secretary, is the appointing authority upto the Technical Asst. (formerly T-3). Secretary, ICAR is the appointing authority for Sr. Technical Asstt. to Sr. Technical Officer

(formerly from T-4 to T-6). DG, ICAR is the Appointing Authority for Asstt.Chief Technical Officer and Chief Technical Officer (formerly T(7-8) and T-9)

## 2.3 Administrative

### 2.3.1 Mode of Recruitment and eligibility criteria as per Recruitment Rules

The mode of Recruitment and eligibility criteria for the various Administrative Posts as per the Recruitment Rules is as follows:-

Designation/nomenclature of the post	Mode of Recruitment	Eligibility Criteria
<u>1</u>	<u>2</u>	<u>3</u>
Skilled Support Staff	By direct recruitment, also from amongst casual labourers with temporary status granted under the DOPT Scheme vide OM No. 5106/2/90-Estt.(C) dated 10.09.1993 duly endorsed vide ICAR letter no. 14(1)/2008-Estt.1 dated 03.08.2011, if available at the Institute concerned.	Matriculate or equivalent pass OR ITI pass
Lower Division Clerk	(i) 85% of vacancies by direct recruitment through open competitive examination conducted by ICAR Hqs/ICAR Institutes. LDCs from the Central Government/State Government Departments desiring transfer can also be appointed against the vacancies meant for direct recruitment. (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs. 1800 and who possess 12 <sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST). Candidates who pass the written examination will also be required to qualify in a typing test to the extent	<u>i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University</u> <u>ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</u>  <u>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)</u>

Formatted: Font: 11 pt, Complex Script Font: 11 pt, Superscript

	<p>indicated in Col.6 of the Recruitment Rule within a period of one year from the date of their appointment falling which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.</p> <p>Note: If more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5% of the vacancies shall be filled on seniority cum fitness from group C employees who have 3 years regular service in the posts with the Grade Pay of Rs. 1800. Persons so promoted will be required to qualify in a typing test to the extent indicated in Col.6 of the Recruitment Rules within a period of one year from the date of their appointment as LDC failing which no increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.</p>	
Upper Division Clerk at ICAR Headquarters	<p>a)(i) 75 % by promotion from the Lower Division Clerk of ICAR Hqrs. having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.</p> <p>(ii) 25% by Limited Departmental Competitive Examination confined to the LDCs of ICAR Hqrs. who have completed five years regular service as on 1<sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1<sup>st</sup> July. If the exam is notified in the</p>	<a href="#">As given in Col.No.2</a>

	<p>second half of the calendar year.</p> <p>(b) Failing (a) above, by deputation of regular Upper Division Clerk of ICAR Hqrs./Institutes. The deputation shall be for a period not exceeding three years.</p> <p>(c) Failing (a) &amp; (b) above, by deputation of regular Lower Division Clerk of ICAR Hqrs./Institutes having at least 8 years regular service . The deputation shall be for a period not exceeding three years.</p> <p>(d)Failing (a) (b) &amp; (c) above, by transfer on permanent absorption of regular UDC of ICAR Hqrs./Institutes.</p> <p>(e) Failing (a) (b) (c) &amp; (d) above, vacancies may be filled in the lower grade of LDC under the provision of GFR,254</p>	
Upper Division Clerk at ICAR Institutes	<p>a)(i) 75 % by promotion from the Lower Division Clerk at the respective Institutes having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.</p> <p>(ii)25% by Limited Departmental Competitive Examination confined to the LDCs at the respective institute who have completed five years regular service as on 1<sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1<sup>st</sup> July, if the exam is notified in the second half of the calendar year.</p> <p>(b) Failing (a) above, by deputation of regular Upper Division Clerk of ICAR Institutes/Hqrs . The deputation shall be for a period not exceeding three years.</p> <p>(c) Failing (a) &amp; (b) above, by deputation of regular Lower Division Clerk of ICAR Hqrs./Institutes having at least 8 years regular service . The deputation shall be for a period not</p>	As given in Col.No.2

	<p>exceeding three years.</p> <p>(d) Failing (a) (b) &amp; (c) above, by transfer on permanent absorption of regular UDC of ICAR Hqrs./Institutes.</p> <p>(e) Failing (a) (b) (c) &amp; (d) above, vacancies may be filled in the lower grade of LDC under the provision of GFR,254</p>	
Assistant at ICAR Headquarters	<p>i) 75% by direct recruitment on the basis of open competitive examination.</p> <p>(ii) 15% by promotion from the Upper Division Clerks (UDCs) of the ICAR Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.</p> <p>iii) 10% by Limited Departmental Competitive Examination confined to UDCs of ICAR Hqrs. who have completed 06 years regular Service as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year.</p>	<p>As given in Col.No.2</p> <p>As given in Col.No.2</p> <p>As given in Col.No.2</p>
Assistant at ICAR Institutes	<p>i) 50% by promotion from the UDCs at the respective Institute having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.</p> <p>ii) 25% by Limited Departmental Competitive Examination confined to UDCs of the respective institutes who have completed 6 years regular Service in the grade as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year</p> <p>iii) 25% by direct recruitment on the basis of open competitive examinations.</p>	<p>As given in Col.2</p> <p>As given in Col.2</p> <p>A bachelor's degree from recognized University.</p>

Section Officer	<p>a) 50% by promotion from amongst the Assistant having at least 6 years regular service in the grade at the ICAR Headquarters.</p> <p>b) 50% by way of Limited Departmental Competitive Examination confined to Assistants, Personal Assistants and Senior Sales Assistants in the Pay Band-2, Rs. 9300-34800+ Grade Pay of Rs. 4200/- at the ICAR Headquarters having not less than five years regular service in the Grades as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year..</p>	<a href="#">As given in Col. NO.2</a>
Assistant Administrative Officer	<p>a) 75% by promotion</p> <p>b) 25% by Limited Departmental competitive examination confined to Assistants/Personal Assistants having five years regular service in the pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/- as on the 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year.</p> <p>c) Failing (a) and (b) above by deputation from the ICAR Institutes/Hqrs. from amongst the officials eligible as per 10 of the recruitment rules.</p> <p>d) Failing (a) (b) &amp; (c) above by Direct recruitment in accordance to the qualifications prescribed under Col. 6 of the recruitment rules by Interview at the concerned Institute level.</p>	<p>a) <a href="#">Promotions</a></p> <p><a href="#">Assistants (Pay Band-2) Rs. 9300-34800 &amp; Grade pay of Rs. 4200/- at the respective institutes having 5 years of regular service in the grade.</a></p> <p>b) <a href="#">Limited Departmental Competitive Examinations</a></p> <p>AS in col.2</p> <p>(c) From Assistants Pay Band of Rs. 9300-34800 + Grade pay of Rs. 4200/- at the respective Institutes having 5 years of regular service in the grade.</p> <p>(d) For Direct Recruitment</p> <p>Having following qualifications</p> <p><b><a href="#">Essential:</a></b></p> <p><a href="#">Graduation in any discipline from a recognized university with working knowledge of computer.</a></p> <p><b><a href="#">Desirable</a></b></p>

		<p><u>1. Experience of administrative work in Central or State Government Deptt./Autonomous Bodies/Public Sector Undertakings in Grade Pay of Rs. 4200/- or equivalent.</u></p> <p><u>2. MBA degree.</u></p> <p><u>3. By Interview at the concerned institute level.</u></p>
Administrative Officer	<p>a) 60% by promotion</p> <p>b) 40% by direct recruitment</p>	<p><u>a) By promotion of Assistant Administrative officers in the Pay Band-2 Rs. 9300-34800 + Grade Pay of Rs. 4600/- having at least three years of regular service in the grade.</u></p> <p><u>b) Failing (a) above by deputation of officers in the grade of Section Officers at the Headquarters of the Council in the analogous grade, or Section Officers at the Hqrs. in the grade pay of Rs. 4800/- in the pay band PB-2 with two years regular service in the grade.</u></p> <p><u>c) Failing (a) &amp;(b) above by deputation of officers of the Govt. of India or officers of the State Govt. who have completed at least three years of regular service in the grade equivalent to the grade of Assistant Administrative Officer (Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/- and having adequate Administrative experience</u></p> <p><u>Direct Recruitment</u></p> <p><u>Graduate of a recognized university securing not less than 55% marks in the final degree</u></p>

Formatted: No Spacing, Space After: 0 pt, Line spacing: single

		<p><u>examination or equivalent and working knowledge of computer are eligible for appearing in the competitive examination.</u></p>
Under Secretary	100% by promotion	<p><b>a)</b> Section Officers in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800/- having rendered at least 6 years of regular service in the grade, on the recommendation of Selection Committee.</p> <p><b>b)</b> Failing (a) above, by promotion of Section Officers who have completed atleast three years continuous and regular service in the Grade Pay of Rs. 4800 in PB-2/Rs. 5400 in PB-3 and combined and continuous service of ten years as SOs and Assistants.</p> <p>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. Section Officer. Provided that the ICAR shall have the authority to interchange officers in this grade with the Senior Administrative Officers of Combined Administrative Cadre of ICAR on a limited scale not exceeding two in number of any time.</p>
Senior Administrative Officer	100% by promotion	<p><b>a)</b> Administrative Officers in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- having rendered at least 5 years of regular service in the grade.</p> <p><b>b)</b> Failing (a) above by</p>

Formatted: No Spacing, Space After: 0 pt, Line spacing: single

		<p>promotion of Administrative Officers ( Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- who have completed three years of regular service in the grade and have completed seven years of combined and continued service as Administrative Officer( Pay Band-2, Rs. 15600-39100 + Grade Pay of Rs. 5400/-) and Assistant Administrative Officer (PB-2 Rs. 9300-34800 + Grad Pay of Rs. 4600/-)</p> <p>Note: Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p>c) Failing (a) &amp; (b) above by deputation on the basis of selection of eligible and desirous officers in the grade of Section Officer Pay Band-2 Rs. 9300-34800 + Grade Pay of Rs. 4800/- at the Headquarters of the Council who have completed regular service of six years in the grade.</p> <p>d) Failing (a) (b) &amp; (c) above, by deputation of officers under the Central or State Government or Union Territories</p>
--	--	--

		<p>(i) holding analogous posts on regular basis in the parent cadre/department.</p> <p>Or</p> <p>(ii) having five years of regular service in the PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400/-</p>
Deputy Secretary /Chief Administrative Officer	100% by promotion	<p><b>a)</b> By promotion on selection basis amongst Under Secretaries/Senior Administrative Officers in the Pay Band-3 Rs. 15600-39100 + Grade Pay of Rs. 6600/- having completed five years service in the grade after appointment thereto on regular basis.</p> <p><b>b)</b> Failing (a) above, by promotion of US/SAO, in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 6600/- who have completed</p> <p>i) Atleast two and half years continuous and regular service as US in the grade pay of Rs. 6600/- and combined and continuous regular service of eleven years as Under Secretary and Section Officers.</p> <p>ii) Atleast two and half years continuous and regular service as SAO in the grade pay of rs. 6600/- and combined and continued regular service of ten years as and SAO and AO.</p> <p>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. US/SAO as the case may be.</p> <p>Note: The eligibility list for</p>

		<p>promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post . However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>
<p>Director/ Registrar/Secretary, A.S.R.B</p>	<p>100% by promotion failing which by deputation</p>	<p><b>a)</b> By promotion on selection basis of Deputy Secretaries/Chief Administrative Officers, ICAR/LA ICAR in the pay Band-3 Rs.15600-39100 + Grade Pay of Rs. 7600/- having rendered five years service in the grade after appointment thereto on regular basis,</p> <p><b>b)</b> Failing (a) above, by promotion of DS/CAO. ICAR/LA, ICAR who have rendered atleast two and half years continuous and regular service in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 7600/- and combined and continuous regular service of ten years as DS/CAO and US/SAO ( Grade Pay of 6600/-.</p> <p>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. DS/CAO</p> <p><b>c)</b> Failing (a) &amp; (b) above, by deputation of officers of All India Services and Central Civil Services including CSS services whose names appeared in the panel for Director</p> <p>NOTE: The eligibility list for</p>

		<p>promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post. However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>
Joint Secretary (Admn.)	By merit based selection in the manner indicated in Col.3	<p>Applications for selection will be invited from the following eligible and willing candidates of</p> <p>(a) Director/Registrar-cum-Joint Director (Admn.) or equivalent post in administration of ICAR system in the Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8700/- with three years regular service in the grade.</p> <p>b) Failing (a) above, by selection from Director /Registrar-cum-Joint Director ( Admn.) or equivalent post in administration of ICAR system in the Pay Band-4, Rs. 37400-67000+ Grade Pay of Rs. 8700/- with eight years combined and regular service in the grade of Registrar-cum-Joint Director (Admn.)/Director and Deputy Secretary/CAO/LA and equivalent posts in administration in the Pay Bank-3, Rs. 15600-39100 + Grade pay of Rs. 7600/-</p> <p>c) Failing (a) &amp; (b) above, by selection of Director/Registrar-cum-Joint Director ( Admn.) or equivalent post in administration in the Pay Band-4 Rs. 37400-67000 + Grade Pay of Rs. 8700/- with 15 years of administrative experience in</p>

		<p>the Institutes or Headquarters of ICAR</p> <p>d) Failing (a) (b) &amp; (c) above, by deputation of officers having fifteen years of administrative experience under the Central or State Government or Union Territories or Autonomous Bodies, and</p> <p>i. Holding analogous posts on regular basis in the parent cadre/Deptt.</p> <p style="text-align: center;">OR</p> <p>ii. With three years regular service in the Pay Bank -4 Rs. 37400-67000 + Grade Pay of Rs. 8700/-</p>
Junior Accounts Officer	<p>(a) By promotion of ICAR Audit &amp; Accounts examination qualified officials from within the respective Institute/Headquarters.</p> <p>b) Failing (a) above by promotion of ICAR Audit &amp; Accounts Examinations qualified official from other Institutes/Headquarters under the Council on permanent absorption basis</p> <p>c) Failing (a) &amp; (b) above by permanent absorption of eligible and willing SAS passed personnel in Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/- from the organized Audit and Accounts Departments and Services.</p>	
Assistant Finance & Accounts Officer	100% by promotion failing which by deputation and direct recruitment	<p>(a) By promotion of Junior Accounts Officer in Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/- with 5 years of regular service in the grade within the Institutes/Headquarters in the grade within the Institutes/Headquarters</p>

		<p>concerned</p> <p>b) Failing (a) above by promotion of Junior Accounts Officer in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/- with 5 years of regular service in the grade from other Institutes/Headquarters of the Council on Permanent absorption basis.</p> <p>c) Failing (a) &amp; (b) above, by promotion of Assistants having rendered 5 years of continuous and regular service in the grade of Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/- and have qualified ICAR Audit &amp; Accounts Exam. Conducted by ICAR.</p> <p>d) Failing (a) (b) &amp; (c) above by direct recruitment as per the prescribed qualifications by interview at the concerned Institute level.</p> <p>Educational &amp; Other qualifications required for direct recruitment</p> <p>Graduation in any one of the following disciplines from a recognized university:</p> <p>a) Commerce  b) Mathematics  c) Statistics  d) Economics  e) Computer Science  f) Operational Research  g) Finance/Financial Management and  h) Accountancy</p> <p>Desirable</p>
--	--	---

		<p>1. Experience of Finance &amp; Accounts work in Central or State Government Deptt./Autonomous Bodies /Public Sector Undertakings.</p> <p>2. MBA Degree and knowledge of Computerized Accounting .</p>
Financer & Accounts Officer	<p>a) 60% by promotion</p> <p>b) 40% by direct recruitment</p>	<p>(a) By Promotion of Asstt. Finance &amp; Accounts Officer in Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/- who have completed at least 3 years regular service in the grade</p> <p>b) Failing (a) above by deputation of suitable officers from organized Accounts Departments and Services having rendered 3 years of continuous and regular service in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/- or 2 years regular service in the Grade pay of Rs. 4800/- and having adequate experience in the field of Accounts.</p> <p>For Direct Recruitment</p> <p>Graduate of a recognized university securing not less than 55% marks in the final degree examination or equivalent and working knowledge of computer.</p> <p>Desirable Qualification: Specialization in Finance /Accounting/commerce at the post Graduation Level or professional qualification such as CA/ICWA/CS</p>
Senior Finance and Accounts Officer	<p>a) 100% by promotion</p> <p>b) Failing (a) above by deputation from the Organized Audit and Accounts</p>	<p>a) Finance &amp; Accounts Officer in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs.</p>

	Department or from other sister organizations having Accounts Cadre.	<p>5400/- having 5 years of regular service in the grade.</p> <p>b) Failing (a) above by promotion of Finance &amp; Accounts Officers ( Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- who have completed three years of regular service in the grade and have completed seven years of combined and continued service as F&amp;AO (G.P Rs. 5400/-) and Assistant Finance &amp; Accounts Officer GP Rs. 4600/-</p> <p>c) Failing (a) &amp; (b) above by deputation from the Organized Audit and Accounts Department and Services having rendered at least 5 years regular service in the Pay Bank -3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- and having adequate experience in the relevant field. The period of deputation will be for a maximum of three years.</p>
Deputy Director (Finance)/Chief Finance and Accounts Officer.	100% by promotion failing which by deputation. from the organized Audit and Accounts Department	<p><b>(a)</b> Promotion of Sr. Finance &amp; Accounts Officers in the Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600/- having completed 5 years regular service in the grade.</p> <p><b>(b)</b> Failing (a) above by promotion of SF &amp; AO who have completed atleast two and half years continuous and regular service in the PB-3, Rs. 15600-39100 + Grade PAY OF Rs. 6600/- and combined and continuous regular service of ten years as SF&amp;AO and F&amp; AO.</p> <p>Note: In the zone of consideration the seniority will be as per the seniority in</p>

		<p>immediate feeder grade i.e. SF &amp; AO.</p> <p>c) Failing (a) &amp; (b) above, by deputation of officers in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 6600/- having rendered 5 years service in the grade from organized Audit and Accounts Departments.</p>
Director (Finance) & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR	100% by promotion failing which by deputation.	By promotion through selection from amongst Deputy Director (Finance)/Chief Finance and Account Officers of ICAR having five years service in the grade rendered after appointment thereto on regular basis, failing which by deputation from officers of organized Group 'A' Central Accounts Service and Indian Revenue Service who are eligible for appointment as Director to the Government of India, in any Central Government Department.
Stenographer Grader-III	<p>1)(a) 100% by Direct Recruitment through open competitive examination conducted by ICAR Hqrs/ICAR Institutes.</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the ICAR Institutes:</p> <p>i) holding analogous posts on regular basis and possessing the qualification as prescribed for direct recruitment at Col.6</p> <p>ii Failing which by officials of the Central Government holding analogous posts on regular basis and possessing the qualifications</p>	As at Col.2

	prescribed for direct recruitment at Col.6.	
Personal Assistant at ICAR Headquarter.	<p><b>a)</b> 50% by promotion of Stenographer (Grade-III in the Pay Band-I, Rs. 5200-20200 with Grade Pay of Rs. 2400/-) at the ICAR Headquarters having completed at least ten years of regular service in the grade.</p> <p>Note: Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years , whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>b)</b> 50% by Limited Departmental Competitive Examination (LDCE) confined to the Stenographers ( Grade III) who have completed six years regular service at ICAR Headquarters as on 1st January, if exam is notified in the first half of the calendar year and 1st July, if the exam is notified in the second half of the calendar years.</p>	As in Col.2
Personal Assistant at ICAR Institutes.	<p><b>a)</b> 100% by promotion of Stenographer (Grade-III in the Pay Band-I, Rs. 5200-20200 with Grade Pay of Rs. 2400/-) at the respective Institutes having at least ten years of regular service in the grade.</p> <p>Note: Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of</p>	As in Col.2

	<p>such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>b)</b> Failing (a) above by deputation of Steno Gr.III working in other ICAR Institutes on regular basis; or with ten years regular service in the Steno Gr.III( PB-1, Rs. 5200-20200 with Grade Pay of Rs. 2400/- or equivalent.</p> <p>The period of deputation shall ordinarily not exceed three years . The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>	
PS at ICAR Headquarter	<p>a) 100% by promotion of Personal Assistants in the PB-2, Rs. 9300-34800 with Grade pay of Rs. 4200/- at the ICAR Headquarters having at least six years of regular service in the grade on the recommendation of DPC</p> <p>b) Failing (a) above by deputation of Private Secretaries working in ICAR Institutes or by deputation from Personal Assistants (PB-2), Rs. 9300-34800 with Grade Pay of Rs. 4200/- working in ICAR Institutes having at least six years regular service in the grade. The deputation will be for a period not exceeding three years.</p>	As at Col. No.2
PS at ICAR Institute	<p>a) 100% by promotion of Personal Assistants in the PB-2, Rs. 9300-34800 with Grade pay of Rs. 4200/- at the respective Institutes having at least five years of regular service in the grade on the recommendation of DPC</p> <p>b) Failing (a) above by deputation of Private Secretaries working in other ICAR Institutes or by deputation from Personal Assistants (PB-2), Rs. 9300-34800 with Grade Pay of Rs. 4200/- working in other ICAR Institutes having</p>	As at Col. No.2

	at least five years regular service in the grade. The deputation will be for a period not exceeding three years.	
Special Assistant to Chairman , ASRB and other equivalent post at ICAR	100% by promotion on the basis of merit with due regard to seniority from amongst Private Secretaries in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800/- who have rendered not less than 6 years of regular service in that grade.	As in Col. NO.2
Junior Law Officer	100% by direct recruitment	A Bachelor's degree in Law from a recognized University  Candidate should be an Advocate as defined in the Advocates Act 1961 (25 of 1961) who has practiced as such for two years or should have worked in Central Government /State Government/Autonomous Organizations in the Legal Department for at least three years dealing with legal matters.
Asstt. Legal Advisor	100% by direct recruitment	A Bachelor's degree in Law from a recognized University. Candidates should be an Advocate as defined in the Advocates Act 1961 (25 of 1961) who has practiced as such for five years or should have worked in Central Government /State Government /Autonomous Organizations in the Legal Department for at least five years or both dealing with legal matters.
Law Officer	100% by promotion failing which by deputation, failing which by direct recruitment	(a) 100% by promotion of Assistant Legal Adviser in the PB-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/- at ICAR Hqrs. or in an Institute with 3 years regular and continuous service after appointment as Assistant Legal Adviser.  b) failing (a) above by

		<p>deputation from amongst the officers of Central Govt./State Govt./Autonomous Body:  - holding analogous post OR  - persons having qualifications prescribed for Direct Recruitment and who have completed three years regular service in the PB-2Rs. 9300-34800 + GP of Rs. 4600/-</p> <p>c) failing (a) and (b) above, by Direct Recruitment.</p> <p>The deputation will be for a period not exceeding three years.</p> <p>Educational &amp; other qualifications required for direct recruitment.</p> <p>Essential</p> <p>i) At least second class Bachelor's degree in Law from a recognized Indian University.</p> <p>ii) Seven years active practice in a Court in India or 5 years experience as a Judicial Officer or 7 years experience as Assistant Legal Adviser in any Government /Autonomous Body.</p>
Legal Adviser	100% by promotion failing which by deputation , failing which by short term contract/direct recruitment	<p>(a) 100% by promotion from amongst the Law Officers in the grade of PB-3, Rs. 15600-39100 + Rs. 6600 (Grade Pay ) having not less than 5 years service in that grade.</p> <p>(b) failing (a) above by deputation of officers holdings analogous post in the Government Department/Autonomous bodies/Government Undertakings.</p>

		<p>The period of deputation will ordinarily be for a period of three years.</p> <p>(c) failing (a) and (b) above by direct recruitment as per the prescribed qualifications by Interview of the shortlisted candidates or short term contract basis as per existing Government of India guidelines.</p>
Security Supervisor	100% by direct recruitment	<p>Senior Secondary Certificate or equivalent from any recognized Board of Education. Preference shall be given to Ex-Servicemen and persons having professional qualifications like courses on Fire Fighting, maintenance of fire fighting equipments, maintenance of arms and ammunition etc. from Government recognized institute.</p>
Security Officer	100% by promotion	<p>Degree of a recognized university or equivalent Preference shall be given to Ex-Servicemen and person having professional qualifications like courses on Fire Fighting, maintenance of fire fighting equipments, maintenance of arms and ammunition etc. from Government recognized institutes.</p>
Asstt. Director Official Language	100% by direct recruitment on the basis of recommendations of ASRB	<p>Essential</p> <p>1. Master degree of a recognized University or equivalent in Hindi with English as a subject at a degree level.</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree</p>

		<p>level.;</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at a degree level.;</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level.;</p>
		<p>Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.;</p> <p><u>Experience:</u></p> <p>II. Five years' experience in Government/Public Sector Organizations/Institutions in the PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4600/- or more of using/applying terminology (terminology work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.</p> <p>OR</p> <p>Five years' experience in Government/Public Sector Organizations/Institutions in the PB-2 Rs. 9300-34000 + Grade Pay of Rs. 4600/- or more of teaching in Hindi and English or research in Hindi and English.</p> <p><u>Desirable:</u></p>

		<p>(i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule to the Constitution</p> <p>ii) Degree or Diploma in translation in Hindi to English and vice-versa from any recognized University or equivalent..</p>
Dy. Director Official Language	100% by promotion failing which by deputation	<p>(a) By promotion of Assistant Director (OL) of the ICAR system in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400/- having rendered five years regular service in the grade;</p> <p>(b) Failing (a) above by deputation of Officers of the Central /State Government/Autonomous Bodies/Public Sector Undertakings;</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department; OR (ii) Working as Assistant Director (OL) in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400/- with at least five years regular service in the parent cadre or department.</p>
Director Official Language	By promotion failing which by deputation.	<p>(a) By promotion of Deputy Director (OL) of ICAR system who have completed 5 years regular and continuous service in the PB-3, Rs. 15600-39100 + Grade Pay of Rs. 6600/-</p> <p>(b) Failing (a) above by deputation of Officers of the Central/State Government/Autonomous Bodies/Public Sector</p>

		Undertakings. (i) holding analogous posts on regular basis in the parent cadre or department; OR (ii) Working as Deputy Director (OL) in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 6600/- with at least five years regular service in the parent cadre or department.
--	--	--

### 2.3.2 Notification of Vacancies

The existing instructions, inter-alia, provide that all vacancies arising under Central Govt. offices/establishments (other than those filled through ASRB), are not only to be notified but also to be filled through the Employment Exchanges alone and other permissible sources of recruitment can be tapped only if the Employment Exchange concerned issues a Non-~~availability~~availability certificate. Consequently as a result of judgement in matter of Excise Superintendent Malkapatam versus K.B.N.B Visweshwara Rao & Ors. (1996 (6) SCALE 676), it is clarified that in addition to notifying the vacancies for the relevant categories (excluding those filled through ASRB) to the Employment Exchange, the requisitioning authority may keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the "Employment News" and then consider the cases of all the candidates who have applied. In addition to this, such recruitment notices should be displayed on the office notice boards for wider publicity.

(DOPT O.M. No. 14024/2/96-Estt.(D) dated 18.5.1998)

**Note(1):**

For vacancies which are referred to Central Employment Exchange, advertisement for publication in Employment News shall be issued by the Central Govt. Employment Exchange only and not by concerned employer organization . Candidates whether registered with Local Employment Exchange or not, should respond to the advertisement issued by the Central Employment Exchange.and will however be required to apply directly to employer organization in the format prescribed in the advertisement to be issued by the Central Employment Exchange. However, where the vacancies required to be reported only to local employment exchange, in addition to advertisement, such vacancies shall continue to be advertised in the Employment News by the employer organization. The recruitment notices, shall, however, be displayed on the office Notice Board in all cases.

( DOP O.M. No. 14024/1/2004-Estt.(D), dated 10.12.2004)  
(( DOP O.M. No. 14024/2/96-Estt.(D), dated 9.11.2005)

**2.3.3 Service conditions**

Service conditions are the same as given in para 2.1.5

**2.3.4 Appointing Authorities**

Nomenclature/designation	Appointing authority
Skilled Support Staff	Deputy Secretary/Chief A.O
Lower Division Clerk	Deputy Secretary/Chief A.O
Upper Division Clerk	-do-

Assistant	-do-
Section Officer	Secretary ICAR
Assistant Administrative Officer	Director of the concerned Institute
Administrative Officer	DG ICAR
Under Secretary	-do-
Senior Administrative Officer	-do-
Deputy Secretary /Chief Administrative Officer	President ICAR
Director /Joint Director (Admn.) & Registrar in deemed University under ICAR/NAARM	-do-
Joint Secretary (Admn.)	-do-
Junior Accounts Officer	Secretary in case of ICAR Headquarter and Director of the institute for the post in the respective Institutes
Assistant Finance & Accounts Officer	Secretary in case of ICAR Headquarter and Director of the institute for the post in the respective Institutes
Financer & Accounts Officer	DG, ICAR
Senior Finance and Accounts Officer	DG, ICAR
Dy. Director (Finance)/Chief Finance and Accounts Officer	President ICAR
Director (Finance) & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR	President ICAR
Stenographer Grader-III	Deputy Secretary/Chief A.O.
Personal Assistant at ICAR Headquarter	Secretary, ICAR.
Personal Assistant at ICAR Institutes	Director of the concerned Institute
PS at ICAR Headquarter	Secretary, ICAR
PS at ICAR Institutes	Director of the concerned Institutes
Principle Private Secretary to Chairman ,	DG, ICAR
Junior Law Officer	Secretary, ICAR
Asstt. Legal Advisor	Secretary ICAR
Law Officer	Secretary ICAR
Legal Adviser	President ICAR
Security Supervisor	Director of the concerned Institutes
Security Officer	Director of the concerned institute
Asstt. Director ( Official Language)	D.G, ICAR

Deputy Director (Official Language)	D.G, ICAR
Director ( Official Language)	D.G., ICAR

### **Chapter-3**

#### **(3) Reservation in services for SC/ST/OBC/PC**

Detailed instructions on reservations in services for SC/ST/OBC/PC are contained in the brochure on the subject issued by the DOP&T Govt. of India. and other relevant instructions on the subject; These instructions are followed by the ICAR mutatis mutandis.

#### **3.1 Scientific**

In Agricultural Research service of ICAR , the recruitment to the entry level of Scientist grade Pay Band : Rs. 15600-39100 + Grade pay of Rs. 6000/- is made on all India basis by conducting a competitive examination followed by interview. Reservation for SC/ST/OBC/PC as per Govt. of India Guidelines in respect of posts of scientist filled on direct recruitment basis through a competitive examination is given discipline-wise.

The posts of Senior Scientist, Principal Scientist and equivalent filled by direct recruitment are exempted from the purview of the reservation vide Council's letter No. 1(13)/89/Per.IV dated 5-7-94 reproduced below:

*Consequent upon adoption of UGC Pay Package by the ICAR for its Scientists, the matter whether the posits of Sr. Scientist (Rs. 3700-5700) and Principal Scientist (Rs. 4500-7300) would attract reservation orders for*

*SC and ST or not had been under consideration. It has now been decided with the approval of the President, ICAR that as per orders of the Govt. of India on the subject the reservation orders for SC and ST are not applicable in respect of posts of Sr. Scientist and Principal Scientist and that the reservation orders for SC and ST will be applicable only in respect of posts of Scientist (Rs. 2200-4000)(pre-revised) under the ICAR.*

**ICAR No. 1-13/89-Per.IV dated 5-7-94**

The posts of RMPs are filled on tenure basis by transfer /deputation of scientists employed in the council or elsewhere. The reservation orders are therefore not applicable to these posts

### **3.2 Technical**

The Technical services are grouped into three categories i.e. category-1, Category-2 and Category-3. Direct Recruitment is normally made only in the lowest grade in each of the three categories. However, direct recruitment to the other grades in the three categories may also be made in order to correct imbalance in the staff composition in those grades. Reservations for SC/ST/OBC/PC is made at the time of direct recruitment in technical services as per the instructions /guidelines as contained in the brochure for reservation in services issued by the DOPT and other relevant guidelines issued by the Government. In so far as the reservation for promotion in technical category since there is a system of merit promotion from one grade to the next higher grade irrespective of the occurrence of the vacancies, reservation for SC/ST/OBC/PC is not attracted.

### **3.3 Administrative**

In the administrative category reservation for SC/ST/OBC/PC in direct recruitment as well as promotion is admissible as per guidelines contained in the brochure on

reservation in services issued by the DOPT and other relevant guidelines issued by the Government of India.

**3.4** The reservation scheme is not applicable to :-

(a) Posts filled by absorption or deputation:

- (i) Reservations do not apply to posts filled by deputation, but whenever officers are deputed in public interest to another Ministry/Department, etc., the Scheduled Castes/Scheduled Tribes employees who are eligible to be sent on deputation should also be considered along with other eligible employees for such deputation.
- (ii) The Ministries /Departments under whose control the posts to be filled by deputation or absorption arise should also, in turn, while selecting persons for such post(s) to be filled by deputation or absorption, duly consider the cases of eligible Scheduled Caste and Scheduled Tribe employees whose names have been forwarded by other Ministries/Departments along with the other eligible employees, for appointment on deputation or absorption to those posts.

[G.I. Dept. of Per. & A.R. O.M., No. 36012/7/77-Estt.(SCT) dated the 21<sup>st</sup> January, 1978.]

(b) Temporary appointment of less than 45 days' duration,; and

(c) Those work- charged posts which are required for emergencies like flood relief work, accident restoration and relief, etc.

**3.5 Mandatory requirements - Maintenance of reservation roster**

As per the existing instructions vacancy based roster have been replaced by post based rosters. The principles for preparing post based roster are given below:-

- (a) Since reservation for OBCs does not apply in promotions, there shall be separate rosters for direct recruitment and for promotions;

- (b) The number of points in the roster shall be equal to the number of posts in the cadre. In case there is any increase or decrease in the cadre strength in future, the rosters shall be expanded/contracted correspondingly;
- (c) Cadre, for the purpose of a roster, shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of the applicable Recruitment Rules. Thus, in a cadre of say, 200 posts, where the Recruitment Rules prescribe a ratio of 50:50 for direct recruitment and promotion, two rosters - one for direct recruitment and one for promotion (when reservation in promotion applies)- each comprising 100-points shall be drawn up on the lines of the respective model rosters;
- (d) Since reservation does not apply to transfer on deputation/transfer, where the Recruitment Rules prescribe a percentage of posts to be filled by this method, such posts shall be excluded while preparing the rosters;
- (e) In small cadres of up to 13 posts, the method prescribed for preparation of rosters does not permit reservation to be made for all the three categories. In such cases, the administrative Ministries/Departments may consider grouping of posts in different cadres as prescribed in this Department's O.M No. 42/21/49-NGS, dated 28-1-1952 and subsequent orders reproduced at pages 70 to 74 of the Brochure of Reservation for Scheduled Castes & Scheduled Tribes ( English Edition) and prepare common rosters for such groups. In the event it is not possible to resort to such grouping, the enclosed rosters (Appendices to Annexure-II, III & IV) for cadre strength up to 13 posts may be followed.

Guidelines on post based rosters instead of vacancy based rosters as contained in DOP&T OM No. 36012/2/96-Estt.(Res.) dated 2-7-1997 along with model rosters for direct recruitment and promotion and scope and application of scheme of reservation are at **Appendix-IV**.

## **Chapter -4**

### **Pre-appointment formalities such as Medical Fitness C&A verification and Verification of Claims of SC/ST/OBC/PH**

#### **4.1 Medical Examination of candidates for entry into the council's service.**

In accordance with rule 10 of the Fundamental and Supplementary Rules, which are applicable to the employees of the ICAR, no person is to be appointed to a post under the Council without a medical certificate of health. However, the Council, under the provisions of decision (2) of F.R.10, can authorize, in relaxation of F.R. 10, the drawal of pay and allowances for a period not exceeding two months in respect of fresh recruits to the Agricultural Research Service without a medical certificate of health, subject to the condition that if the person concerned is subsequently found medically unfit, his services would be terminated after the expiry of the period of one month from the date of communication to him of the findings of the Medical Board if no appeal for a second medical examination is made by him /her during this period or after the case for second medical examination is finally decided if such an appeal is made and accepted. Payment of salary beyond two months and continuous appointment in service will be regulated under the provisions of decision (7), para (2) to (5) of S.R. 4 of the Fundamental and Supplementary Rules. If, however, there

is likely to be delay in the medical examination of the candidates, the latter may be allowed to join duty provisionally and arrangements for their medical examination should be made immediately after they have joined their posts. The drawal of pay and allowances will be regulated by the relevant provisions of the Fundamental and Supplementary Rules.

**(ICAR letter No. F.7-55/76-Per.I dt. 7-10-1976)**

**4.1.2.** The detailed procedure relating to medical examination, appeals against the findings of medical boards etc. are given in the Handbook on Medical Examination published by the Ministry of Health and Family Welfare. These instructions apply mutatis mutandis to the employees of the ICAR as well.

**4.1.3** The revised regulations for the medical examination of candidates for admission into the Agricultural Research Service are given in **Appendix-V**. These revised regulations became operative with effect from the 17<sup>th</sup> October, 1978.

#### **4.2 VERIFICATION OF CHARACTER AND ANTECEDENTS.**

Appointing authority should satisfy itself that the character and antecedents of the person proposed to be appointed are such as do not render him/her unsuitable for appointment to the Council's service. Detailed instructions regarding the procedure to be followed in this behalf are given in a self-contained brochure issued by the Department of Personnel and Administrative Reforms.

#### **4.3 Verification of claims of SC/ST/OBC/PH**

Every person who claims to belong to SC/ST/OBC/PH etc. has to produce a certificate to the appointing authority as sufficient proof in support of the claim. The appointing authority before issuing offer of appointment should verify the claims of Caste Certificates & PH Certificates such as the Certificates are in the proforma and prescribed for such certificates and the certificates have been issued by the prescribed competent authorities.

The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to SC/ST, include a clause to the effect that the appointment is provisional and is subject to verification of the Caste/Tribe Certificate through proper channels and that if the claim to belong to SC/ST is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Indian Penal Code for production of false certificate.

***(G.I. Dept. of Per. & Trg. O.M. No. 36012/6/88-Estt.(SCT) (SRD III). dated the 24<sup>th</sup> April, 1990)***

## **Chapter-5**

### **Probation/Confirmation**

#### **5.1 Probation**

The ICAR is following the guidelines issued by the DOP&T mutatis mutandis in the matters relating to Probation on appointments. Salient features of the DOP&T guidelines are as follows:-

- 5.1.1 Instead of treating probation as a formality, the existing powers to discharge probationers should be systematically and vigorously used so that the necessity of dispensing with the services of employees at later stages may arise only rarely.
  
- 5.1.2 Concentration of attention on the probationer's ability to pass the probationary, or the departmental examination tends to obscure the wider object of probation. In judging the fitness for confirmation of employees selected on the result of a rigorous written examination, passing the probationary or a departmental examination should be an essential, but not the most important part of the qualification for confirmation. There should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is

confirmed, and only those persons who possess qualities of mind and character needed in the particular service and the constructive outlook in the particular service, and the constructive outlook and human sympathy needed in the public service generally should be confirmed.

- 5.1.3 A probationer should be given an opportunity to work under more than one officer during the period of his probation and reports of his work obtained from each one of those officers. The reports for the whole period may then be considered by a Board of senior officials for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report on the probationers, which should be distinct from usual confidential report forms may be devised for each of the services in consultation with the O & M Division of the Cabinet Secretariat ( Department of Personnel)
- 5.1.4 It would be desirable to have uniformity as regards the period of probation in different services and it is therefore recommended that the period of probation should normally be two years, but where there are any special reasons for prescribing a longer or shorter period, a suitable period may be fixed in consultation with the Cabinet Secretariat ( Dept. of Personnel).
- 5.1.5 While the normal probation may certainly be extended in suitable cases, it is not desirable that an employee should be kept on probation for years as happened occasionally at present. It is, therefore, suggested that, save for exceptional reasons, probation should not be extended for more than a year and no employee should be kept on probation for more than double the normal period.

5.1.6 The decision whether an employee should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, that is ordinarily within six to eight weeks, and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement.

**5.1.7 Period of probation in various Central Services:**

1. Para 1(vii) of Ministry of Home Affairs, O.M. No. 44/1/59-Estt. (A), dated the 15<sup>th</sup> April, 1959 ( General Principles - Order (1) above) stipulates that the fresh entrants as well as those promoted should be kept on probation for a period of two years to judge the potentialities of an officer for a higher service. On review, it has now been decided that -

- (i) Save as provided in Clause (ii) below, direct recruits to a post/service shall be on probation for a period of two years
- .
- (ii) Direct recruits to posts carrying a pay scale, the minimum of which is Rs. 2,000 ( Fourth Pay Commission) or above or to posts for which the maximum age-limit for recruitment is 35 years or above and where no training is involved, shall be on probation for a period of one year only.
- (iii) Persons who are inducted into a new service through promotion shall also be placed on probation for two years; but there will be no probation for a person promoted from one grade to another within the same service, except where the promotion involves a change in the

Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation shall be for two years.

- (iv) Wherever probation includes 'on the job' or 'institutional training' combined with actual performance on the job, probation for a period of two years should be prescribed in the Recruitment Rules.
- (v) In the case of those who are re-employed before the age of superannuation, e.g., Ex-Military personnel, there will be a probation of two years on their appointment/re-employment to civil posts except in respect of cases covered by Clause (ii) above.

5.1.8 There will be no probation in the case of officers appointed to various posts on-

- (a) contract basis;
- (b) Deputation;
- (c) Tenure basis;
- (d) Re-employment after superannuation; and
- (e) Permanent transfer.

5.1.9 On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer and to-

- (i) confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or

- (ii) Extend the period of probation in terms of Para 1 (viii) of the OM dated the 15<sup>th</sup> April, 1959 or discharge the probationer or terminate the services of the probationer, as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

5.1.10 Decision to confirm or to extend the period of probation should be communicated to the probationer within 2 months.-

5.1.11 **Uniform probation period should be prescribed for both promotees and direct recruits-** The period of probation to be prescribed for different posts in the Government have been laid down in this Department's O.M. No. 21011/2/80-Estt.(C), dated the 19<sup>th</sup> May, 1983. In terms of these instructions in the case of promotions involving a change of Group, for example, from Group 'B' for direct recruits to posts which carry a pay scale the minimum of which is Rs. 5,000 ( Fourth Pay Commission ) and above or to posts for which the maximum age-limit is 35 years or above, the period of probation is one year where no training is involved and two years where probation includes institutional/on the job training.

5.1.12 **Probation commences from date of formal selection when already officiating in the post.-** A question recently arose as to the date from which the prescribed period of probation should commence in the case of a Government servant who is already holding a post in a temporary or officiating capacity and who is later selected by the Union Public Service Commission for permanent appointment thereto. During the period of officiating prior to formal selection for permanent appointment to a post, the officer concerned merely carries on the duties of the post and his work and conduct is not particularly watched with a view to eventual

confirmation. It is reasonable, therefore, that after formal selection for a post and before confirmation therein, there should be a specific period of probation during which the work of the officer could be carefully watched and his suitability for confirmation decided on the basis thereof. It has accordingly been decided, after careful consideration, that the period of probation in such cases should commence from the date of formal selection by the Union Public Service Commission of an officer for a post and not from the date from which he began to officiate in that post prior to such selection.

**( G.I, M.H.A. O.M. No. 44/2/51-Ests., dated the 17<sup>th</sup> March, 1951.)**

5.1.13 Model provisions on probation for including in Recruitment Rules for Organized Services

- (i). Every officer on appointment to the Service, either by direct recruitment or by promotion in junior "Scale shall be on probation for a period of two years:
- (ii) Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by Government from time to time:
- (iii) Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period .
- (iv). On completion of the period of probation or any extension thereof, officers shall if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in due course against the available substantive vacancies, as the case may be.

- (v). If, during the period of probation or any extension thereof, as the case may be Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the Service, as the case may be.
- (vi). During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations and tests ( including examination in Hindi) as Government may deem fit, as a condition of satisfactory service.

5.1.14 Probation should not be extended as a matter of course. In case an official is considered unfit for the post on which he is placed on probation, his reversion/termination should be considered. Cases of probation of official should be reviewed every six months. In case the result of review of performance of an official is found indifferent, he should be warned of the consequences, i.e. termination of his services/reversion to the post from which he is promoted . Such a warning should be issued at least six months in advance after which the performance of the official concerned should be continuously kept under observation. It may be emphasized that after entry by an official in a grade, the stress is 'on Probation' and not on confirmation. This should be brought home to the new entrants.

**[G.I. Dept. of Posts. Lr. NO. 35-1/89-SPB II, dated the 16<sup>th</sup> June, 1991.]**

Detailed DOP&T guidelines on probation are at Appendix.....

## **5.2 Guidelines specific to various services in ICAR on probation**

### **5.2.1 Agricultural Research service:-**

Candidates appointed to the Service either by-selection through competitive examination, by promotion or otherwise, shall be on probation for a period of

two years provided that the Controlling Authority may, for counting the said period of two years, at its discretion, count any period of service in posts of equivalent or higher responsibility.

**Rule 14 of the A.R.S. Rules)**

5..2.2 The Controlling Authority may extend the period of probation referred to in sub-para 5.2.1 above.

5..2.3 If on the expiry of the period of probation referred to in sub para 5.2.1 above or of the extended period under sub para 5.2.2 as the case may be , the Controlling Authority is of the opinion that a scientist is not fit for permanent appointment, or if at any time during probation or extension, is satisfied that he will not be fit for permanent appointment on the expiry of such period of probation or extension, the scientist may be discharged or reverted to his substantive post or subjected to such orders as may be passed by the Controlling Authority

(Rule 14 of the A.R.S. Rules).

**5..3 Technical Services:-**

Persons appointed to the respective grades of the Service by direct recruitment shall be on probation for a period of two years provided the Appointing Authority may, for counting the said period of two years, at its discretion, count any period of service in posts of equivalent or higher responsibility.

5.3.1 The Appointing Authority may extend the period of probation specified in Sub para 5.3 above.

(Rule 11 of the Technical Service Rules )

Note: Such of the technical personnel as are promoted to the next higher grade on the basis of five yearly assessment of performance under Technical Service Rules of the ICAR are not to be put on probation.

**(ICAR letter No. 7(13)/81-Per.III dated 7 May 1981)**

5.3.2 Administrative and Supporting Service:-

The period of probation is two years.

5.3.3 Extension of probation

Probation is not normally to be extended for more than a year and no employee should be kept on probation for more than double the normal period, save in exceptional cases.

( ICAR letter No. 2-72/66-Reord. ( Admn.) dt. 11-2-1969)

5.3.4 Reduction in the period of probation:-

Where the service rendered in a post on ad-hoc basis has been quite satisfactory, the period of probation of two years that may be fixed on appointment to the same post on regular basis may be reduced uniformly to the extent of the actual period of ad-hoc appointment in the post or one year whichever is less.

5.3.5 Screening of the probationary period:

A decision on the period of probation of an officer should be taken within six to eight weeks after the expiry of the probationary period. It is, therefore, essential that the screening of the probationary period is done immediately after completion of the probationary period and the cases are submitted to the competent authority for the purpose within 15 days of the expiry of the probationary period.

(ICAR letter No. 2-72/66-Reorog (Admn) dt. 11-2-1969)

### **CONFIRMATION**

**General.--** Confirmation will be made only once in the service of an official which will be in the entry grade. Confirmation is delinked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation may be considered for confirmation.

**Confirmation in the grade to which initially recruited.--** (i) As at present, the appointee should satisfactorily complete the probation, (ii) The case will be placed before the Departmental Promotion Committee for confirmation (iii) A specific order of confirmation will be issued when the case is cleared from all angles.

Details instructions of the DOPT relating to Confirmation are given in **Appendix-VI.**

## **Chapter-6**

### **SENIORITY.**

#### **6.1 SCIENTIFIC**

In Scientific service there is no concept of inter se seniority. However, for various administrative requirements such as making interim arrangement in the absence of Director on short term /Long Term basis the notional seniority of the Principal Scientists appointed after 1.1 1986 may be determined on the basis of their date of appointment to the grade of Rs. 4500-7300 (pre-revised). The notional seniority of other Principal Scientists, who were appointed as Scientists S-4 before 1.1.86 may be determined on the basis of their date of appointment to S-4 grade. If two or more Principal Scientists have the same date of appointment to S-4 grade, the one who was appointed to S-2 grade earlier will be considered senior. Similar criteria would be observed where two scientists were holding S-3 posts prior to their placement as Principal Scientist.

**(ICAR No. 8(9)/77-Per.IV dated 24.3.1993)**

In case two or more Principal Scientists have successively the same date of appointment in S-4, S-3, S-2 and S-1 grades, their inter se seniority shall be decided on the basis of their inter se seniority of the service rendered in ICAR prior to 1.10.1975. This principle would be applicable only in the case all persons having tie have worked in the ICAR prior to 1.10.1975. If any one from this

is from outside the ICAR system, their inter se seniority shall be decided on the basis of their date of birth.

**(ICAR No.19(1)/2007-Per.IV dated 21<sup>st</sup> May, 2007)**

## **6.2 TECHNICAL**

In Technical service also there is no concept of inter se seniority. However, for the various administrative purposes the seniority is determined with reference to the date of joining of the technical personnel in their respective categories.

## **6.3 ADMINISTRATIVE**

The principles of seniority as contained in DOP&T guidelines ( **appendix-VII**) are followed by the ICAR mutatis mutandis for the administrative staff.

In so far as inter se seniority of the person in the Administrative and Finance and Accounts Officer's cadre the following specific instructions have been issued by the ICAR.

(i) Inter-se seniority on Initial induction into cadre:

The inter-se seniority of the person in each grade on induction into the cadre will be determined from the initial date of appointment of the persons on regular basis in the grade before induction, subject to the condition that relative seniority of persons selected by a Selection Committee/D.P.C. shall be determined by the order of merit in which they were selected for such appointments, persons appointed as a result of an earlier selection being senior to those appointed as result of a subsequent selection.

- (ii) Inter-se seniority on appointments/promotions made after initial Induction:

Inter-se seniority of the persons appointed/promoted in each grade of the cadre after initial constitution of the service will be made in accordance with the general principles of seniority followed by the Central Government.

## **Chapter -7**

### **7.1 Annual Performance Appraisal Report.**

The ICAR is following Govt. of India guidelines for annual performance Assessment Report of its employees mutatis mutandis. For Technical and Administrative personnel of the ICAR the format prescribed by the DOPT for writing of APAR has been adopted by the ICAR. However, for the scientific staff including Research Management Position the ICAR has devised a separate proforma for writing of the APAR. Proforma for Technical & Administrative staff , Scientific staff including RMP is at **Appendix-VIII**.

Detailed guidelines issued by the DOP&T regulating Annual Performance Assessment Report are at **Appendix-IX**.

### **7.2 Guidelines specific to ICAR regarding APAR**

7..2.1 As per revised guidelines of APAR of ICAR employees, different authorities for writing of AARs, Reporting Officer, Reviewing Officer and Accepting Authority have been indicated. As per these instructions, the immediate Supervisor will be the Reporting Authority and Officer senior to the reporting officer will be reviewing authority and the reviewing Authority will submit the AAR to his superior for acceptance of the same directly.

Reporting & Reviewing Officers are as follows:-

	DESIGNATION/CATEGORY/ GRADE	REPORTING OFFICER	REVIEWING OFFICER	ACCEPTING OFFICER
A	<b>SCIENTIFIC CATEGORY</b>			
1.	<b>ICAR Headquarters</b>			
i)	Dy. Director General (DDG) and other Scientists reporting to Director General (DG) directly.	Director General, ICAR	President, ICAR	President, ICAR
ii)	Project Director, NARP	DDG(Edn.)	DG, ICAR	President, ICAR
iii)	Assistant Director General (ADG), CSC/, ADG(PIM)/ADG(TC)/ADG(NARP)	Secretary, ICAR P.D ( NARP)	DG, ICAR DDG(Edn.)	President ICAR DG, ICAR
iv)	All ADGs except those against item (iii) above	DDG Concerned	DG, ICAR	President, ICAR
v)	All other Scientists	ADG Concerned	DDG Concerned/ Secretary ICAR	DG, ICAR
2.	<b>ICAR Research Institutes etc.</b>			
i)	Directors of IARI, IVRI, NDRI, NAARM & CIFE	*DDG Concerned	*DG, ICAR	President ICAR
ii)	Directors of other Institutes/Bureaus Research Centres, Project Directors	DDG Concerned	DG, ICAR	President ICAR
iii)	Project Coordinators located at ICAR Research Institutes/Directorates/Centres	Director/Project Director of the Institutes/Bureau/ Centres concerned	DDG concerned	DG, ICAR
iv)	a) Heads of Deptts./Divisions including previous Heads of Deptts./Divisions of IARI, NDRI, NAARM & CIFE	Joint Director	Director	DG, ICAR
	b) Joint Directors of IARI, IVRI, NDRI, NAARM & CIFE, etc.	Directors of the Institutes	DDG, ICAR	DG, ICAR
	c) Joint Directors of other Institutes	Director	DDG concerned	DDG
	d) Heads of Deptts./Divisions including previous Heads of Deptts./Divisions	Joint Director	Director	DDG concerned
v)	a) All other Scientists in the institutes ( except IARI, IVRI, NDRI, NAARM & CIFE)	Head of Deptt./Division concerned	Jt. Director concerned/Directors of the Institutes	DDG concerned

\*Since revised as DG, ICAR and President , ICAR will be Reporting & Reviewing Authorities respectively,.

**(ICAR No. 2(1)/94-Per.IV dated 31.3.1995)**

7.2.2 In the event of any change in the hierarchy or channel for disposal of work, criteria for determining the authorities viz. Reporting/Reviewing & Accepting will remain the same i.e. the immediate superior officer will be the Reporting Authority, the officer senior to the Reporting Officer will be the Reviewing Authority and the Reviewing Authority will submit the AAR to his own superior for accepting of the same directly. In case of any problem regarding hierarchy/channel, the same will be decided by the Divisional Heads of Subject Matter Division (SMD).

**(ICAR No., 2(1)/94-Per.IV dated 8.10.96)**

7.2.3 It has been decided to dispense with the third channel i.e. the Accepting Authority for writing AARs of the ICAR employees. Accordingly, there will now be only two channels i.e. Reporting and Reviewing Authorities for writing of AAR of ICAR employees as per Gove. of India instructions

**(ICAR No., 2(1)/94-Per.IV dated 31.3.1995)**

**7.2.4 Reporting/Review Authorities in respect of Officers of combined Cadre of Finance & Administration.**

The following will be Reporting Officer and Reviewing Officer in respect of Finance and Account Officer Cadre both at ICAR HQ and its Institutes.:-

Designation	Reporting officer	Reviewing Officer
-------------	-------------------	-------------------

F&AO	Director (Finance)	FA( DARE)
Sr. Fin. & Acctts. Officer	Director ( Finance)	FA(DARE)
DD(F)	Director (Finance)	FA(DARE)
Director(F)	FA(DARE)	DG, ICAR

In respect of ICAR Institutes, the Reviewing Officer in respect of Officer of Fin. & Accounts Cadre whose CRs are reported upon by the Directors of the ICAR Instts. will be FA( DARE) except in respect of National Institutes in which case of CRs reported upon by the Director will be reviewed by the DG, ICAR.

Accordingly, it has been reiterated that all those Officers (FAO/AO) of institutes/Project Director/Zonal Units in whose case the Director/Project Director/Zonal Coordinator is the Reporting Officer, the same should invariably be sent to the ICAR HQ for review by the Competent Authority.

**(ICAR No., 2(1)/94-Per.IV dated 15.9.1999)**  
**(ICAR No. 17(1)/2009-Estt.1 dated 6.2.2009)**

**Note (1):**

In case where APARs have been written/reported by the Deputy Directors General (DDGs)/National Director, NAIP/Directors of the Deemed Universities equivalent National Institutes, the APAR will henceforth be reviewed by Additional Secretary (DARE) and Secretary, ICAR in case of officers of Administrative Service and Additional Secretary (DARE) & Financial Advisor (DARE/ICAR) in case of Finance cadre officers.

**(ICAR No., 2-16/2010-CR(A)&RTI dated 28.3.2012)**

**8. Maintenance of ACRs/APARs of Scientific Staff:**

ACRs/APARs of all principal Scientists including that of Head of Division shall be maintained in the custody of the concerned Institute/Bureau/Project Directorate/Directorate of the ICAR. The ACRs/APARs of all RMPs and Project Coordinators shall continue to be centrally maintained in CR Cell of the ICAR Headquarters.

**(ICAR No. 1-65/2009-CRC dated 10.11.2009)**

**9. Writing of ACRs in respect of Group -D Staff:**

ACRs have to be completed for year 2008-09 onwards in respect of staff upgraded from Group 'D' to Group 'C'

**(ICAR No., 2(1)2009-CR(A) & RTI dated 7/8.9.2009)**

**10. Communication of "Average" grading to the employees:**

As per existing instructions, the contents of ACRs are not disclosed except when the ACR contains adverse entries. 'Adverse entries' in the ACRs, both on performance as well as on basic qualities and potential are communicated along with a mention of good points. Such a communication is required to be made within one month and representation, if any, are to be disposed off in accordance with procedure laid down. Therefore, it may not be possible to communicate the ACRs grades.

In order to provide opportunity to the employees to improve their chances of promotion by taking remedial measure to improve their grade, it has been decided that if any employees is graded as 'Average' in the ACR, this may be communicated to him within a month. However, no

representation against 'Average' grading shall be entertained. These instructions would apply to all categories of employees.

**(ICAR No., 2(1)/2006-Per.IV dated 16.5.2006.))**

**11. Writing of APAR:**

The full APAR (erstwhile ACR) including the overall grading and assessment of integrity shall be communicated to the concerned officer after the report is complete with the remarks of the Reviewing Officer and the Accepting Officer wherever such system is in vogue . Where Government servant has only one supervisory level above him as in the case of personal staff attached to officer, such communication shall be made after the reporting officer has completed the performance assessment. The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the report within a period of 15 days from the date of receipt of the entries in the APAR.

**(DOPT OM No. 21011/1/3005-Estt.(A) (Pt.II dated 14.5.2009)  
( ICAR Endt. No. 2-23/2009-CDN dated 23.6.2009)**

Timely Reporting and Reviewing be ensured and APARs can be written only by prescribed channel. Director cannot be both Reporting and Reviewing Officer. APARs need to be written in respect of Supporting Staff also. Channels for reporting and reviewing should be reiterated and in case channels are not prescribed the same should be done.

**(ICAR No., 2(5)/2011-W,S dated 28.12.2011)**

In terms of DOPT instructions issued vide OM dated 16.2.2009, the Reporting officer and Reviewing Officer should invariably complete the APARs of the officer reported upon by the 30<sup>th</sup> June and 31<sup>st</sup> August respectively following the annual reporting period. If the officer reported upon fails to submit his/her self appraisal within prescribed time, Reporting

Officer should obtain a fresh APAR form from the concerned Estt. Section for completing the relevant part of the APAR.

**(ICAR No., 1(08)/2010-Cr Cell dated 15..06.2012)**

## **CHAPTER-8**

### **PROMOTION**

#### **8.1 Scientific**

##### **8.1.1 Eligibility Criteria**

Consequent upon adoption of UGC pay package for the scientists of the ICAR including Research & Management position the council has also adopted the Career Advancement Scheme of the UGC for Scientists including RMP w.e.f.27-7-1998 . The existing career advancement scheme of the UGC has been made applicable to the Scientists including RMPs w.e.f. 1.1.2009.

As per this Career Advancement Scheme the eligibility criteria for upward movement is as follows:-

- (i) A scientist with completed service of four years, possessing Ph. D degree in the relevant discipline shall be eligible for RGP of Rs. 7000.
- (ii) A Scientist possessing M.Phil/M Tech/M.Sc.(AG)/M.V Sc//M.F. Sc. Degree shall be eligible for RGP of Rs. 7000 after completion of five years service as Scientist.
- (iii) A scientist who does not have Ph.D or M.Phil degree shall be eligible for RGP of Rs. 7000 after completion of six years service as Scientist.

- (iv) A scientist with completed service of five years in the RGP of Rs. 7000/- shall be eligible subject to other requirements as may be laid down by ICAR, to move upto RGP of Rs. 8000.
  
- (v) A scientist on completion of three years of service in the RGP of Rs. 8000 and possessing Ph.D degree in the relevant discipline shall be eligible subject to other conditions as may be laid down by ICAR, to move to the pay band of Rs. 37400-67000 with RGP of Rs. 9000 and shall be designated as Senior Scientist.
  
- (vi) A non-Ph.D Scientist on completion of 3 years of service in the RGP of Rs. 8000 shall be eligible subject to other conditions as may be laid down by ICAR to move to the pay band of Rs. 37400-67000 with RGP of Rs. 9000 and shall continue to be designated as Scientist. On acquiring Ph.D degree, the Scientist shall be designated as Senior Scientist.
  
- (vii) A Senior Scientist on completion of three years of service in RGP of Rs. 9000 and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed/designated as Principal Scientist, subject to other conditions as may be laid down by ICAR. The pay band for the post of Principal Scientist would be 37400-67000 with RGP of Rs. 10000.
  
- (viii) The upward movement of Scientists as per para 8.1.1 to 8.5.7 would be in accordance with evaluation procedure such as the score card system etc. to be notified separately.
  
- (ix) On placement at each higher stage of RGP under the CAS, pay fixation will be done as per Rule 13 of CCS (RP) Rules, 2008.

(ICAR No. 1(1)/2009-Per.IV dated 6.3.2009)

**Counting of past service**

Previous regular service, whether national or international, as Scientist, Senior Scientist or Principal Scientist or equivalent in a State Agricultural University, College National Laboratories or other scientific/professional Organizations such as the CSIR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc. should be counted for direct recruitment and promotion under CAS as Scientist, Senior Scientist, Principal Scientist or any other nomenclature these posts are described provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the ICAR for Scientist, Senior Sand Principal Scientist as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Scientist, Senior Scientist and Principal Scientist.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Scientist, Senior Scientist and Principal Scientist should possess the same minimum qualifications as prescribed by the ICAR for

appointment to the post of Scientist, Senior Scientist and Principal Scientist as the case may be.

- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government /ICAR/concerned institutions for such appointments.
- (f) The previous appointment was not as guest lecture for any duration or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that :
  - i) The period of service was of more than one year duration.
  - ii) The incumbent was appointed on the recommendations of duly Constituted Selection Committee; and
  - iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

**(ICAR letter No. 1(1)/2009-Per.IV dated 5<sup>th</sup> November 2012)**

### **8.1.2 Assessment Committees**

For assessment of Scientists for promotion from RGP of Rs. 6000 to Rs. 7000, Rs. 7000 to 8000 and Rs. 8000 to Rs. 9000 ( to be undertaken at institutes level); The composition of the Assessment Committee will be as follows:

1.	Chairman to be nominated by ASRB	
----	----------------------------------	--

2	Two experts to be nominated by DG, ICAR from outside the Institute but not necessarily from outside ICAR system	Member
3	DDG concerned with the Institute or his nominee	Member
4	Director of the Institute	Member

**Note I:** The quorum of selection committee shall be four. The quorum of four should ensure that at least one member should be an outside expert.

For assessment of Scientists for promotions from RGP of Rs. 9000/- to Rs. 10000 ( to be undertaken at ASRB's level): The composition of the Assessment Committee will be as follows:

1	Chairman/Member , ASRB	Chairman
2	DG, ICAR or his nominee	Member
3	Three experts out of which at least one from ICAR Institute other than the Institute to which the concerned Sr. Scientist belong.	Member
4	Director of the concerned Institute	Member

**Note II:** In case of Career Advancement of the Scientist working at ICAR headquarters instead of Director of Institute, ADG of the concerned Division will function as a Member of the Selection committee.

**Note III** The quorum for the meeting of Selection Committee shall be four; the quorum of four would ensure at least two outside experts in every meeting .

**(ICAR No. 1(2)/2012-Per.IV dated 5..12.2012)**

A Scientist with service of five years in the RGP Rs. 7000/- shall be eligible subject to other requirements as may be laid down by ICAR to move up to RGP of

Rs. 8000/- and shall be re-designated as Sr. Scientist subject to possession of Ph.D Degree. However, non-Ph.D Scientist in the RGP of Rs. 8000/- and Rs. 9000/- will continue to be designated as Scientist as per the provision of the scheme of revised CAS. Accordingly, Para 5.4 of the Council's letter No. 1(1)/2009-Per.IV dated 6.3.2009 shall stand amended to this extent.

**(ICAR No. 1(1)/2009-Per.IV, dated 12.10.2012)**

### **8.1.3 Competent Authority**

The competent authority for approving recommendations of the Assessment committee is the President ICAR.

### **8.1.4 Score Card**

8.1.4.4 The salient features of the revised performance evaluation/score card for upward movement of scientists

8.1.4.5 The Score-card has been devised specifically for Scientists primarily engaged in (i) research, (ii) research & teaching, (iii) research and extension, (iv) scientists of NAARM, ZPDs, AICRPs and ICAR headquarters. The application format for considering evaluation has also been appropriately devised for the above mentioned categories to consider and assess various specialized activities undertaken by the scientist in totality.

8.1.4.6 The minimum marks (cut off %age) required for placement in the next RGP /promotion shall be 75% at each stage of evaluation.

8.1.4.7 A deferred placement at each stage of evaluation has been approved for such of those Scientists who fall short of the cut-off marks by not more than 2 marks. Such Scientists will not be required to submit fresh

assessment form and will stand promoted to the next grade pay after one year from the due date of assessment.

- 8.1.4.8 However, those Scientists whose score falls short by more than 2 marks will have to submit their assessment forms for evaluation after 2 years from the date of their first evaluation.
- 8.1.4.9 The application form for performance evaluation and the score-card with all other details have been uploaded and may be accessed from the ICAR website. A copy of the summary of the score card is at **Appendix-X**.
- 8.1.4.10 All placements/promotions to the next higher grade pay falling due on or after 1.1.2009 may be regulated strictly in accordance with these guidelines.

#### Score Card Clarification

Sl.No.	Existing method of scoring for publications	Revised method of scoring for publications
B01	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Four best research papers published during the period of review will be allocated score according to the NAAS rating of Scientific Journals, on a <b>Scale of 1.0 to 10.0 totaled and divided by 2.0</b>	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Four best research papers published during the period of review will be allocated score according to the NAAS rating of Scientific Journals, on a <b>scale of 1.0 to 10.0 totaled and divided by 1.2</b>

- 8.1.4.11 All other parameters and criteria for evaluation shall remain the same.
- 8.1.4.12 As mentioned earlier, all placements/promotions of ARS Scientists to the next higher grade pay falling due on or after 1.1.2009 shall be regulated in accordance with these guidelines. However, these guidelines shall not be applicable for movement from RGP Rs. 8000/- in respect of all Senior Scientists who were appointed either by direct selection or were placed as

Senior Scientist/Scientist (SG) by virtue of the erstwhile CAS during the period 1.1.2006 to 31.12.2008. But placement/promotion of all directly recruited Senior Scientists appointed on or after 1.1.2009 shall be governed by these guidelines.

8.1.4.13 As in the past, the ASRB shall be conducting the assessment and placement of Scientists from the Research Grade Pay of Rs. 9000/- only and assessment of all other cases shall be initiated and processed as per existing instructions at the respective Institutes. The proceedings along with all relevant documents shall be forwarded to the Council's Headquarters for obtaining the approval and acceptance of the Competent Authority in the Council.

**(ICAR letter No. 9(1)/2010-Per.IV dated 12<sup>th</sup> December, 2011)**

#### **8.1.5 Scrutiny of Recommendations**

8.1.5.1 The recommendations received from the ASRB relating to movement from one grade to another grade under the Career Advancement Scheme are scrutinized at the ICAR Headquarter before submitting them to the competent authority namely President of the ICAR. The recommendations are scrutinized from the following angles:

- a) Whether there are adverse remarks if any
- b) Whether the concerned Scientist had scored the required percentage of marks as per Score card
- c) Whether he/she is clear from Vigilance angle
- d) Whether there is any period treated as dies-non /break in service
- e) Whether constitution of the DPC/Selection Committee is as per approved composition
- f) Whether the AAR of the concerned scientist are valid

8.1.5.2 After due process of scrutiny the recommendations are submitted to the President ICAR for approval & the concerned Institutes/ scientists are informed of the decisions.

## **8.2 Technical**

### **8.2.1 Eligibility Criteria**

There shall be a system of merit promotion from one grade to the next higher grade irrespective of the occurrence of the vacancies in the higher grade or grant of advance increment(s) in the same grade, on the basis of the assessment of performance. The persons concerned will be eligible for consideration of such promotion or for grant of advance increment(s) after the expiry of the number of prescribed years of service in the grade.

**( Para 6.1. of TSR 4<sup>th</sup> Edition)**

As per the revised grade structure, the entrants of Category 1 Technician would continue to be regulated for assessment from Technician to Sr. Technician after five years of service, as at present. However, the Sr. Technician possessing the qualifications, as prescribed herein further under the Notification of 3 February 2000 for category II for direct recruitment would be eligible for assessment promotion to Technical Asstt. after five years of service, while those not possessing such qualifications shall become eligible for assessment promotion to Technical Asstt. only after 10 years of service in TSr. Technician grade. The assessment promotions from Technical Asstt. to Sr. Technical Officer and Sr. Technical Asstt. to Technical Officer shall continue to be regulated at five years interval as at present.

**( Para 6.3 of TSR 4<sup>th</sup> Edition )**

Note(1):

The technical personnel working in grade T-7 & grade T-8 & T-7/8 may be considered for merit promotion to grade T-9 after they have rendered service of 7 years in grade T-7 or combined service of seven years in grade T-7, T-8 & T-7/8 as on 3.2.2000 and thereafter.

**(ICAR No. 19(10)/2004-ESSt.IV dated 24.2.2006)**

### **8.2.2 Assessment Committees:**

#### **Category I & II**

The assessment of eligible persons for merit promotion/grant of advance increment(s) in Categories 1 and II will be done by a Assessment Committee, to be constituted by the Appointing Authority. The Chairman of the Committee will be a person from outside the Institute/Headquarters to be nominated by the Chairman of the Agricultural Scientists' Recruitment Board

**( Para 6.10 of TSR 4<sup>th</sup> Edition ).**

The Assessment Committees will be constituted by the Appointing Authority and will comprise not less than 3 and not more than 5 members, including the Chairman. The Chairman of the Committee would be a person from outside the Institute and would be nominated by the Chairman of the ASRB., Separate Assessment Committees will be constituted for each professional group/discipline and will include experts in the particular professional group/discipline in addition to Heads of Division/Research Station /Project concerned in the Institute.

**( Appendix III: TSR : 4<sup>th</sup> Edition)**

**Category III**

The assessment will be done by an Assessment Committee to be constituted in consultation with the Chairman, Agricultural Scientist's Recruitment Board.

**( Para 6.11. TSR: 4<sup>th</sup> Edition)**

The assessment Committees will comprise not more than five members but not less than two, excluding the Chairman. These Committees will be constituted for each professional group/discipline and eminent experts belonging to that

particular group/discipline only will be its members. The Assessment Committee would be constituted by the concerned Directors in consultation with Chairman. ASRB, as provided in Rule 6(12) of the Rules for the Technical Services

**(Appendix III: TSR: 4<sup>th</sup> Edition)**

**Relaxation in case of ICAR Deemed Universities**

As per item No. 8 of the ICAR circular No. 6-1/2004-Cdn(A&A) dated 9<sup>th</sup> March, 2004, full powers have been delegated to the Directors of IARI, IVRI, NDRI & CIFE for constitution of Technical Assessment Committees/DPC including nomination of Chairman and Members.,

**( ICAR No. 6-1/2004-CDN(A&A) dated 9.3.2004)**

**Association of Administrative member in the Assessment Committee:**

An administrative functionary of appropriate rank (AAO/AO/SAO/US) may be assigned to assist the Assessment committee as a Member -Secretary.

**( ICAR No. 18(1)/2004 dated 26-12-2005)**

**Association from SC/ST Community in Assessment Committee:**

Assessment Committee constituted for grant of merit promotion in terms of Appendix-III to the Handbook of Technical Service Rules, Edition IV, shall have one of the Member of the Assessment Committee from SC/ST community.

**( ICAR No. 18(1)//2004-Estt.IV dated 11.6.2010)**

### **8.2.3 Competent Authority**

The Director of the Institute is the competent authority for approving the recommendations of the Assessment Committee for promotion upto Sr. Technical Officer (T-6) of TSR. The recommendations of the Assessment Committee for promotion to Asstt.Chief Technical Officer and Chief Technical Officer (formerly T(7-8) and above are approved by DG, ICAR. However, as per the delegation of powers to the Directors of the Institutes viz. IARI, IVRI , NDRI and CIFE the Directors of these institutes are having full powers to approve the proceedings of the Assessment Committee up to the level of Chief Technical Officer.

### **8.2.4 Scrutiny of Recommendations**

The recommendations of the Assessment Committee are required to be scrutinized before submission to the competent authority from the following angles:-

- a) Whether there are adverse remarks if any
- b) Whether the concerned Technical personnel meets the bench mark
- c) Whether he/she is clear from Vigilance angle
- d) Whether there is any period treated as dies-non /break in service
- e) Whether constitution of the DPC is as per approved composition
- f) Whether the AAR of the concerned technical personnel are valid

After due process of scrutiny the recommendations are submitted to the competent authority for consideration and approval & the concerned Institutes informed of the decision of the competent authority

### 8.3 Administrative

#### 8.3.1 Eligibility Criteria

The eligibility criteria as per the recruitment rules for promotion from one grade to another under the promotion quota post wise is given as follows:-

Grade from	Grade to	Eligibility criteria for promotion
Group 'C' staff in the grade pay of Rs. 1800/-	Lower Division Clerks	<p><b>Promotion</b></p> <p>5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have 3 years regular service in the posts with the Grade pay of rs. 1800. Persons so promoted will be required to qualify in a typing test to the extent indicated in Col. 6 within a period of one year from the date of their appointment as LDC failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.</p> <p><b>Departmental qualifying examination</b></p> <p>10% of the vacancies shall be filled from amongst the Group C staff in the Grade pay of Rs. 1800 and who</p>

		possess 12 <sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. Candidates who pass the written examination will also be required to qualify in a typing test to the extent indicated in Col.6 above within a period of one year from the date of their appointment failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.
L.D.C.	U.D.C. At ICAR Headquarters	<p><b>Promotion</b></p> <p>a)(i) 75 % by promotion from the Lower Division Clerk of ICAR Hqrs. having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.</p> <p><b>Limited Departmental Competitive examination</b></p> <p>(ii) 25% by Limited Departmental Competitive Examination confined to the LDCs of ICAR Hqrs. who have completed five years regular service as on 1<sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1<sup>st</sup> July. If the exam is notified in the second half of the calendar year.</p>
L.D.C.	U.D.C. at ICAR Institutes	<p><b>Promotion</b></p> <p>a)(i) 75 % by promotion from the Lower Division Clerk at the</p>

		<p>respective Institute having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.</p> <p><b>Limited Departmental Competitive examination</b></p> <p>(ii) 25% by Limited Departmental Competitive Examination confined to the LDCs at the respective Institutes who have completed five years regular service as on 1<sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1<sup>st</sup> July. If the exam is notified in the second half of the calendar year.</p>
U.D.C.	Assistant ICAR Headquarters	<p><b>Promotion</b></p> <p>15% by promotion from the Upper Division Clerks (UDCs) of ICAR Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee</p> <p><b>Limited Departmental Competitive examination</b></p> <p>10% by Limited Departmental Competitive Examination confined to the UDCs of ICAR Hqrs. who have completed 06 years regular service as on 1<sup>st</sup> January if the examination is notified in the first half of the calendar year and 1<sup>st</sup> July if the exam is notified in the second half of the calendar year.</p>
U.D.C.	Assistant at ICAR Institute	<p>i) 50% by promotion from the UDCs at the respective Institute/Headquarters having at least 10 years regular service in the grade on the recommendations of</p>

		<p>the Departmental Promotion Committee.</p> <p>ii) 25% by Limited Departmental Competitive Examination confined to UDCs with at least 6 years regular service in the grade as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year at the respective Institute/Headquarters.</p>
Assistant	Section Officer	<p>a) 50% by promotion from amongst the Assistant having at least 6 years regular service in the grade at the ICAR Headquarters.</p> <p>b) 50% by way of Limited Departmental Competitive Examination confined to Assistants, Personal Assistants and Senior Sales Assistants in the Pay Band-2, Rs. 9300-34800+ Grade Pay of Rs. 4200/- at the ICAR Headquarters having not less than five years regular service in the Grades as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year.</p>

Section officer	Under Secretary	By promotion of <a href="#">Section Officers in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800/- having rendered at least 6 years of regular service in the grade, on the recommendation of Selection Committee.</a>
Under Secretary/Senior Administrative Officer	Deputy Secretary/Chief Administrative Officer	By promotion on selection basis of Under Secretaries/Senior Administrative Officers in the Pay Band-3 Rs. 15600-39100 + Grade Pay of Rs. 6600/- having completed five years service in the grade after appointment thereto on regular basis.  Note: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post . However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.
Deputy Secretary/Chief Administrative Officer	Director (Personnel) ICAR & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR	By promotion on selection basis of Deputy Secretaries/Chief Administrative Officers, ICAR/LA ICAR in the pay Band-3 Rs.15600-39100 + Grade Pay of Rs. 7600/-

		<p>having rendered five years service in the grade after appointment thereto on regular basis, failing which by deputation of officers of All India Services and Central Civil services including CSS services whose names appear in the panel for Director.</p> <p>NOTE: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post. However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>
<p>Director (Personnel) ICAR &amp; Equivalent post at ICAR Hqrs. and at the Institutes of ICAR</p>	<p>Joint Secretary (Admn.) ICAR, /Sr.Registrar in deemed University under ICAR</p>	<p>(a) By merit based selection from Director /Registrar cum Joint Director (Admn.) or equivalent post in Administration of ICAR system in the pay band-4 Rs, 37400- Rs. 67000 + Grade pay of Rs. 8700/- with three years regular service in the grade.</p> <p>(b) Failing (a) above, by selection from Director /Registrar-cum-Joint Director ( Admn.) or equivalent post in administration of ICAR system in the Pay Band-4, Rs. 37400-67000+ Grade Pay of Rs. 8700/- with eight years combined and regular service in the grade of Registrar-cum-Joint Director (Admn.)/Director and Deputy Secretary/CAO/LA and equivalent posts in administration in the Pay Band-3, Rs. 15600-39100 + Grade pay of Rs. 7600/-</p> <p>Failing (a) &amp; (b) above, by selection of Director/Registrar-cum-Joint Director ( Admn.) or equivalent post in administration in</p>

		the Pay Band-4 Rs. 37400-67000 + Grade Pay of Rs. 8700/- with 15 years of administrative experience in the Institutes or Headquarters of ICAR.
Asstt.Administrative Officer	Administrative Officer	By promotion of Assistant Administrative officers in the Pay Band-2 Rs. 9300-34800 + Grade Pay of Rs. 4600/- having at least three years of regular service in the grade.
Administrative Officer	Sr.Administrative Officer	a) Administrative Officers in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- having rendered at least 5 years of regular service in the grade. b) Failing (a) above by promotion of Administrative Officers ( Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- who have completed three years of regular service in the grade and have completed seven years of combined and continued service as Administrative Officer ( GP Rs. 5400/- and Assistant Administrative Officer ( GP Rs. 4600/-)
Assistant Finance & Accounts Officer	Financer & Accounts Officer	a) By Promotion of Asstt. Finance & Accounts Officer in Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/- who have completed at least 3 years regular service in the grade.
Financer & Accounts Officer	Senior Finance & Accounts Officer	a) Finance & Accounts Officer in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- having 5 years of regular service in the grade.  b) Failing (a) above by promotion of Finance & Accounts Officers ( Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- who have completed three years of regular service in the grade and have completed seven years of combined and continued service as F&AO (G.P Rs. 5400/-) and Assistant Finance & Accounts Officer GP Rs. 4600/-.
Senior Finance &	Dy.Director	(a) Promotion of Sr. Finance & Accounts

Accounts Officer	(Finance)/Chief Finance and Accounts Officer.	Officers in the Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600/- having completed 5 years regular service in the grade.
Dy. Director (Finance)/Chief Finance and Accounts Officer.	Director (Finance) & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR	By promotion through selection from amongst Deputy Director (Finance)/Chief Finance and Account Officers of ICAR having five years service in the grade rendered after appointment thereto on regular basis, failing which by deputation from officers of organized Group 'A' Central Accounts Service and Indian Revenue Service who are eligible for appointment as Director to the Government of India, in any Central Government Department.
Stenographer Grader-III	Personal Assistant	<p><b>Promotion:</b></p> <p>) 50% by promotion of Stenographer Gd.III ( Pay Band-I, Rs. 5200-20200+ Grade Pay of Rs. 2400/-) at the respective Institute/Headquarter having completed at least 10 years of regular service in the grade.</p> <p><b>Limited Departmental Competitive Examination</b></p> <p>ii) 25% by Limited Departmental Competitive Examination confined to Stenographer Gd.III( Pay Band-I, Rs. 5200-20200+ Grade {au of Rs. 2400/-) of the respective Institute/Headquarters, with at least six years regular service as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year at the respective Institute/Headquarters. and fulfilling professional proficiency as under Column 6 of the Recruitment Rules..</p>
Personal Assistant	Private Secretary at ICAR Headquarter	a) 100% by promotion of Personal Assistants in the PB-2, Rs. 9300-34800 with Grade pay of Rs. 4600/- at the ICAR headquarters having at least five years of regular service in the grade on the recommendation of DPC
Personal Assistant	Private Secretary at	a) 100% by promotion of Personal Assistants in the PB-2, Rs. 9300-34800 with Grade pay

	Institute	of Rs. 4600/- at the respective Institutes having at least five years of regular service in the grade on the recommendation of DPC
Private Secretary	Special Assistant to Chairman ASRB and other equivalent posts in ICAR	100% by promotion on the basis of merit with due regard to seniority from amongst Private Secretaries in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800/- who have rendered not less than 6 years of regular service in that grade.
Security Supervisor	Security Officer	(a) By promotion from amongst the persons holding the post of Security Supervisor in the pay scale of Rs. 4500-7000 ( Pre revised) having rendered minimum 10 years of regular and approved service in the grade.
Asstt. Legal Advisor	Law Officer	(a) 100% by promotion of Assistant Legal Adviser in the PB-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/- at ICAR Hqrs. or in an Institute with 3 years regular and continuous service after appointment as Assistant Legal Adviser..
Law Officer	Legal Adviser	(a) 100% by promotion from amongst the Law Officers in the grade of PB-3, Rs. 15600-39100 + Rs. 6600 (Grade Pay ) having not less than 5 years service in that grade.  (b) failing (a) above by deputation of officers holdings analogous post in the Government Department/Autonomous bodies/Government Undertakings. The period of deputation will ordinarily be for a period of three years.  (c) failing (a) and (b) above by direct recruitment as per the prescribed qualifications by Interview of the shortlisted candidates or short term contract basis as per existing Government of India guidelines.
Asstt. Director Official Language	Dy. Director Official Language	(a) By promotion of Assistant Director (OL) of the ICAR system in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400/- having rendered five years regular service in the grade;  (b) Failing (a) above by deputation of Officers of the Central /State Government/Autonomous Bodies/Public

		Sector Undertakings; (i) holding analogous posts on regular basis in the parent cadre or department; OR (ii) Working as Assistant Director (OL) in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400/- with at least five years regular service in the parent cadre or department.
Dy. Director Official Language	Director Official Language.	(a) By promotion of Deputy Director (OL) of ICAR system who have completed 5 years regular and continuous service in the PB-3, Rs. 15600-39100 + Grade Pay of Rs. 6600/-  (b) Failing (a) above by deputation of Officers of the Central/State Government/Autonomous Bodies/Public Sector Undertakings. (i) holding analogous posts on regular basis in the parent cadre or department; OR (ii) Working as Deputy Director (OL) in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 6600/- with at least five years regular service in the parent cadre or department.

**Note:** The eligibility conditions for direct recruitment, deputation, Permanent absorption, Transfer etc. are given in the recruitment rules of the respective posts given at **appendix-XI**.

### 8.3.2 Vacancy determination & Calculation

#### **Determination of regular vacancies.**

It is essential that the number of vacancies in respect of which a panel is to be prepared by a DPC should be estimated as accurately as possible. For this purpose, the vacancies to be taken into account should be the clear vacancies arising in a post/grade/service due to death, retirement, resignation, regular long term promotion and deputation or from creation of additional posts on a long term basis. As regards vacancies arising out of

deputation, only those cases of deputation for periods exceeding one year should be taken into account, due note, however being kept also of the number of the deputationists likely to return to the cadre and who have to be provided for. Purely short-term vacancies created as a result of officers proceeding on leave, or on deputation for a shorter period, training, etc., should not be taken into account for the purpose of preparation of a panel. In case where there has been delay in holding DPCs for a year or more, vacancies should be indicated year wise separately.

### Calculation of vacancies

For preparation of a select panel, Ministries/ Departments may calculate the vacancies for reporting to DPC on financial year wise where ACRs are written financial year wise and calendar year wise where ACRs are written on calendar year wise]

### 8.3.3 Composition of Departmental Promotion Committees

The composition of Departmental Promotion Committees post wise is given as follows:-

#### Lower Division Clerk

At ICAR Head Quarter		At the ICAR Research Institute	
Under Secretary (Admn.) ICAR	Chairman	Head of Division .CAO/SAO/Sr. Scientists nominated by Director	Chairman
One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)	Member	AO/ Any other officer of equivalent status nominated by Director	
An Officer not lower in status than Under Secretary belonging	Member	An Officer not lower in status than Class-I belonging to	Member

to SC/ST community nominated by Director(Admn.)		SC/ST community nominated by Director	
An Outside Expert nominated by Director (Admn.)	Member	An outside Expert nominated by Director	Member
Concerned Section Officer	Member Secretary	AAO/Any other officer of equivalent status nominated by Director	Member Secretary

**Upper Division Clerks**

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Under Secretary (Admn.)ICAR	Chairman	Sr. Admn. Officer if there is no post of SAO in the Institute an officer of equivalent status nominated by Director.	Chairman
An officer not lower in status than Section Officer nominated by Dy.Secy.(Admn.)	Member	An officer not lower in status than Admn. Officer nominated by Director	Member
An officer not lower in status than Section Officer belonging to SC/ST community nominated by Dy. Secy.(Admn.)	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by Director	Member
An Outside Expert not lower in status than Section Officer nominated by Dy. Secy. (Admn.)	Member	An outside Expert not lower in status than AO nominated by Director	Member
Concerned Section Officer	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by Director	Member Secretary

**Assistant**

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Director/Deputy Director to be nominated by Secretary , ICAR	Chairman	Chief Admn. Officer/Sr.Admn. Officer, if there is no post of CAO/SAO in the institute an Officer of equivalent status nominated by the Director of the respective Institute.	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member	An officer not lower in status than Admn. Officer nominated by the Director of the respective Institute.	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director of the respective Institute	Member
An Outside Expert not lower in status than Under Secretary nominated by Secretary ICAR	Member	An outside Expert not lower in status than AO nominated by the Director of the respective Institute	Member
Concerned Deputy Secretary /Under Secretary(in-charge of Administration /Section)	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by the Director of the respective Institute.	Member Secretary

**Section officer:**

Deputy Secretary (Admn.)	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member
An Outside Expert not lower in status than Under Secretary nominated by Secretary ICAR	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary ( Admn.)	Member Secretary

**Under Secretary**

Secretary ICAR or his nominee	Chairman
Director (P),ICAR	Member

An Outside Expert not lower in status than Officers under consideration nominated by Secretary, ICAR	Member
An officer not lower in status than Officers under consideration belonging to SC/ST community nominated by Secretary, ICAR	Member
Dy. Secretary of any other officer nominated by Secretary, ICAR	Member Secretary

**Deputy Secretary/Chief Administrative Officer**

DG, ICAR or his nominee	Chairman
Chairman, ASRB or his nominee	Member
Secretary, ICAR	Member
An outside expert nominated by DG, ICAR	Member
An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR	Member
Director (P) or an equivalent officer nominated by DG, ICAR	Member Secretary

**Assistant Administrative Officer**

CAO ( in absence of such officer, an officer of equivalent status nominated by Director	Chairman
SAO ( in absence of such officer, an officer of equivalent status nominated by Director	Member
An officer not lower in status than AO belonging to SC/ST community nominated by Director	Member
An Outside Expert not lower in status than AO nominated by Director.	Member
AO (in absence of such officer, an officer of equivalent status nominated by Director.	Member Secretary

**Administrative Officer**

Secretary, ICAR or his nominee	Chairman
An officer not lower in status than US nominated by Secretary ICAR	Member

An outside expert not lower in status than US nominated by Secretary, ICAR	Member
An officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member Secretary

**Senior Administrative Officer**

Secretary, ICAR or his nominee	Chairman
An officer not lower in status than DS nominated by Secretary ICAR	Member
An outside expert not lower in status than DS nominated by Secretary, ICAR	Member
An officer not lower in status than DS belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member Secretary

**Assistant Finance & Accounts Officer**

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Deputy Secretary (Admn.) ICAR	Chairman	Head of Division/CAO/SAO/Sr.Scientist nominated by Director	Chairman
One Senior officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)	Member	AO/Any other officer of equivalent status nominated by Director	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secretary(Admn.)	Member	An Officer not lower in status than Class-I belonging to SC/ST community nominated by the Director	Member
An Outside Expert nominated by Dy. Secretary (Admn.)	Member	An outside Expert nominated by the Director	Member
Under Secretary (Admn.)	Member Secretary	AAO(Any other officer of equivalent status nominated	Member Secretary

		by Director	
--	--	-------------	--

**Finance & Accounts Officer**

Secretary, ICAR or his nominee	Chairman
An officer not lower in status than US/SF & AO nominated by Secretary ICAR	Member
An outside expert not lower in status than US nominated by Secretary, ICAR	Member
An officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member Secretary

**Senior Finance & Accounts Officer**

Secretary, ICAR or his nominee	Chairman
An officer not lower in status than DS or CF &AO/EE(F) nominated by Secretary ICAR	Member
An outside expert not lower in status than DS nominated by Secretary, ICAR	Member
An officer not lower in status than DS belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member Secretary

**Deputy Director (Finance)/Chief Finance & Account Officer**

DG, ICAR or his nominee	Chairman
Chairman, ASRB or his nominee	Member
Secretary, ICAR	Member
An outside expert nominated by DG, ICAR	Member
An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR	Member
Director (P) or an equivalent officer nominated by DG, ICAR	Member Secretary

**Stenographer Gr.III**

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Under Secretary (Admn.)ICAR	Chairman	Sr. Admn. Officer, if there is no post of SAO in the Institute an Officer of equivalent status nominated by Director	Chairman
An officer not lower in status than Section Officer nominated by Dy. Secretary (Admn.)	Member	An officer not lower in status than Admn. Officer nominated by the Director.	Member
An officer not lower in status than Section Officer belonging to SC/ST community nominated by Dy. Secretary (Admn.)	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
An Outside Expert not lower in status than Section Officer nominated by Dy.Secy.(Admn.)	Member	An outside Expert not lower in status than AO nominated by the Director	Member
Concerned Section Officer	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary

**Personal Assistant**

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Deputy Secretary (Admn.)ICAR	Chairman	CAO (in the absence of such officer, an officer of equivalent status nominated by Director	Chairman
An officer not lower in status than Under Secretary nominated by Secretary ICAR)	Member	SAO (in absence of such officer, an officer of equivalent status nominated by Director.	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary ICAR)	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
An Outside Expert not lower in status than Under Secrety nominated by Secy. ICAR	Member	An outside Expert not lower in status than AO nominated by the Director	Member

Under Secretary (Admn.)	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary
-------------------------	------------------	--	------------------

**Private Secretary**

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Deputy Secretary (Admn.)ICAR	Chairman	CAO (in the absence of such officer, an officer of equivalent status nominated by Director	Chairman
One Senior Officer not lower in status than Under Secretary nominated by Dy.Secretary(Admn.)	Member	SAO (in absence of such officer, an officer of equivalent status nominated by Director.	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secretary (Admn.)	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
An Outside Expert nominated by Dy. Secy. (Admn.)	Member	An outside Expert not lower in status than AO nominated by the Director	Member
Under Secretary (Admn.)	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary

**Special Assistant to Chairman, ASRB and other equivalent post at ICAR**

Secretary ICAR or his nominee	Chairman
Director (P)	Member
An outside expert not lower in status than Officers under consideration nominated by Secy. ICAR.	Member
An officer not lower in status than officers under consideration belonging to SC/ST community nominated by Secy. ICAR	Member
Dy. Secy. or any other officer nominated by Secretary, ICAR	Member Secretary

**Junior Law Officer**

Deputy Secretary (Admn.) ICAR	Chairman
An officer not lower in status than Under Secretary	Member

nominated by Secretary, ICAR	
An Outside Expert not lower in status than Under Secretary nominated by Secretary ICAR	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary ( Admn.)ICAR	Member Secretary

### **Assistant Legal Adviser**

Deputy Secretary (Admn.) ICAR	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member
An Outside Expert not lower in status than Under Secretary nominated by Secretary ICAR	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary ( Admn.)ICAR	Member Secretary

### **Law Officer**

DG, ICAR or his nominee.	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member
An Outside Expert not lower in status than Under Secretary nominated by Secretary ICAR	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary ( Admn.)ICAR	Member Secretary

### **Legal Adviser**

DG, ICAR or his nominee	Chairman
Chairman ASRB	Member
Secretary, ICAR	
An Outside Expert nominated by DG, ICAR	Member
An officer not lower in status than Officers under consideration belong to SC/ST community nominated	Member

by DG, ICAR	
Director(P) or an equivalent officer nominated by DG,ICAR	Member Secretary

**Security Supervisor**

CAO (in the absence of such officer, an officer of equivalent status nominated by Director	Chairman
SAO (in absence of such officer, an officer of equivalent status nominated by Director.	Member
An outside Expert not lower in status than SAO nominated by the Director	Member
An Officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary

**Security Officer**

CAO (in the absence of such officer, an officer of equivalent status nominated by Director	Chairman
SAO (in absence of such officer, an officer of equivalent status nominated by Director.	Member
An outside Expert not lower in status than SAO nominated by the Director	Member
An Officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary

**Assistant Director Official Language**

The selection committee will be decided by the ASRB
---

**Dy. Director Official Language**

Secretary, ICAR or his nominee	Chairman
--------------------------------	----------

An Officer not lower in status than Deputy Secretary nominated by Secretary, ICAR	Member
An outside expert not lower in status than Deputy Secretary, nominated by Secretary, ICAR	Member
An Officer not lower in status than Deputy Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary ( Admn.)	Member Secretary

**. Director (Official Language)**

D.G, ICAR or his nominee	Chairman
Chairman ,ASRB or his nominee	Member
Secretary, ICAR	Member
An outside expert not lower in status than Deputy Secretary nominated by D.G, ICAR	Member
An Officer not lower in status than Deputy Secretary belonging to SC/ST community nominated by DG,, ICAR	Member
Director/Deputy Secretary to be nominated by DG, ICAR	Member Secretary

**8.3.4 Bench Mark required for promotion**

(a) **Mode of Promotion**

In the case of 'selection' (merit) promotion, the hitherto existing distinction in the nomenclature ( 'selection by merit' and 'selection -cum- seniority') is

dispensed with and the mode of promotion in all such cases is rechristened as 'selection' only. The element of selectivity (higher or lower) shall be determined with reference to the relevant bench mark ( "Very Good" or "Good") prescribed for promotion

- (b) The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed benchmark and accordingly grade the

officers as 'fit' or 'unfit' only. Only those who are graded 'fit' (i.e. who meet the prescribed benchmark) by the DPC shall be included and arranged in the select panel in order to their inter se seniority in the feeder grade. Those officers who are graded 'unfit' ( in terms of the prescribed benchmark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' ( in terms of the prescribed benchmark) by the DPC.

- (c) Although among those who meet the prescribed benchmark inter se seniority of the feeder grade shall remain intact eligibility for promotion will no doubt be subject to fulfillment of all the conditions laid down in the relevant Recruitment /Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.
- (d) Promotion to the revised pay scale (grade) of PB-3 + grade pay of Rs. 7600/- and above.

The mode of promotion, as indicated in Paragraph (a) above, shall be 'selection'.

The benchmark for promotion, as it is now, shall continue to be 'Very Good'. This will ensure element of higher selectivity in comparison to selection promotions to the grades lower than the aforesaid level where the benchmark, as indicated in the following paragraphs, shall be 'Good' only.

The DPC shall for promotions to said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter se seniority in the feeder grade.

Thus, as already explained in Paragraph (b) above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

**NOTE:-**DPC may ensure that for the promotion to the scale of PB IV with Grade pay of Rs. 10000/- & above, the prescribed benchmark of 'Very Good' is invariably met in all ACRs of five years under consideration. It is required to make its own assessment on the basis of entries in the CRs and not to be guided merely by the overall grading.

**G.I Dept. of Per.&Trg. O.M. No. 22011/3/2007-Estt (D) dated the 18<sup>th</sup> February, 2008**

- (e) Promotion to the grades below the revised pay scale (grade) of PB-3 plus GP of Rs. 7600/- ( including promotions from lower Groups to Group 'A' posts/grades/services)

The mode of promotion, as indicated in Paragraph (a) above, shall be 'selection'.

The benchmark for promotion, as it is now, shall continue to be 'good'.

The DPC shall for promotion to posts/grades/ services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter se seniority in the feeder grade. Thus, as already explained in Paragraph (b) above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.]

The above guidelines of the DOPT are followed in the ICAR for promotion . As per these guidelines benchmark is applicable to the post which as per the recruitment rules are selection posts. The benchmark is not applicable to the non selection posts in the ICAR and promotion is subject to rejection of unfit.

### 8.3.5 Competent Authority.

The competent Authority are making appointments post wise is as follows:-

Designation/nomenclature	Appointing authority.
LDCs/UDCs/Assistants/Stenographer Gr.III/Personal Assistant/Asstt.Legal Adviser	Deputy Secretary/Chief Administrative Officer as the case may be.
Private Secretary	Secretary/Director of ICAR as the case may be.
Law Officer	D.G., ICAR
Special assistant to Chairman ASRB	D.G, ICAR
Section Officer/Asstt.Administrative Officer/Asstt.Finance & Accounts Officer/Security Officer/Security Supervisor	Secretary, ICAR /Director of the ICAR institutes as the case may be
Administrative Officer/Sr.Administrative Officer/Under Secretary/Finance & Accounts Officer/Sr. Finance & Accounts Officer	D.G. ICAR
Dy.Secretary/Chief Administrative Officer, Dy,.Director Finance/Chief Finance & Accounts Officer and above.	President, ICAR
Asstt.Director (Official Language )	Secretary, ICAR
Deputy Director (Official Language )	D.G, ICAR
.Director (Official Language )	President , ICAR

## **Chapter 9**

### **Modified Assured Career Progression Scheme for Administrative and Supporting Category Personnel**

- 9.1.** The Sixth Central Pay Commission in Para 6.1.15 of its report, has recommended Modified Assured Career Progression Scheme (MACPS) for Central Government employees. As per the recommendations, financial up gradation will be available in the next higher grade pay whenever an employee has completed 12 years' continuous service in the same grade. However, not more than two financial up gradations shall be given in the entire career, as was provided in the previous Scheme. The Scheme will also be available to all posts belonging to Group "A" whether isolated or not. However, organized Group "A" services will not be covered under the Scheme.
- 9.2.** The Government has considered the recommendations of the Sixth Central Pay Commission for introduction of a MACPS and has accepted the same with further modification to grant three financial up gradations under the MACPS at intervals of 10,20 and 30 years of continuous regular service.
- 9.3.** The scheme would be known as "MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES. This Scheme is in supersession

of previous ACP Scheme and clarifications issued there under and shall be applicable to all regularly appointed Groups "A", "B", and "C" Central Government Civilian Employees except officers of the Organized Group "A" Service. The status of Group "D" employees would cease on their completion of prescribed training, as recommended by the Sixth Central Pay Commission and would be treated as Group "C" employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government only on ad hoc or contract basis shall not qualify for benefits under the aforesaid Scheme.

- 9.4.** A screening Committee shall be constituted in each Department to consider the case for grant of financial up gradations under the MACP Scheme . The Screening Committee shall consist of a Chairperson and two members. The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a grade above the members of the Committee.
- 9.5.** The recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organization/competent authority in other cases for approval.
- 9.6.** In order to prevent undue strain on the administrative machinery the Screening Committee shall follow a time-schedule and meet twice in a financial year - preferably in the first week of January and first week of July of a year for advance processing of the cases maturing in that half . Accordingly, cases maturing during the first half ( April-September) of a particular financial year shall be taken up for consideration by the Screening

Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half ( October-March) of the same financial year.

- 9.7.** However, to make the MACP Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee within a month from the date of issue of these instructions to consider the cases maturing upto 30<sup>th</sup> June,2009 for grant of benefits under the MACPS.
- 9.8.** Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the MACP Scheme shall be given by the Department of Personnel and Training (Establishment-D). The Scheme would be operational with effect from 1-9-2008. In other words, financial up gradations as per the provisions of the earlier ACP Scheme ( of August,1999) would be granted till 31.8.2008.
- 9.9.** No stepping up of pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.
- 9.10.** It is clarified that no past cases would be re-opened . Further, while implementing the MACP Scheme, the differences in pay scales on account of grant of financial up gradation under the old ACP Scheme ( of August 1999) and under the MACP Scheme within the same cadre shall not be construed as an anomaly.
- 9.11** The ICAR has adopted MACPS of the DOPT for the Administrative and supporting category employees. As regards Scientific and Technical personnel this Scheme is not applicable as the Scientific and Technical

personnel are governed by separate Career Advancement Schemes developed by the ICAR.

- 9.12** The details of the Modified Assured Career Progression Scheme are at **Appendix-XII.**

**G.I. Deptt.of Per. & Trg., O.M. No. 35034/3/2008-Estt.(D) dated 19.5.2009**

## **Chapter 10**

### **Training**

- 10.1** Enhancing quality of Human Resource is a pre requisite for implementing and upgrading Research Programmes, Developing Technology evolving institutional arrangements to face challenges and harness opportunities, Indian Council of agricultural Research being the apex body for coordinating, guiding and managing research and education in Agriculture, the importance of training for the Scientific, Technical ,Administrative and Supporting staff need not be emphasized. At present the ICAR has not developed its own training policy. However, the ICAR is deputing its officials / staff for various training programmes in organizations like the Institute of Secretariat Training and Management (ISTM) , Indian Institute of Public Administration( IIPA),Administrative Staff College of India (ASCI), National Institute of Financial Management(NIFI), Management Development Institute( MDI) etc. As per the existing practice, nominations are invited from the concerned staff for various training programmes conducted by the above training institutions and any other Institute found appropriate. The nominations received are screened by the Competent Authority and the suitable officers/staff are deputed for training.

**10.2** The NAARM Hyderabad under ICAR also impart training to the Scientists particularly to the Scientists at the entry level. In addition the NAARM also impart training to other categories of staff by involving guest faculty.

**10.3** The revised module of Foundation & Orientation Course for Agricultural Research Service (FOCARS) for entry level Scientists conducted by NAARM Hyderabad is as follows:-

- (a) Three months foundation training at NAARM which includes one month field experience training (FET);
- (b) One month orientation training at the institute of posting; and
- (c) Three months professional training in the research area by attachment to leading scientists/professors/laboratories/institutions (ICAR, SAUs, universities , public, private, NGO etc.) identified by the institute where ARS probationers shall be posted.

**10.4** The component (a) above shall be evaluated by NAARM and components (b) and (c) shall be evaluated by the Directors of the concerned institutes and forwarded to Director, NAARM for final consolidated evaluation on all the three components of training.

**10.5 12 day comprehensive programme for mid-level Scientists:-**

This shall be a qualifying/NET type mandatory course which shall be made one of the essential requirements for being considered for Research Management Positions effective from all advertisements of the ASRB w.e.f. January,2013.

**10.6 Executive Development Programme for incumbent Research Managers**

Every Research Manager would have to undergo this programme compulsorily within a period of six months of his taking charge as Research Manager.

**10.7 Refresher Course for HoDs/Senior & Principal Scientist**

NAARM shall also organize periodically a Refresher Course for HoDs/Senior and Principal Scientist for providing them enhanced and effective exposure.

- 10.8** The ICAR is however, in the process of developing its own training policy based on the National Training Policy framed by DOPT as contained in its OM. NO.12021/1/2012-Trg. Dated 4th July 2012.

**Chapter 11:**  
**Transfer**

**11.1        Scientific**

**11.1.1** A scientist shall be liable to transfer to any place in India

A scientist may be required to serve a minimum period of time in a backward or comparatively less developed area of the country as may be determined and decided by the Controlling Authority.

**( Rule 20 of the A.R.S. Rules )**

**11.2**     The following guidelines will govern the transfer of scientists of A.R.S. from one place to another.

**11.2.1**   The transfers will be made:

**11.2.2** to correct imbalance in the cadre strength of scientists in various disciplines at different Institutes

- 11.2.3** for filling up positions in high priority project, direct recruitment to which through the Agricultural Scientists Recruitment Board may result in delay in the implementation of programmes;
- 11.2.4** for utilizing the experience of scientists in appropriate fields;
- 11.2.5** for posting of scientists in backward or comparatively less developed areas in accordance with the provisions of rule 20(2) of Agricultural Research Service Rules. The posting of scientists in these areas will be for a period of 3 to 5 years and the requests for transfer of scientists who have already remained in these areas for longer periods will be considered.
- 11.2.6** For administrative reasons like disciplinary proceedings, unsuitability of officers for a particular assignment etc.
- 11.2.7** Postings and transfers of scientists engaged in extension work will be made having regard to their knowledge of the local language.
- 11.2.8** In case of teaching institutes like Indian Agricultural Research Institute, Indian Veterinary Research Institute, National Dairy Research Institute, the teaching commitments of the scientists concerned will be taken into consideration while making transfers.
- 11.2.9** In addition to the above situations, requests from scientists for transfer to places where they can improve their qualifications will also be considered sympathetically.
- 11.2.10** While transfer from one Station/Centre to another station/Centre of the same Institute will continue to be made by the Directors, transfer from one

Institute to another will be made by the Headquarters after taking into consideration the views of the concerned Directors.

**( ICAR letter No. 8-16/76. Per.IV dt. 27.9.1977.**

**11.2.11** Transfers from Regional Stations to the Headquarters of the institutes and vice versa:-

The following are the guidelines that govern such transfers:

**11.2.12** The qualifications and the particular discipline in which the candidate is working against the post in the Regional Station/Institute should be the same in the case of the identical cadre or post at the Headquarters/any Station, against which such an Officer is proposed to be transferred.

**11.2.13** The officer must have served for at least five years before he could be transferred.

**(ICAR letter No. 4-20/68-Reorg(Adm) dt. 18-12-71)**

**11.2.14 Inter-Institutional Transfers:-**

The inter-institutional transfers shall be regulated by following guiding principles.

**11.2.15** Scientific posts, recruitment to which is made from open market either wholly or partly:-

**11.2.16** Inter-Institutional transfers against equivalent posts are not normally admissible. However, in special cases, there may be no objection to such transfers, provided the candidate is otherwise acceptable to the Institute to which he seeks his transfer and transfer is in the research/public interest.

As per the existing instructions, inter-institutional transfers of scientists are considered by the Transfer Committee at the Hqrs. of the Council Meeting of the Transfer Committee at the Hqrs. of the Council is normally convened in Feb/March every year, i.e. before the new academic session starts. It has, however been observed that transfer requests from the scientists are received throughout the year directly at the Council. Further, in spite of the condition of rendering a minimum period of 5 years at the respective places of posting, Scientists/Sr.Scientists/Principal Scientists who have not completed the mandatory period of 5 years send their applications for transfer directly to the Council. This creates dislocation of normal work and mounting pendency at the Hqrs.

1. The Transfer Committee meeting will be held in March and September every year.
2. The Directors of the Institute will forward a list of Scientists who have applied for transfer along with their comments by 31<sup>st</sup> January and 31<sup>st</sup> July of every year for consideration of the Transfer Committee at the ICAR Hqrs.
3. No request for transfer of Scientists/Sr.Scientists/Pr.Scientists will be entertained directly at Hqrs. of the Council.
4. The transfer cases which are listed in the information furnished by the Institute will only be considered in the Transfer Committee.
5. Intra-institutional transfers from one Station/Center to another station/centre within the Institute will continue to be made by the Directors of the Institute.
6. Extraneous and outside pressure against postings/transfers made according to the above pattern shall attract the provisions of CCS (Conduct Rules.) as applicable to the Councils employees.

**(ICAR letter No. 7(3)/2013.Per.IV dated 11<sup>th</sup> July 2013)**

**11.3        Technical**

**11.3.1** The Technical service is institute based service. However the technical personnel are liable to be transferred anywhere in India.

**11.3.2** For Inter Institutional transfer of technical personnel the following procedure is adopted.-

**11.3.3** An employee shall submit his/her application addressed to the Director of the Institute where he wants to go through proper channel. Such application shall be forwarded by the Director to the Director of the Institute where the employee seeks transfer if the parent Institute has no objection for release of the employee.

**11.3.4** Upon receipt of the application, the concerned Institute shall consider the request of the employee on the basis of this ACRs etc.

In case the transfer is agreed to by the Director of the Institute where the employee wants to go, he shall issue orders for appointment of the employee in the Institute on transfer basis.

Similar procedure will be adopted in case of requests made on mutual transfer basis.

**( ICAR No. 19(1)/2002-Estt.IV dated 10.10.2006**

**11.4        Administrative**

The employees of administrative categories are appointed by the respective Institutes and ICAR Headquarters as per the sanctioned posts. They are however, liable to transfer from one Institute to another, from Institute to Headquarter or vice versa or to any other places in India. In this category there is a combined cadre of Administrative Officer and Finance & Accounts

officer. Postings /Transfers of the members of the Service are made by the ICAR Headquarter as per the sanctioned posts and in public interest. They are however, liable to be transferred to any Institute, station or Centre of the ICAR all over India. The institute-wise posting of the members of the Service will be on fixed tenure of four years, extendable by 2 years. Relaxation in individual case on merit may be made to the discretion of the competent authority

Transfer of administrative staff within the Regional Station of the Institute can be made by the Directors of ICAR Institutes in public interest/administrative reasons.

Class III and Class IV employees of the Institute/Regional/Sub-stations will not be transferred for the reasons that they are ordinarily recruited by local advertisement or by inviting nominations from Regional Employment Exchange; unless their term of appointment provide for such inter-transfers.

#### **Transfer of Post.**

The Directors of the ICAR research institutes/NRC's/PD/Bureau can redeploy the post within the Institute where as the post from one Institute to another Institute can only be redeployed at the level of DG, ICAR.

## **Chapter 12:**

### **Grant of Compensatory benefit to the Scientists posts in backward/difficult /tribal areas in the country ( as per Govt. of India Guidelines**

**12.1** With a view to encouraging the ARS Scientists to serve in backward or less developed areas of the country, the ICAR had with the concurrence of the Ministry of Finance , Government of India issued guidelines vide Council's letter No. 8(18)/76-Per.IV dated 10.1.1980 regarding grant of Special allowance to ARS Scientists posted and stationed in categories 'C' 'D' & 'E' stations as under:-

Category 'C' stations	-	Rs. 100/- p.m.
Category 'D' stations	-	Rs. 150/- p.m.
Category 'E' stations	-	Rs. 200/- p.m.

**12.2** The list of stations categorized as 'A' 'B' 'C' & 'D' was annexed to the guidelines for the purpose of admissibility of Special Allowance. Later, some more stations falling in the category of backward areas were notified with the approval of the Governing Body of ICAR vide Council's letter 8(18)/76-Per.IV dated 16.2.1986.

- 12.3** Subsequently, the Ministry of Finance , Govt. Of India had issued orders vide MOF OM No. 3(1)/98-E.II(B) dated 20.7.1998 regarding grant of special compensatory ( remote locality) allowance to Central Govt. employees pursuant to Vth Central Pay Commission Report. These orders were endorsed by ICAR vide Council's letter No. 9(3)/98-Cdn.(A & A) dated 16.2.1999 and were also made applicable to ICAR Scientists. Consequent upon endorsement of MOF OM dated 20.7.1998, the ICAR instructions issued vide letters dated 10.1.1980 and 16.2.1986 stood superseded. As a result of this, a number of stations which had earlier been notified by the ICAR as remote and backward were rendered ineligible for the purpose of admissibility of Special Allowance. Clearly, the ARS Scientists posted in areas not listed as remote and backward in the MOF OM dated 20.7.98 are not eligible for grant of Special Allowance.
- 12.4** The MOF had further issued orders vide their OM No. 3(1)/2008-E.II(B) dated 29.8.2008 regarding grant of Special Compensatory ( Remote Locality) Allowance to Central Government employees pursuant to VI CPC. These orders were also endorsed by the ICAR vide Council's letter No. 24(1)/2008-Cdn.(A&A) dated 3.10.2008 and are applicable to ICAR Scientists.
- 12.5** Copies of the MOF OMs No. 3(1)/98-E.II(B) dated 20.7.98 and NO. 3(1)/2008-E.II(B) dated 29.8.2008 along with the council's letter No. 9(3)/98-Cdn(A&A) dated 16.2.99 and letter No. 24(1)/2008-Cdn.(A&A) dated 3.10.2008 are at appendix-XIV. The grant of special compensatory (remote locality) allowance to the ICAR employees including scientists is regulated in terms of the above mentioned MOF OM. Dated 20..7.1998 and 29.8.2008 at **appendix-XIII**

**Chapter 13:**

**Forwarding of Applications of employees of ICAR**

**13.1 Restriction on the number of application to be forwarded:**

There will be no restriction on number of applications for posts in the parent Hqrs/Institutes/Centres. The number of applications to be forwarded for outside posts, will, however, be restricted to four per calendar year.

**( ICAR No. 33(29)/66-Estt.1 dated 21.3.1972)**

**13.2 Forwardal of application for equivalent posts and also during the period of probation**

13.2.1 Applications of both temporary and permanent employees of the Council holding any position will not be forwarded for posts equivalent to that position.

**( ICAR No. 1(2)/79-Per.IV dated 4.6.1982)**

13.2.2 Applications of employees on probation may, however, be considered for forwardal as per the instructions issued by the Government of India, Department of Personnel and Training from time to time

( ICAR No. 8(2)/89-Per.IV dated 19.7.1993)

**13.3. Forwardal of application by the Scientists holding Research Management Positions( RMPs):**

**13.3.1** Applications of scientists holding Research Management Position ( RMPs) for another equivalent Research Management Position under the ICAR system may be forwarded after he/she has rendered two year service in the existing Research Management Position held by him/her. However, scientists not holding Research Management Positions may apply any time for equivalent posts involving research management

( ICAR No. 8(4)/86-Per.Iv dated 6.8.1992)

**Note(1):**

**13.3.2** However, this provision will not be applicable to incumbents of the posts of Directors of IARI/IVRI, NDRI/CIFE/ NAARM/DDGs and ND, NATP.

{ ICAR No. 1(12)/2001-Per.IV dated 6.12.2001}

{ ICAR No. 1(12)/2001-Per.IV dated 31.12.2001}

**13.4 Scientists working in higher grade:**

**13.4.1** Scientists working in higher grades may not be allowed to apply of a position involving research management but carrying a lower scale of pay even if the advertisement mentions about granting of higher scale of pay to specially qualified candidates.

**( ICAR No. 8(4)/86-Per.IV dated 15.2.1989)**

**13.5 Applications in case of scientists holding RMP:**

As per Delegation of Powers, the Director of the Institute is competent to consider and forward the application up to the Principal Scientists outside the ICAR system. However, in case of Research Management Position if the application is to be forwarded outside the ICAR system then the same has to be routed through ICAR Headquarters.

( ICAR No. 95(12)/2011-Per.III dated 7.6.2011)

**13.6 Application for the post of Training Organizer/Programme Coordinator of KVK:**

The Sr. Scientists who are in the pay scale of Rs. 12000-18300(pre-revised) may apply for the posts of Training Organizer/Programme Coordinator of KVK of ICAR Research Institute which are also in the same scale of pay in relaxation of the guidelines.

**( ICAR No. 8(3)/99-Per.IVI dated 7.11.2008)**

**13.7 Forwardal of application for the posts advertised by ASRB.**

**13.7.1** The applications of eligible candidate for various posts advertised by the ASRB will continue to be directly entertained by the ASRB. However, before the actual interview/examination, a formal forwarding from ICAR Hqs/ICAR Institutes as the case may be in the form of 'No Objection

Certificate ' (NOC) should be made available to the ASRB by the ICAR Hqrs/ ICAR Institutes positively. NOC should also contain information about Vigilance/ disciplinary clearance of the applicants.

**13.7.2** The applicants applying for the post advertised by the ASRB directly are also required to give intimation to the Head of Office giving details of the examination, post applied for and a copy of this intimation letter should invariably be attached with the application sent by the applicants directly to the ASRB.

**13.7.3** In respect of posts advertised by other agencies like Union Public Service Commission/Staff Selection Commission/Banking Service Recruitment Boards, applications should be made through proper channel.

( ICAR No. 8(2)/89-Per.IV dated 23.6.1993)

**13.8 Forwardal of application of Head of Division/Regional Station of the institute:**

**13.8.1** The Head of Division/Regional Station of the Institute will not be permitted to join or apply for another equivalent position within ICAR or outside during the first four years of his/ her tenure.

( ICAR No. 9.2(53)/89-R.C Cell dated 2.6.1992)

**13.9 Forwardal of application of employees under bond:**

**13.9.1** Applications of Council's employees under bond to serve the Council and seeking employment elsewhere may be forwarded subject to fulfillment of other prescribed conditions and the terms of the bond should not be enforced in the case of Council's employees who leave service with proper

permission to secure employment under Central Government/State Government/Public Sector Undertakings , owned wholly/ partly by the Central Government or by a State Government or under Quasi Government Organization/Public Enterprises ( Other than private employment). However, this will be subject to the condition that a fresh bond is taken to ensure that the Council's employees serve the new employer for the balance period of the original bond period or for an appropriate period to be determined in each case by the Council taking into account the amount spent by the Council on their training.

**13.9.2** To ensure that the requirement of obtaining fresh bond from a person where necessary is fulfilled, the Council with whom the employee has executed the original bond may at the time of forwarding of his application for another post may write to department/organization etc. under whom the employee intends to take up another appointment, intimating them about the bond obligation of the individual and clarifying that in the event of his selection to the new post, his release will be subject to the condition that the new department/organization etc. takes from him a fresh bond binding him to serve them for the balance of original bond period, and in case he fails to serve the new department/organization etc. or leaves it before completion of the original bond period for a job, where exemption from bond obligation is not available, the proportionate bond money should be realized from the individual and refunded to the ICAR with whom he originally executed the bond. The Ministry/Department/Organization where the person is newly employed should also duly intimate to the Council, the fact of a fresh bond having been executed by the person concerned.

**13.9.3** These instructions are not restrictive but cover all aspects of training including apprenticeship. It is further clarified that exemption from recovery

of expenses applied to all types of expenditure, direct or indirect including payments made as training allowance or stipend.

**13.9.4** It may be clarified that for the purpose of these instructions any employment other than the employment under the Central Government, State Government, a Public Enterprise, wholly or partly owned by the Central Government or State Government/Autonomous Body wholly or substantially owned /financed/controlled by the Central Government or a State Government will be treated a private employment.

**13.9.5** Further amendments/modifications, in this context as may be issued by the Government of India from time to time will also be applicable in the case of ICAR employees.

**13.9.6** These instructions will also be applied to cases where the ICAR employees has been selected for a post/service ( other than private employment), for which he had applied before joining the Department/Organization with whom he/she has executed a bond.

**( ICAR No. 8(2)/89-Per.IV dated 9.7.1993)**

Note (1):

Transferability of Bond liabilities may be permitted only in the case of those scientists who have been selected for Group-A posts in all India Civil Services namely, IAS, IPS, Indian Forest Service and other Group "A" Central Services. However, the bond liabilities shall be insisted upon in all other cases of selection of scientists for Group "A" posts under State Govt. or public undertaking owned wholly /partly by the Central Govt. or by a State Govt. or under Quasi-Govt. Organization/Public Enterprise or selection in Private sector.

**( ICAR No. 8(2)/2009-Per.IV dated 1.10.2009)**

**13.10 Forwardal of application of Officers of combined cadre of Administrative Officers and Finance and Accounts Officers:**

**13.10.1** The applications of the Officers of the combined cadre of Administrative Officers and Finance and Accounts Officers for various posts outside the organization are required to be sent only through the Council's Headquarters' with the recommendations of the Director of the concerned Institute for considering its onward transmission to the concerned outside organization(s). All such applications completed in all respects should be sent to the Council's Headquarters well in advance for necessary action.

**( ICAR No. 33(11)/96-Estt.1 dated 19.3.1996)**

**13.10.2** No application for deputation to outside organization after 1.10.2007 is to be forwarded in respect of officers of the combined Cadre of Administrative Officers and Finance and Accounts Officers. The application(s) of Officers of combined Cadre of Administrative Officers and Finance and Account Officers for out side posts may be forwarded for Direct Recruitment posts/post on permanent absorption basis only. These applications will be forwarded at the level of the Director of the concerned Institutes under intimation to the Council keeping in view the decision taken in respect of officers posted in Deemed Universities as circulated by ICAR Office Order No. 6-1/2004-CDN(A&A) dated 9.3.2004.

**( ICAR No. 33(9)/2004-Estt.1 dated 3.3.2005)**

**( ICAR No. 33(9)/2004-Estt.1 dated 7.6.2007)**

**13.11 Forwardal of application where vigilance/disciplinary case is pending/contemplated.**

As for CCS(CCA) Rules, 1965, as applicable to the ICAR employees, the applications of the employees for posts advertised by the ASRB or outside agencies should not be forwarded if any vigilance/disciplinary case is pending/contemplated against them. The rules further provide that when the conduct of a Government servant is under investigation by the Central Bureau of Investigation or by the Controlling Department but the investigation has not reached the stage when a prima facie case can be made out against Government employee, the application of such an employee may be forwarded together with brief comments on the nature of allegations and it would also be made clear that in the event of actual selection of a Government servant he/she would not be relieved for taking up of the appointment if the investigation has been completed and disciplinary proceedings have already commenced or are likely to be completed shortly.

**(ICAR No. 30(13)/97-Per.III (Pt)/dated 25.9.2000)**

## **Chapter No. 14**

### **International Cooperation**

Indian council of Agricultural Research is an Apex Body in the field of Research in agriculture, Animal Husbandry, Fisheries and allied subjects including Agricultural Education. The scientists of the ICAR are required to proceed on Foreign deputation, participate in International Congress /conferences , workshop, seminars etc. In addition, consultancy/assignments , study tours, seminars/workshops abroad in respect of the scientists are also required to be processed by the Department of Agricultural Research and Education. The DARE has developed detailed guidelines to deal with cases of Foreign deputation of scientists and International cooperation. These guidelines are at **Appendix-XIV**.

## **Chapter No.15**

### **Guidelines on deputation within India and Abroad and maintenance of Lien.**

#### **15.1 Deputation within India.**

**15.1.1** Deputation within India means transfer on deputation/Foreign service of Central Government Employees to ex-cadre posts under the Central Government/State Governments/Public Sector Undertakings/Autonomous Bodies , Universities/UT Administration, Local Bodies, etc. and vice versa.

**15.1.2** Regulation of pay, deputation (duty) allowance, tenure of deputation/Foreign Service and other terms and conditions are contained in appendix-5 of FR SR Part-1. \These are followed by the ICAR mutatis mutandis. Consolidated guidelines as given under appendix\5 (FR9 (25) of the FR.SR Part-1on deputation within India are at **appendix-XV**.

#### **15.2 Deputation /delegation abroad.**

**15.2.1** Govt. of India consolidated instructions regulating deputation /delegations abroad are contained in appendix-6 of FR.SR Part-1. ICAR follows these instructions mutatis mutandis. Consolidated instructions are at **appendix-XVI**.

### **15.3 Maintenance of Lien**

Since ICAR is following Govt. of India rules, the definition, retention and termination of lien as contained in relevant FRs are given as follows:-

**15.3.1** FR ((13) Lien means the title of a Government servant to hold on regular basis, either immediately or on the termination of a period or periods of absence, a post, including a tenure post, to which he has been appointed on regular basis and on which he is not on probation:

**15.3.2** Provided that the title to hold a regular post shall be subject to the condition that the junior most person in the grade will be liable to be reverted to the lower grade if the number of persons so entitled is more than the posts available in that grade.]

#### **GOVERNMENT OF INDIA'S ORDERS**

**15.3.3** 'Lien' represents only the right/title of a Government servant to hold a regular post.-- The concept of lien as the title of a Government servant to hold substantively a permanent post will undergo a change. Lien will now represent only the right/title of a Government servant to hold a regular post, whether permanent or temporary, either immediately or on the termination of the periods of absence. The benefits of having a lien in a grade will thus be enjoyed by all officers who are confirmed in the grade of entry or who have been promoted to a higher post declared as having completed the

probation where it is prescribed, or those who have been promoted on regular basis to a higher post where no probation is prescribed under the Rules, as the case may be.

- 15.3.4** The above right/title will however, be subject to the condition that the junior most person in the grade will be liable to be reverted to the lower grade if at any time the number of persons so entitled is more than the posts available in that grade. For example, if a person who is confirmed or whose probation in a higher post has been declared as having been completed or one who is holding a higher post for which there is no probation on a regular basis, reverts from deputation or foreign service and if there is no vacancy in that grade to accommodate him, the junior most person will be reverted. If, however, this officer himself is the junior most, he will be reverted to the next lower grade from which he was earlier promoted.

[ Para 4.3.of G.I. Dept. of Per. & Trg. O.M. No. 18011/1/86-Estt.(D), dated the 28<sup>th</sup> March, 1988]

#### **GOVERNMENT OF INDIA'S ORDERS**

- 15.3.5** Retention of lien in civil post when called to Army service.--

All officers of the Army in India Reserve of Officers who are employed under the Central Government shall when called to Army service, retain a lien on their civil posts during the period for which they are called to Army service.

( G.I F.D. Endorsement No. F.I.R.-I/29, dated the 19<sup>th</sup> March, 1929]

- 15.3.6** Retention of lien in parent department in the case of Government servants getting employed in other departments.-- The question as to what procedure should be followed in respect of Government servants working in a particular Department/office who apply in response to advertisements or circulars inviting applications for posts in other Central Government

Departments/offices has been under consideration for some time past. It has been decided that the following procedure should be followed in respect of such Government Servants:-

- 15.3.7** The applications may be forwarded in accordance with the relevant instructions irrespective of whether the post applied for in the other Department/office is permanent or temporary. In the cases of permanent Government servants, their, lien may be retained in the parent Department/Office for a period of two years. They should either revert to the parent Department/Office within that period or resign from the parent Department/office at the end of that period. ***An undertaking to abide by these conditions may be taken from them at the time of forwarding the applications to other Departments/Offices.***
- 15.3.8** In the case of quasi-permanent Government servants who wish to revert to the parent Department/Office within a period of two years they may be taken back in the parent Department/office provided the posts held by them prior to their joining the new Department/Office continue to exist. In any case, at the end of two years from the date of release from the parent Department/Office, they will have to resign from the parent Department/office, if reversion does not take place. An undertaking to abide by those conditions may be taken from them at the time of forwarding the applications.
- 15.3.9** As for temporary employees, they should as a matter of \rule be asked to resign from the parent Department/office at the time of release from the parent Department/Office. An undertaking to the effect that they will resign from the parent Department/office in the event of their selection and appointment to the post applied for may be taken from them at the time of forwarding the applications.

**15.3.10** In exceptional cases, where it would take some time for the other Department/Office to confirm such Government servants due to some other administrative reasons, the permanent Government servants may be permitted to retain their lien in the parent Department/office for one more year . While granting such permission, a fresh undertaking similar to the one indicated in sub-para 15.3.6 above may be taken from the permanent Government servants by the parent Department/Office.

**15.3.11** These instructions are applicable to the employees in all the Departments/offices of the Government of India (excluding the Ministry of Railways and Civilians in Defense Services). The members of the Central Secretariat Service /Central Secretariat Stenographers' Service/ Central Secretariat Clerical Service will also be governed by these instructions in supersession of the practice hitherto followed in respect of them

[G.I. M.H.A O.M. No. 60/37/63-Estt(A) dated the 14<sup>th</sup> July 1967]

**15.4 Retention of lien in parent department in the case of Central Government servants getting employed under State Governments.--**

**15.4.1**The applications may be forwarded subject to the instructions issued by the Central Government from time to time and within the limits laid down for forwarding applications for outside posts.

**15.4.2 Temporary** Central Government servants should, as a matter of rule, be asked to resign at the time of release from the parent department/office./ An undertaking from them to the effect that in the event of selection for the posts applied for they will resign from their posts may be taken from them at the time of forwarding the applications.

**15.4.3** In respect of the permanent and quasi-permanent employees, the terms on which the Central Government servant goes over to a post under a State Government may be settled mutually between the Central Government and the State Government concerned. The permanent Government servants

will be governed by the instructions contained in Government of India, Ministry of Finance, Letter No. F.I (56)-B/63, dated the 16<sup>th</sup> November, 1967, (vide Annexure below)

**15.4.4**The permanent/quail-permanent/Government servant should either revert to the parent Department/Office within the period of two years or resign from the parent Department/Office at the end of that period .

**15.4.5**Quasi-permanent Central Government servants will be allowed to revert within two years or at the end of two years, to the posts held by them in the parent departments under the Central Government, if the posits held by them continue to exist on the date of their reversion and if they are eventually confirmed in the parent Department/Office, the liability to pay leave salary and pension contribution for the period of service rendered by them in the State Government shall be borne either by the State Government, if the appointment is treated by that Government as on transfer or by the quasi-permanent Government Servants themselves.

**15.4.6**An undertaking to abide by these conditions may be taken from permanent/quail-permanent Government servants at the time of forwarding their applications.

**15.4.7** In exceptional cases where it would take some time for the State Government to confirm the Government servant due to administrative reasons, the permanent/quail-permanent employee may be permitted to retain his lien/quail-permanent status for one more year. While granting such permission, a fresh undertaking similar to the one in sub-para (3) above may be taken from the Government servant concerned.

#### **GOVERNMENT OF INDIA'S ORDERS**

**15.4.8** Procedure to be followed when a permanent Government Servant is permanently absorbed by the foreign employer

**15.4.9** A question has been raised as to what procedure should be followed for terminating the lien of a permanent Government servant who is transferred on foreign service and is subsequently absorbed in the service of the foreign employer.

**15.4.10** It is hereby clarified that FR 14-A applies only so long as a Government servant remains in Government service. Obtaining of consent of the Government servant to the termination of lien is necessary in certain circumstances where the Government servant is to be confirmed in another post under Government. Such consent is not necessary in cases where the Government servant ceases to be in Government employment. The proper course in such cases, where it is proposed to absorb him in non-Government service in public interest, would be to ask the Government servant concerned to resign appointment under the Government with effect from the date of such permanent absorption and the lien will stand automatically terminated with the cessation of Government service.

**15.4.11** Such resignation from Government service will be without prejudice to the entitlement of the Government servant to the retirement benefits, provided the transfer to the public sector undertaking or Government or Semi-Government Corporation is in the public interest.

**15.4.12** However, obtaining of formal resignation is not necessary if an individual is deemed to have retired from service by virtue of Rule 37 of CCS (Pension) Rules, 1972.

**15.4.13** In all cases where a Government servant is to be absorbed permanently by the foreign employer under his organization, it would be incumbent on him

to consult the parent employer before issuing orders absorbing the Government servant permanently in his service. The orders of permanent absorption should be issued only after the resignation of the Government servant has been accepted by the Government and with effect from the date of such acceptance.

**[G.I. M.F. O.M. No. F. 4(3)-E;IV/A/63, dated the 1st October, 1963 and 2(1)-E.IV(A)/73, dated the 22<sup>nd</sup> April, 1974.]**

## **Chapter No.16.**

### **Review of cases of ICAR employees for Retention in service under FR 56 (I & k)**

- 16.1.** With a view to improving efficiency and strengthening administrative machinery at all level, Government have the absolute powers under Fundamental Rules, CCS ( Pension) Rules ,1972, and Civil Service Regulations, to retire a Government employee in the public interest, before his normal date of retirement, on attaining a specified age or on completing a specific length of service. However, in order to ensure that the power, conferred on the authorities empowered to retire a Government employee prematurely is exercised fairly and impartially and not arbitrarily, instructions have been issued from time to time laying down the criteria and procedure to be followed before a Government employee is retired prematurely. Further, a detailed procedure has also been laid down for consideration of representations from Government employees who are served with the order or notice of premature retirement. As the various instructions have been issued over a period of time, they have now been consolidated in the

succeeding paragraphs of this memorandum for the information and guidance of all the authorities concerned.

## **16.2. Rule Position**

**16.2.1** In accordance with the provisions of Fundamental Rule 56 ((i), the appropriate authority has the absolute right to retire, if it is necessary to do so in public interest, any Government employee as follows:-If he is in Group 'A' or 'B' service or post in a substantive, quasi permanent or temporary capacity and had entered Government service before attaining the age of 35 years, after he has attained the age of 50 years;

**16.2.3** In any other case, after he has attained the age of 55 years, provided that in the case of a Group 'D' official, such action can be taken if he entered service after 23<sup>rd</sup> July, 1966.

**16.2.4** In other words, a Government servant belonging to Groups 'A' and 'B' who has entered Government service after attaining the age of 35 years, and officers belonging to Groups 'C' and 'D' can be prematurely retired after they have attained the age of 55 years with the exception of Group 'D' officials, who entered service on or before 23<sup>rd</sup> July, 1966.

**16.2.5** In addition, a Government servant in Group 'C' service or post who is not governed by any pension rules, can also be retired after he has completed thirty years service, under FR 56(I).

**16.2.6** Identical provisions exist in Article 459 of the Civil Service Regulations.

**16.2.7** Provisions also exist in Rule 48 of the CCS ( Pension) Rules, 1972, for the retirement of a Government employee by giving him three months' notice, if

it is necessary to do so in public interest, after he has completed 30 years of qualifying service for pension. In other words, a Government employee who may belong to Groups 'A', 'B', 'C' or 'D' can be prematurely retired, irrespective of the age at the appropriate time, after he has completed 30 years of qualifying service.

**16.2.8** Provisions exist in the relevant rules which confer reciprocal right on Government employee to seek voluntary retirement after he has attained the age of 50/55 years or has completed 30 years of qualifying service, as the case may be.

**16.2.9** The detailed criteria, procedure and guidelines as contained in appendix 5 of the Swamy's pension compilation is at **appendix-XVII**.

**16.2.10** The ICAR follows these guidelines mutatis mutandis. However for review of the cases of officers/staff for whom the Director of the ICAR institute is the Appointing Authority, for their retention in service beyond the age of 50/55/58 years of age or after 30 years of service; is as follows:-

- |    |  |   |               |
|----|--|---|---------------|
| 1. | Director of the Institute  | : | Chairman      |
| 2. | Director (P)/DS or US dealing with the Institute   | : | Member        |
| 3. | AO/SAO/CAO, if no officer of this grade is available, a Sr. Sci. or a Technical Officer in the revised scale of Rs. 3700-5000 or above to be nominated by the Director | : | Member -Secy. |

**16.2.11** The review committee for retention of ARS Scientist under FR 56(i) will be as follows:-

- |    |           |   |          |
|----|-----------|---|----------|
| 1. | DDG, ICAR | : | Chairman |
|----|-----------|---|----------|

2. Director of the Institute : Member
3. The concerned Under Secy : Member-Secy.

(ICAR No. 10-11/84-PerIV dated 25.4.1991)  
(ICAR No. 1(1)/2002-PerII dated 21.1.2003)

**16.2.12** There is no specific Committee for the Technical /Admn. staff at ICAR Headquarters. Review Committees as & when required are constituted as per guidelines at Appendix-XVI-A.

## **Chapter No.17**

### **Resignation**

#### **17.1 Authority competent to accept resignation.**

When a Government servant tenders resignation, the appointing authority in respect of the service or post in question is the authority competent to accept the resignation of the Government servant.

#### **17.2 Format of resignation**

Resignation is an intimation in writing sent to the competent authority by the incumbent of a post, of his intention or proposal to resign the office/post either immediately or from a future specified date. A resignation has to be clear and unconditional.

#### **17.3 Circumstances under which resignation should be accepted.**

It is not in the interest of Government to retain an unwilling Government Servant in service. The general rule, therefore, is that a resignation of a Government servant from service should be accepted, except in the circumstances indicated below:-

Where the Government servant concerned is engaged on work of importance and it would take time to make alternative arrangements for filling the post, the resignation should not be accepted straightaway but only when alternative arrangements for filling the post have been made.

Where a Government servant, who is under suspension, submits a resignation, the competent authority should examine, with reference to the merit of the disciplinary case pending against the Government servant, whether it would be in the public interest to accept the resignation. Normally as Government servants are placed under suspension only in cases of grave delinquency, it would not be correct to accept a resignation from a Government servant under suspension. Exceptions to this rule would be where the alleged offences do not involve moral turpitude or where the quantum of evidence against the accused Government servant is not strong enough to justify the assumption that if the departmental proceedings were continued, he would be removed or dismissed from service, or where the departmental proceedings are likely to be so protracted that it would be cheaper to the public exchequer to accept the resignation.

**[Clarification-** Existing instructions on the subject of acceptance of resignation of officials against whom inquiry/investigation is pending (whether he had been placed under suspension or not) provide that where such an official submits his resignation, such resignation should not normally be accepted. Where, however, acceptance is considered necessary, in the public interest, the competent authority shall examine the

case with reference to the fulfillment of conditions mentioned at Para.(ii) above.]

In those cases where acceptance of resignation is considered necessary in the public interest, the resignation may be accepted with the prior approval of the Head of the Department in respect of Groups 'C' and 'D' posts and that of the Minister-in-charge in respect of holders of Groups 'A', 'B' posts. In so far as officers of A,B,, 'C' and 'D' cadres of the Indian Audit and Accounts Department are concerned, the resignation may be accepted by the Heads of Departments as designated by the Comptroller and Auditor-General of India.] Concurrence of the Central Vigilance Commission should be obtained before submission of the case to the Minister-in-charge/Comptroller and Auditor-General, if the Central Vigilance Commission had advised initiation of departmental action against the Government servant concerned or such action has been initiated on the advice of the Central Vigilance Commission.

**17.4 Date when a resignation becomes effective and acceptance/refusal of withdrawal of resignation.**

A resignation becomes effective when it is accepted and the Government servant is relieved of his duties. If a Government servant, who had submitted a resignation, sends an intimation in writing to the appointing authority withdrawing his earlier letter of resignation before its acceptance by the appointing authority the resignations will be deemed to have been automatically withdrawn and there is no question of accepting the resignation. In case however, the resignation had been accepted by the appointing authority and the Government servant is to be relieved from a future date, if any request for withdrawing the resignation is made by the Government servant before he is actually relieved of his duties, the normal principle should be to allow the request of the Government servant to

withdraw the resignation. If, however, the request for withdrawal is to be refused, the grounds for the rejection of the request should be duly recorded by the appointing authority and suitably intimated to the Government servant concerned.

#### **17.5 Rules governing temporary Government servants**

Since a temporary Government servant can sever his connection from Government service by giving a notice of termination of service under Rule 5 (1) of the Central Civil Services (TS) Rules, 1965, the instructions contained in this Office Memorandum relating to acceptance of resignation will not be applicable in cases where a notice of termination of service has been given by a temporary Government servant. If, however, a temporary Government servant submits a letter of resignation in which he does not refer to Rule 5 (1) of the CCS(TS) Rules, 1965, or does not even mention that it may be treated as a notice of termination of service, he can relinquish the charge of the post held by him only after the resignation is duly accepted by the appointing authority and he is relieved of his duties and not after the expiry of the notice period laid down in the Temporary Service Rules.

#### **17.6 Rule regulating cases of withdrawal of resignation after it becomes effective**

The procedure for withdrawal of resignation after it has become effective and the Government servant had relinquished the charge of his earlier post, are governed by the statutory provisions in sub-rules (4) to (6) of Rule 26 of the CCS (Pension) Rules, 1972, which corresponds to Article 418(b) of the Civil Service Regulations.

Since the CCS (Pension) Rules, 1972, are applicable only to holders of permanent posts, the above provisions would apply only in the case of a permanent Government servant who had resigned his post. The cases of withdrawal of resignation of permanent Government servants which involve relaxation of any of the provisions of the above rules will need the concurrence of the Ministry of Personnel, Public Grievances and Pensions, as per Rule 88 of the CCS (Pension) Rules, 1972.

**17.7 Withdrawal of resignation by quasi-permanent Government servants.**

Cases of quasi-permanent Government servants requesting withdrawal of resignation submitted by them would be considered by the Department of Personnel and Training on merits.

**17.8 Release of Government servants for appointment in Central Public Enterprises.**

A Government servant who has been selected for a post in a Central Public Enterprise/Central Autonomous Body may be released only after obtaining and accepting his resignation from the Government service. Resignation from Government service with a view to secure employment in a Central Public Enterprise with proper permission will not entail forfeiture of the service for the purpose of retirement/terminal benefits. In such cases, the Government servant concerned shall be deemed to have retired from service from the date of such resignation and shall be eligible to receive all retirement/terminal benefits as admissible under the relevant Rules applicable to him in his parent organization.

**17.9 When resignation a 'technical formality'**

In cases where Government servants apply for posts in the same or other departments through proper channel and on selection, they are asked to resign the previous posts for administrative reasons, the benefit of past service may, if otherwise admissible under rules, be given for purposes of fixation of pay in the new post treating the resignation as a 'technical formality'.

[G.I. Dept. of Per. & Trg. OM No. 28034/25/87-Estt.(A), dated the 11<sup>th</sup> February, 1988]

**17.10 In all cases prior vigilance clearance should be obtained before taking decision on the request for resignation-**

In recent times, cases have come to notice where resignation of officials not falling in the two categories viz (i) requests from officials under suspension for resignation, (ii) requests from officials against whom inquiry/investigation is pending ( whether he had been placed under suspension or not) for resignation, have been accepted without insisting on vigilance clearance and subsequently it comes to light that the said official while in service had been involved in serious irregularities. In view of this, it has now been decided that in all cases of acceptance of resignation, the competent authority, shall insist, as a mandatory measure, on prior vigilance clearance, before taking decision on the request for resignation. When an authority refers a case for vigilance clearance, the authority competent to accord vigilance clearance should ensure expeditious consideration of the request.

[G.I. Dept. of Per.&Org. OM No. 28034/4/94-Estt(A) dated the 31<sup>st</sup> May, 1994.]

**17.11 Forfeiture of service on resignation**

Resignation from a service or a post, unless it is allowed to be withdrawn in the public interest by the appointing authority, entails forfeiture of past service, i.e. the Government servant will not be entitled for any pension, gratuity or terminal benefits. However, he may be granted, suo motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days including the number of days for which encashment of leave was availed along with Leave Travel Concession

**[Rule 26(l), CCS (Pension) Rules and Rule 39(6)(ii), CCS (Leave) Rules.]**

#### **17.12 When resignation will not entail forfeiture of past service.**

A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment under the Central Government where service qualifies. The leave at his credit on the date of resignation will not also lapse; but the lump sum cash equivalent of leave salary in respect of leave at his credit will not be paid to him, The benefit of past service will also be available for the purpose of fixation of his pay on the new post subject to the provisions of FR 22.

The order accepting the resignation should clearly indicate that the employee is resigning to join another appointment with proper permission and that the benefits under Rule 26(2) of CCS (Pension) Rules, 1972, will be admissible to him. The contents of the above order should also be noted in the Service Books of the individuals concerned under proper attestation. The issue of any separate sanction is not necessary.

[ Rule 26(2), CCS (Pension) Rules, Rule 9(2), CCS (Leave) Rules, and GIO (4) below FR 22, Swamy's Compilation of FR & SR; GIO (3) below Rule 26, CCS (Pension) Rules, Swamy's Pension Compilation.]

Detailed guidelines on resignation and check list of points for consideration cases of resignation are as **appendix-XVIII**.

## **Chapter -18**

### **Voluntary Retirement**

**18.1** Facilities are available for Government servants to retire from service voluntarily with full pensionary benefits before attaining the age of superannuation under the following rules:-

#### **18.2. After attaining a specified age**

FR 56 (k), (1) Any Government servant may by giving notice of not less than three months in writing to the appropriate authority retire from service, after he has attained the age of fifty years if he is in Group 'A' or Group 'B' service or post ( and had entered Government service before attaining the

age of thirty-five years and in all other cases after he has attained the age of fifty five years.

Provided that:-

- (a) Not printed [ since Clause (e) of FR 56 has been omitted]
  
- (b) nothing in this clause shall also apply to a Government servant , including scientist or technical expert who (i) is on assignment under the Indian Technical and Economics Co-operation ( ITEC) Programme of the Ministry of External Affairs and other aid Programmes, (ii) is posted abroad in a foreign based Office of a Ministry /Department and (iii) goes on a specific contract assignment to a foreign Government unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year; and
  
- (c) it shall be open to the appropriate authority to withhold permission to a Government servant under suspension who seeks to retire under this clause.  
(I-A) (a) A Government servant referred to in sub-clause (1) may make a request in writing to the appointing authority to accept notice of less than three months giving reasons therefor;
  
- (d) On receipt of the request under sub-clause (I-A) (a), the appointing authority may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months, on the

condition that the Government servant shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.

- (2) A Government servant, who has elected to retire under this rule and has given the necessary intimation to that effect to the appointing authority shall be precluded from withdrawing his election subsequently except with the specific approval of such authority.

Provided that the request for withdrawal shall be within the intended date of retirement.

FR 56(m). A Government servant in Class III service or post who is not governed by any pension rules, may by giving notice of not less than three months in writing to the appropriate authority, retire from service after he has completed thirty years 'service'

**NOTE 1:-** 'Appropriate authority' means the authority which has the power to make substantive appointments to the post or service from which the Government servant is required or wants to retire.

**NOTE 2:-** The three months 'notice' referred to in Clause (k) or (m) may be given before the Government servant attains the age specified in Clause (k), or has completed 30 years of service specified in Clause (m), provided that the retirement takes place after he has attained the relevant age or has completed 30 years 'service', as the case may be.

**NOTE 3:-** In computing the notice period of three months referred to in Clauses (k) and (m), date of service of notice and the date of its expiry shall be excluded.

### **18.3. After completing a minimum of 30 years qualifying service**

Rule 48. (l) At any time after a Government servant has completed thirty years' qualifying service--

(a) he may retire from service , or

(b) he may be required by the appointing authority to retire in the public interest ,

and in the case of such retirement the Government servant shall be entitled to a retiring pension :

**Provided that --**

Government servant shall give a notice in writing to the appointing authority at least three months before the date of which he wishes to retire; and the appointing authority may also give a notice in writing to a government servant at least three months before the date of which he is required to retire in the public interest or three months ' pay and allowances in lieu of such notice.

Provided further that where the Government servant giving notice under Clause (a) of the preceding proviso is under suspension, it shall be open to the appointing authority to withhold permission to such Government servant to retire under this rule:

Provided further that the provisions of Clause (a) of this sub-rule shall not apply to a Government servant, including scientist or technical expert who is--

on assignments under the Indian Technical and Economic Co-operation ( ITEC) Programme of the Ministry of External Affairs and other aid programmes.

Posted abroad in foreign based offices of the Ministries/Departments.

On a specific contract assignment to a foreign Government, unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year.

(1-A) (a) A Government servant referred to in Clause (a) of the first proviso to sub-rule (1) may make a request in writing to the appointing authority to accept notice of less than three months giving reasons therefor.

(b) On receipt of a request under Clause (a), the appointing authority may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, appointing authority may relax the requirement of notice of three months on the condition that the Government servant shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months

(2) A Government servant, who has elected to retire under this rule and has given the necessary intimation to that effect to the appointing authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority:

Provided that the request for withdrawal shall be within the intended date of his retirement.

(3) For the purpose of this rule the expression 'appointing authority' shall mean the authority which is competent to make appointments to the service or post from which the Government servant retires.

**[CCS ( pension) Rule,1972.]**

#### **18.4 Rule 48-A. Retirement on completion of 20 years' qualifying service**

- (1) At any time after a Government servant has completed twenty years qualifying service, he may, by giving notice of not less than three months in writing to the appointment authority, retire from service: provided that this sub-rule shall not apply to a Government servant, including scientists or technical expert who is--

on assignment under the Indian Technical and Economic Co-operation ( ITEC) Programme of the Ministry of External Affairs and other aid programmes:

Posted abroad in foreign based offices of the Ministries /Departments;

On a specific contract assignment to a foreign Government.

Unless after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year.

- (2) Notice of voluntary retirement given under sub-rule (1) shall require acceptance by the appointing authority:

Provided that where the appointing authority does not refuse to grant the permissions for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period

**(3) Deleted**

(3-A) (a) A government servant referred to in sub-rule (1) may make a request in writing to the appointing authority to accept notice of voluntary retirement of less than three months giving reasons therefor;

(b) On receipt of a request under Clause (a), the appointing authority subject to the provision of sub-rule (2), may consider such request for the curtailment of the

period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax *the* requirement of notice of three months on the condition that the Government servant shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.

(4) A Government servant, who has elected to retire under this rule and has given the necessary notice to that effect to the appointing authority shall be precluded from withdrawing his notice except with the specific approval of such authority:

Provided that the request for withdrawal shall be made before the intended date of his retirement.

(5) \*\*\*\*\*

(6) This rule shall not apply to a Government servant who--  
retires under Rule 29, or

(b) retires from Government service for being absorbed permanently in an Autonomous Body or a Public Sector Undertaking to which he is on deputation at the time of seeking voluntary retirement.

EXPLANCTION:- For the purpose of this rule, the expression "appointing authority" shall mean the authority which is competent to make appointments to the service or post from which the Government servant seeks voluntary retirement

[CCS (pension) Rules, 1972 ]

### 18.5 On medical grounds

Rule 38. (1) Invalid pension may be granted if a Government servant retires from the service on account of any bodily or mental infirmity which permanently incapacitates him for the service.

(2) A Government servant applying for an invalid pension shall submit a medical certificate of incapacity from the following Medical Authority, namely:

A Medical Board in the case of a Gazetted Government servant and of a non-Gazetted Government servant whose pay, as defined in Rule 9(2) of the Fundamental Rules, exceeds \* two thousand and two hundred rupees per mensem; (IV CPC)

Civil Surgeon or a District Medical Officer or Medical Officer of equivalent status in other cases.

NOTE: 1`.-- No medical certificate of incapacity for service may be granted unless the applicant produces a letter to show that the Head of his Office or Department is aware of the intention of the applicant to appear before the Medical Authority. The Medical Authority shall also be supplied by the Head of the Office or Department in which the applicant is employed with a statement of what appears from official records to be the age of the applicant. If a service

Book is being maintained for the applicant; the age recorded therein should be reported.

**NOTE:**

(2) A Lady Doctor shall be included as a member of their Medical Board when a woman candidate is to be examined.

(3) The form of the Medical Certificate to be granted by the Medical Authority specified in sub-rule (2) shall be as in Form 23.

- (4) Where the Medical Authority referred to in sub-rule (2) has declared a Government servant fit for further service of less laborious character than that which he had been doing he should provided he is willing to be so employed, be employed on lower post and if there be no means of employing him even on a lower post, he may be admitted to invalid pension.

**[CCS (pension) Rules, 1972]**

Guidelines to be observed in regulating cases of voluntary retirement are at **Appendix-XIX**.

### **Chapter No. 19:**

#### **Extension and Re-employment**

- 19.1** The age of retirement of scientific personnel in the service of the council shall be 62 years. The age of retirement of technical personnel is 60 years. No extension of service shall be given but where absolutely essential in the interest of research; the Council may re-employ outstanding Scientists on suitable terms with the prior approval of the President.

**19.1.2** The staff other than Scientific and technical shall retire on attaining the age prescribed by the Government of India for similar categories of staff from time to time.

**Bye-Law 33(a) &b) of the Rules and Bye laws of ICAR**

**19.1.3** The provision of the above mentioned bye-law implies that extension in service is not admissible to be staff of the ICAR. However, where absolutely essential in the interest of research, the council may re-employ outstanding scientist on suitable terms with the prior approval of the President.

**19.2 Distinction between the terms “extension’ and ‘re-employment ‘ is given below:**

**19.2.1** Where the services of a Government servant beyond the age of his superannuation are required in the same cadre post which he is holding at the time of superannuation, then such retention shall be treated as “ extension of service’

**19.2.2** Any proposal for retaining the services of a Government servant in the parent cadre beyond the normal age of superannuation in a post different from the one which he was holding at the time of superannuation, should be strongly discouraged. If, however, such retention is for very exceptional reasons considered to be unavoidable, the same shall be treated as “ re-employment” ; and

**19..2.3**Where the services of a Government servant on deputation to an ex cadre post or holding an ex cadre post are required by the competent authority beyond the date of this superannuation in his parent service, then such retention, be it on the post he was holding at the time of superannuation or

in any other post shall for all purposes be treated as “re-employment”. In cases where the services of a Government servant are to be retained beyond the age of superannuation for reasons other than in public interest or where such proposals do not satisfy the criteria/conditions as laid down in the Office Memorandum cited above, the matter shall be referred to the Department of personnel and Training for seeking specific clarification about the manner in which such retention is to be regulated.

[G.I. Dept. of Per. & Trg. O.M. No. 26012/6/87-Estt.(A, dated the 13<sup>th</sup> April, 1988.]

Detailed guidelines relating to Extension and Re-employment are at **Appendix-XX.**

## **Chapter No. 20**

### **Study Leave.**

- 20.1** The scientists of the ICAR are governed by Agricultural Research Service Study Leaver Regulation -1991. These Regulations have also been extended to the Technical personnel of the ICAR vide Council's letter No. 14-6/94-Estt.IV dated the 1<sup>st</sup> February 1995. This letter is reproduced below:-

Subject: Extension of benefit of ARS Study Leave Regulations-1991 to Technical Personnel.

“The question of extension of benefits of ARS Study Leave Regulations - 1991 to technical personnel has been under consideration of the Council for sometime past. With the approval of the Governing Body it has now been decided to extend the benefits of the ARS Study Leave Regulations-1991 to Technical Personnel with the proviso that Study Leave for duration of 3 years will be admissible only for undertaking Ph.D. Programme.”

This comes into force w.e.f. 1.1.95

Sd/-  
K.K. Bajpai  
Deputy Secretary (B)

**ICAR Letter No. 14-6/94-Estt.IV dated 1st February, 1995)**

### **The Agricultural Research Service Study Leave Regulation- 1991**

In exercise of the powers conferred under Byelaw 23 of the Bye-laws of the Indian Council of Agricultural Research Society, the Governing Body with the approval of the President makes the following regulations; viz.

#### **1. Short Title and Commencement**

- (1) These regulations may be called the “ Agricultural Research Service Study Leave Regulations, 1991”.
- (2) These regulations shall come into force with immediate effect.

#### **2 Definitions:**

In these regulations, unless the context otherwise requires:

(a) A 'Competent Authority' means Director of the Institute in the case of a Scientist posted in an institute and the Director General of Council in the case of a scientist posted at the Council's Headquarters or any other authority declared as such by the Director General of the Council;

(b) 'Council means the Indian Council of Agricultural Research'

(c) 'Employments" means pay and allowances attached to a post held by the Scientist before proceeding on study leave;

(d) 'Institute' means an Institute under the management of the Indian Council of Agricultural Research and includes a Project Directorate, a National Research Centre, a Bureau an Academy or any other similar body created by the Council.

(e) 'Organization' means the Institute in case of a Scientist posted in an Institute and the Council's Headquarter; in case of scientist posted at Council's Headquarters;

(f) ' Scientist' means a member of the Agricultural Research Service, and upto the grade of Senior Scientist or Scientist ( Selection Grade)

### **3. Eligibility**

(1) Study leave may be granted to a permanent whole-time Scientist ( viz. Scientist/Scientist ( Senior Scale ) /Senior Scientist; Scientist ( Selection Grade) with not less than 2 years continuous service, to pursue a special line of study or research, including a course for Ph.D degree, directly related to his work in the Organization. Principal Scientists and above are not eligible for Study leave.

**4. Duration**

(1) Study leave shall be granted by the Competent Authority on receiving the full plan of work, for a duration as may be considered necessary. The period of study leave shall be three years for Ph.D purposes. However, Study leave sanctioned for purposes of prosecuting courses other than Ph.D shall not exceed 2 years.

(2) Study leave may be granted more than once provided that, unless both the spells are required for Ph.D., not less than five years have elapsed after the scientist returned to duty on completion of earlier spell of study leave. For the subsequent spell of study leave, the scientist shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

(3) No Scientist who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Competent Authority. When the course of the study falls short of study leave sanctioned, the scientist shall resume duty on the conclusion of the course of study unless previous approval of the Competent Authority to treat the period of short-fall as Extra-ordinary leave has been obtained.

(4) Where a Scientist is not able to complete his Ph.D work within a period of 3 years of study leave, he can avail of Extra-ordinary leave without pay for a maximum period of six months in combination with the study leave.

(5) The period of study leave shall count as service for purposes of retirement benefits provided that the scientist rejoins the organization on the

expiry of his study leave, and serves for the period for which the bond has been executed.

(6) Study leave granted to a scientist shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction, provided that where study leave granted has been so cancelled , the scientist may apply again for such leave.

(7) A scientist availing of study leave shall undertake that he shall serve the Organization continuously for double the period of study leave subject to a minimum of 3 years ( in case of candidates availing of study leave for Ph.D degree) from the date of his resuming duties after expiry of the study leave.

**5. Emoluments:**

(1) The scientists granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave. The annual increment will also be drawn as and when due.. However, the amount of emoluments payable on study leave shall be reduced subject to the provision of sub-clause (2) below.

(2) The amount of scholarship/fellowship or the financial assistance that a scientist granted study leave has been awarded will not preclude his being granted study leave with pay and allowances by the scholarship etc.so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

The following guidelines may apply while determining the admissibility of pay and allowances where financial assistance is received by a scientist.

- (a) \$20,000 or above per annum - leave shall be granted without pay.
  - (b) \$10,000/- and above but less than \$ 20,000 per annum - leave on half pay and
  - (c) Below \$ 10,000 or equivalent in rupees per annum -leave with full pay.
- (3) If a scientist, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the competent authority may determine the study leave salary payable in each case.

**Note:** It shall be the duty of the scientist granted study leave to communicate immediately to the organization, the amount of financial assistance in any form received by him during the course of study leave from any person or Institution whatsoever.

**6 Other conditions:**

- A scientist
- (a) who is unable to complete his studies within the period of study leave granted to him or
  - (b) who fails to rejoin the service of the organization on the expiry of his study leave , or
  - (c) who rejoins the services of the organization but leaves the service without completing the prescribed period of service after rejoining the service, or
  - (d) who within the said period is dismissed or removed from the service by the organization, shall be liable to refund to the organization, the amount of

leave salary and allowances and other expenses, incurred on the scientist or paid to him on his behalf in connection with the course of study:

Provided that if a scientist had served in the organization for a period of not less than half the period of service under the bond on return from study leave, he shall refund to the organization half of the amount calculated as above. In case the scientist has been granted study leave without pay and allowances he shall be liable to pay to the organization an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the organization in connection with the course of study.

**Explanation:**

(1) If a scientist asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.

(2) Notwithstanding the above, the competent authority may order that nothing in these rules shall apply to a scientist who within three-years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the competent authority may, in

any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a scientist under these rules.

**7. Execution of Bond:**

(1) After the leave has been sanctioned, the Scientist shall, before availing of the leave, execute a bond in favour of the organization in the

prescribed form undertaking to serve the organization for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of three years.

(2) In addition to executing a bond as aforesaid the scientist shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on half pay or no pay and given security of immovable property to the satisfaction of the organization of a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the organization. Where two sureties or one surety, as the case may be, provided by the scientist are those who are permanent scientists of the institution to which the scientist belongs, the organization may, in its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the organization the amount recoverable from the Scientist concerned on his failure to fulfill the obligations of the bond

## **8 Progress Reports:**

The scientist shall submit to the competent authority six monthly reports of progress in his studies from his supervisor or Head of the Institution. This report shall reach the Competent Authority within one month of the expiry of every six month of the study leave. If the report does not reach the Competent Authority within the time specified, the payment of salary may be deferred till the receipt of such report.

## **9. Interpretation**

If any question of interpretation of these regulations arises, it shall be decided by the President, ICAR

**(B) Rules & Guidelines for pursuing Ph.D for Scientific Staff**

1. The applicants should have completed a minimum of two years service in the Council
2. Taking study leave will not be insisted upon for in service candidates as long as the Ph.D work relates to an approved research project within institute's mandate.
3. If the University rules require attendance for the course work the Scientists would be granted leave for the same. However, the research/thesis work shall have to be done at the Institute. Registration with non/conventional universities for doing Ph.D can also be permitted.
4. A Scientist of the Institute where the candidates is employed can work as a co-guide if the university rules so permit.
5. In cases where a Scientist desires to do Ph.D in an area where work cannot be done within an approved research project in the mandated area of the Institute he may be permitted to do the Ph.D degree by granting him study leave under [ARS Study Leave Regulations, 91. Such permission will be granted only in cases where it is possible to spare the scientist without detriment to the work of the Institute.
6. The permission to do Ph.D degree without taking study leave within the Institute is again subject to the condition stipulated here under:

- (i) The research work being carried out by the Scientists in the Institute is effectively monitored and research project reviewed regularly in the RPFs by the Directors of the Institutes.
- (ii) The Director should certify every to the SMD that the RPFs are being regularly maintained and reviewed.
- (iii) The progress of research project of the scientists should be reviewed by the SRC of the Institute.

**(ICAR No. 16(2)/2003-Per.IV dated 28.1.2004)**

In case of failure to obtain degree/non completion of degree by scientist who have availed study leave are liable to repay relief salary and other allowance drawn during the study leave period.

**(ICAR No. 7-1/01 dated 11..9.2001  
(ICAR No. 7-1/01 dated 19.9.2006)**

**(C) Guidelines for grant of extension in joining time to candidates selected as Scientists (Grade pay of Rs. 6000/- PB-3) by ASRB ( To complete Ph.D)**

The following guidelines are laid down to consider the request for extension of joining time with a view to enable candidate to complete their Ph.D programme before joining service.

- (i) The selected candidates should have completed their course work, passed the qualifying examination and completed a minimum of two years residency period at the respective SAU/DU before selection.
- (ii) In case the period required for completion of Ph.D work is one year or less, the Council may consider to grant extension of joining time.

(iii) If the period required for completion of Ph.D is more than a year:-

**a. Candidates pursuing Ph.D at Deemed University of ICAR.**

The candidates may be temporarily posted to the concerned Deemed University of ICAR to enable completion of Ph.D work. After completion of Ph.D they may be finally posted to an ICAR Institute as per requirement. They may be required to undergo the foundation course at NAARM, Hyderabad after final posting.

**b. Candidates pursuing Ph.D from SAUs.**

The candidates may be temporarily posted to an institute whose mandate relates to candidate's thesis work provided the University agrees to allow a Scientist of the institute to function as co-guide . If the university does not agree for a co-guide such candidate may be given extension of joining time up to a maximum of 24 months after which the offer may be withdrawn. After completion of Ph.D they may be finally posted. They may be required to undergo the foundation course at NAARM, Hyderabad after final posting.

(iv) The quality of thesis of such scientists may be regularly monitored by the institute to ensure that quality is not compromised.

**(ICAR No. 16(2)/2003-Per.IV dated 1.10.2009)**

**Note (1)** The following guidelines are to be observed for grant of extension in joining time to candidates selected as Scientist within grade

pay of Rs. 6000/PB-3 by ASRB who wish to complete their Ph.D programme before joining service.

- (i) The selected candidates should have completed their course work, passed the qualifying examination and completed a minimum of two years residency period at the respective SAU/DU before selection.
- (ii) In case the period required for completion of Ph.D work is one year or less, the Council may consider to grant extension of joining time.
- (iii) If the period required for completion of Ph.D is more than a year:-

a) **Candidates pursuing Ph.D at Deemed University of ICAR.**

The candidates may be temporarily posted to the concerned Deemed University of ICAR to enable completion of Ph.D work. After completion of PhD they may be finally posted to an ICAR Institute as per requirement. They may be required to undergo the foundation course at NAARM,, Hyderabad after final posting.

b) **Candidates pursuing Ph.D from SAUs.**

The candidates may be temporarily posted to an Institute whose mandate relates to candidate's thesis work provided the University agrees to allow a Scientist of the Institute to function as co-guide. If the University does not agree for a co-guide such candidate may be given extension of joining time upto a maximum of 24 months after which the offer may be withdrawn. After completion of Ph.D they may be finally posted. They may be required to undergo the foundation course at NAARM, Hyderabad after final posting.

- iv) The quality of thesis of such scientists may be regularly monitored by the Institute to ensure that the quality is not compromised.

**(ICAR No. 16(2)/2003-Per.IV dated 1.10.2009)**

**Note(2)**

The following amendments in the guidelines circulated vide No. 16(2)/2003-Per.IV dated 1.10.2009 is to be observed in connection with granting extension in joining time to candidates selected as Scientist within grade of Pay Rs. 6000/- PB-3 by ASRB who wish to complete Ph.D programme.

1. All the selected candidates who have completed their course work, passed the qualifying examination and completed a minimum of two years residency period before selection shall be posted on regular basis depending upon availability of vacancies in the relevant discipline either at the same deemed university from where they are pursuing their Ph.D (subject to availability of vacancy) or at any other ICAR Institute as per operational needs and cadre strength requirements. In case the selected candidates are posted to any of the ICAR Institutes (other than deemed universities), a Scientist of the Institute where the selected candidates are posted may be permitted to function as a co-guide for facilitating completion of Ph.D by candidates.
2. All the selected candidates will be required to undergo the foundation course at the NAAR, Hyderabad immediately after completion of PH.D course and before completion of the probationary period.
3. Any fellowship from the deemed university of the SAU for the Ph.D course to the candidates shall be discontinued from the date the selected candidates join ICAR service.

The Council's letter dated 1.10.2009 will stand modified to the above extent.

**(ICAR No. 16(2)/2003-Per.IV dated 16.11.2009)**

The staff other than scientific and technical are governed by CCS Study Leave Regulations given at **Appendix-XXI**

## **Chapter 21**

### **Sabbatical Leave Rules**

#### **I. Purpose**

The Sabbatical Leave would be for academic, scientific, technological and other related activities at any relevant institution or organization in India or abroad to enable the academic and scientific staff to promote their professional competence. **A list of such institutions will be circulated by the ICAR and updated from time to time.**

## **II. Eligibility**

(i) Sabbatical Leave may be granted to a Scientist in Senior Scale ( Rs. 3700-5700 (pre-revised) of Reader's Scale) and above . The Scientist should have rendered not less than six years of service in ICAR/SAUs.

(ii) This Leave would be granted once in ten years provided the Scientist/Facility Member concerned has not gone on deputation or assignment on study leave for a duration of one year or longer during the preceding ten years.

(iii) The Scientist/Faculty Member must have at least five years service left before superannuation after completion of the Sabbatical Leave.

## **III. Duration**

The Sabbatical Leave will be limited to a maximum period of one year, twice during the entire career of a Scientist/Faculty Member.

## **IV. How to Apply**

(i) The Scientist desirous of availing Sabbatical Leave should apply in a proforma as at Annexure.

(ii) The Scientist concerned will furnish a letter of acceptance from the host organization for undertaking the proposed study, research, training/teaching or the related professional activities relevant to the mandate of ICAR/SAU.

(iii) Application for Sabbatical Leave shall be forwarded by the concerned institution with their recommendations to the ICAR Hqrs. at least four -six months in advance. Undertaking of the host institution should also be made available while applying for sanction of the Leave.

**V. Competent Authority**

The Director-General, ICAR will be the competent authority to grant Sabbatical Leave.

**VI. Payment of Salary and Other Allowances**

(i) During the period of Sabbatical Leave within the country, the scientist will be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving on regular position.

(ii) For all purposes, the period of Sabbatical Leave will be treated as a period spent on duty without entitlement of TA and DA. If however, the scientist is not a recipient of a fellowship/travel grant he/she will be entitled to lumpsum amount not exceeding Rs. 50,000 for meeting the cost of travel and other incidentals to-and-fro from the institute to host institution, while being on Sabbatical Leave and paid from the AHRD/Cess Fund support.

(iii) In addition to the salary, the Scientist/Faculty Member is permitted to receive subsistence allowance including travel expenses from an institution abroad, if he/she is spending the period of Sabbatical Leave in a foreign university/laboratory/ institute.

**VII. Other conditions**

(i) Sabbatical Leave could be availed by a Scientist/Faculty Member while receiving any kind of scholarship or fellowship from ICAR or any other organization, national or international

(ii) The Sabbatical Leave cannot be combined with any other leave.

(iii) Scientist concerned will give an undertaking before proceeding on Sabbatical Leave that he/she would utilize the leave for the purpose(s) mentioned in IV(ii) above for which the Sabbatical leave has been sanctioned, and would not accept any commercial employment during the period of Sabbatical Leave and that he/she would refund the salary and other emoluments paid to him during the period of his Sabbatical Leave in case he/she resigns within three years after availing the leave to join institutions outside National Agricultural Research System.

(iv) During the period of Sabbatical Leave, the Scientist/Faculty Member will continue to retain official accommodation that may have been provided to him/her on the same terms and conditions as are applicable to other ICAR/SAUs employees.

(v) The host institution within country will provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host organization.

#### **VIII. Submission of Report on completion of Leave.**

On the completion of Sabbatical Leave the Scientist will submit a detailed report on work done and objectives accomplished. A copy of the report will be

forwarded by the Director of the sponsoring institution, Vice Chancellor of SAU concerned with his/her comments to the ICAR Hqrs.

**ICAR F.No. 8-4/91-Per.IV dated the 2<sup>nd</sup> August, 1996.**

**Chapter No. 22:**

**Guidelines on appointment as National Professor/National Fellow/Emeritus Scientist etc.**

**22.1 ICAR National Professorial Chairs including B.P. Pal Chair in Genetics and Plant Breeding and Norman Borlaug Chair in International Agriculture**

**22.1.1 Objectives**

To promote excellence by recognizing outstanding scientists with proven output and outcome for creating a culture of basic research through their project work in the National Agricultural Research System ( NARS).

**22.1.2** Establishing and nurturing a novel school of thought around the recognized person.

**22.1.3. Number of Positions**

The total number of positions of ICAR National Professors would not exceed ten (10) at any given time. These will include one B.P. Pal Chair in Genetics and Plant Breeding at IARI, New Delhi and one Norman Borlaug Chair in International Agriculture located in ICAR Agricultural University System.

**22.2 ICAR National Fellowship:  
Objective**

**22.2.1** To promote excellence at national level in agricultural research and education.

**22.2.2** To recognize the meritorious contribution of individual agricultural scientists/teachers and facilitate their research and related activities in agriculture.

**22.2.3 Number of Fellowships**

**22.2.4** The total number of positions of ICAR National Fellows would not exceed twenty five (25) at any given time.

### **22.3 Emeritus Scientist (ES) Scheme of the ICAR**

#### **Objective of the Scheme**

**22.3.1** The ICAR Emeritus Scientist Scheme is a structural method of tapping Brain and Skill Bank of the outstanding superannuated professionals of NARS by allowing them to complete the work in hand for its fruitful conclusion, utilize their talent in teaching specialized courses and use their experience in addressing nationally important policy issues. Retired scientists may often be in a position to work and teach in economically and ecologically under privileged regions. Hence, their expertise should also be mobilized for launching a movement in science for remedying regional imbalances in agricultural development. The Emeritus Scientist scheme aims at:

**22.3.2** To utilize the services of outstanding superannuated scientists from NARS by allowing them to complete the nationally important research already underway.

**22.3.3** To use [the talent of outstanding retired teachers in teaching specialized courses and developing instructional material especially multi media for use in national agricultural education programme including distance education.

#### **scope of the Scheme**

**22.3.4** The benefit of scheme shall be open only to the scientists of repute of the level of Principal Scientist/Professor and above from National Agriculture Research System that includes State Agricultural Universities, Deemed Universities, Central Agricultural University, Central Universities having agriculture facility, Centre and State funded institutions/organizations engaged in Agricultural Research, Education, Human Resource Development and Extension. The benefit of the scheme will be available only to complete the work in hand for its fruitful conclusion and it will not be

extended for starting altogether a new project. The project proposal shall be of national importance and it is to be given only when other equally competent regular scientists are not available in the institute to carry out the proposed work in the field of agriculture, veterinary science & animal husbandry, fisheries, home science, dairy technology and allied sciences.

Detailed guidelines of the above mentioned schemes viz. National Professorial Chairs including National Professors, National Fellowship and Emeritus scheme are at **Appendix-XXII**.

### **Chapter No. 23:**

#### **Guidelines on engagement of Research Associates/Senior Research Fellows and Award of ICAR Fellowships for Graduate and Post Graduate Studies in Agricultural Sciences**

- 23.1** In order to address the emerging challenges of Agricultural Research and education, the ICAR supports specific time- bound schemes/projects. The schemes/Projects generally have provision for time bound /non regular

/contractual engagement of manpower, contingencies and limited need-based travelling allowances (TA), besides other specifically needed provisions for a particular scheme/project. In supersession of all previous guidelines, the following guidelines are<sup>3</sup> formulated to regulate all aspects relating to engagement, emoluments and terms and conditions of Senior Research Fellows and Research Associates working in ICAR schemes.

- 23.2** Besides for recognition of talent and promotion of merit in general and for encouraging talented students to undertake higher Agricultural Education in particular the Indian Council of Agricultural Research (herein-after referred to as Council) awards a certain number of junior and senior Research Fellowships for post graduate (PG) studies in different disciplines of Agriculture and allied sciences. The number and subjects of study for award of Junior and Senior Research Fellowships are announced from time to time.
- 23.3** For promotion of quality post graduate research and training in cutting edge areas by facilitating students to seek specialized guidance and facilities of ICAR Research Institutes, the ICAR also permits the students to conduct Research for their degree programmes as trainees at ICAR institutions.
- 23.4** Detailed guidelines governing senior Research fellows, Research Associates and ICAR Fellowship for post graduate studies and guidelines for students to conduct Research for their degree programmes as Trainees at ICAR institutions are at **Appendix-XXIII**.

## **Chapter No. 24**

### **Visiting Scientists / Experts Scheme**

In order to avail the short-term expertise from outside the system, there is a scheme in operation in the IIT, Delhi, and CSIR, wherein services of distinguished Indian scientists/teachers/technologists from within the country and abroad are utilized on a short-term assignment/contract on whole time basis for a period

ranging from a few weeks to 12 months. The ICAR has also framed a similar Scheme as per details given below:-

### **1. Objective**

The objective of the scheme is to associate scientist/experts of the highest calibre from within or outside the country with ICAR Institutes/NRCs/PDs by inviting such scientists/experts to interact with their counterparts for a few weeks to 12 months, depending on the requirement , with a view to develop further research capabilities and programmes.

### **2. Scope**

- (a) The scheme of Distinguished Visiting Scientists'/Experts' is applicable to Indian Scientists working in India or abroad, outside the ICAR system.
- (b) A Visiting Scientist/expert could be associated with the National Institute/NRC/PD or ICAR in respect of any of their on-going programmes of research and development/projects or consultation and advisory work in relation to them or help and assist in developing new areas of R&D within the mandate of the concerned institution.
- (c) This Scheme will not be applicable for the retired scientists/experts, thereby limiting the age to 60 years.

### **3. Selection**

The Director of the National Institute/NRC/PD concerned may submit a detailed proposal outlining the R&D work for which the services of the Visiting Scientist (s)/expert(s) are required, in consultation with the Research Advisory Committee to the concerned DDG, who in consultation with Integrated Finance, will seek the approval of the DG ICAR. In respect of Headquarters, the DDGs may

initiate the proposal in consultation with Integrated Finance and Secretary, ICAR and seek the approval of DG, ICAR. The total number of such cases shall not exceed 50 at a given time and the Governing Body of the ICAR will be kept informed about the status of the Scheme twice in a year.

#### **4. Terms of Appointment**

The appointment/contract letter issued to the Visiting Scientist(s) expert(s) would constitute an agreement between the Scientist(s)/expert(s) and the National Institute NRC/PD concerned. The agreement letter should specify in brief the following:

- (i) The scope of the assignment to be undertaken by the Visiting Scientist/expert.
- (ii) Per month allowances fixed.
- (iii) Period for which the appointment is made.
- (iv) The visiting Scientist /expert will have the same rights of publications as ICAR Scientists.

A written undertaking from the Visiting Scientist/expert that he/she will not disclose the details of the R&D to an individual or a party except at the instance or with prior permission of the ICAR and with such conditions as ICAR may stipulate. The results of the work done during his/her tenure by the Scientist(s) /expert(s) will be the exclusive property of the ICAR.

#### **5. Allowances**

The Visiting Scientist(s)/Expert(s) will be paid a consolidated and fixed rate of Rs. **13,500 per month**.

**Note:** The allowance is inclusive of the cost of boarding and lodging of a scientist/expert which will be paid by the concerned scientist./expert himself. However, wherever feasible, the Guest House facilities may be extended by the institute concerned as per existing rules of the ICAR

## **6. Funding of the Scheme**

Funds for appointing Visiting Scientist(s)/Expert(s) would be met from the A.P. Cess Funds. Initially a sum of Rs. 50 lakh out of A.P. Cess Funds will be earmarked for this Scheme.

## **7. TA/DA**

The Distinguished Visiting Scientist(s)/Expert(s) will be eligible to TA as per mode of travel actually used within the country for any journey undertaken in connection with his/her assignment with the concerned institution. The local transport would be provided to the extent feasible under the rules of the ICAR.

## **8. Tenure**

Tenure of the appointment of a Distinguished Visiting Scientist/Expert may normally be for a period not exceeding 6 months. However, it could be extended to 12 months depending upon the merit and the nature of the assignment. The total period for such visits shall be one to two Scientists/Expert per institute. (excluding the ICAR Hqrs.). Just before the expiry of the tenure period, the Visiting scientist/Expert will submit a written report on the completion of the given assignment.

The Visiting scientist/Expert shall not be deemed as an employee of the Council or the Institute during engagement or thereafter and ICAR Institute shall have no liability after completion of the tenure.

## **9. Approval of Agreement**

The Director General shall be the competent authority for approval of the agreement, and final arbitrator in case of any dispute/disagreement.

## **11. Feedback**

The information on Visiting Scientist(s)/Expert(s) engaged and the agreement entered into covering interalia the specific activity, duration and amount paid shall be sent to FA (ICAR) and the ADG(PIM) for reporting to the Governing Body of the ICAR.

ICAR DO letter No. 20(3)/95-CSC dated the November 6, 1995.

## **Chapter No. 25:**

### **Extra curricular functions of ICAR employees**

#### **25.1 Serving on the Doctoral Committee of Ph.D. students of Agricultural Universities:**

**25.1.1** The following guidelines govern the nomination of scientists to serve on the Doctoral Committee of Ph.D students of Agricultural Universities :

**25.1.2** The students should be from the same field of specialty as Scientists of the ICAR Institutes proposed for the Doctoral Committee.

**25.1.3** T.A. and D.A. for the journeys, if any, involved shall be paid by the University.

**25.1.4** The acceptance of fees, if any to be paid by the University on this account will be governed by the provisions of the F.Rs and S.,Rs of the Government of India.

**25.1.5** It will not in any way adversely affect the work of the Institute.

The number of Doctoral Committees on which a particular Scientist can work may be decided by the Director at his discretion.

**25.1.7** In case of the Director himself, permission from Director-General, ICAR will be necessary, if the number of cases exceeds five in a year.

**ICAR letter No. 11-3/75-CDN(A&A) dt. 8-8-1973)**

**25,2 Acceptance of examiner ship offered by the various universities**

**25.2.1** The following guiding and regulatory principles are laid down for acceptance of examinerships offered by the various universities, without reference but with intimation to the Council :

**25.2.2** Not more than five examinerships may be accepted in a year by a Scientist. But these five examinerships will not include such internal examinerships offered to Scientists by the Research Institutes conducting teaching courses and/or by the ICAR for the fellowships examination conducted by the Council.

**25.2.3** The Directors and other Scientists in Senior Class-1 scales and above may ordinarily accept examinerships of only graduate and post-graduate levels.

**25.2.4** The other Scientists in Junior Class-1 and below may accept examinerships below degree level also.

**25.2.5** T.A. and D.A for the journey will be paid by the university concerned.

**25.2.6** The acceptance and/or grant of honoraria/fees will be governed by the provisions of the Fundamental and Supplementary Rules and other Rules of the Government of India in this regard.

**25.2.7** The period of absence will be treated as duty.

**25.2.8** Every case will be decided on merits keeping in view the paramount importance of ensuring that the work of the Institute/centre, on which the Director/or the other employees is/are engaged, is not in any way adversely affected by the acceptance of the examinership.

**(ICAR letters Nos. 2-76/55-Reorgn.( Admn.) dated 3.1.71 and 28.1.74)**

**25.3 Membership on the Editorial Board and participation in the editing of scientific and other journals :-**

**25.3.1** In accordance with the provisions of the Central Civil Service ( Conduct ) Rules, 1964, which the Council is following, mutatis mutandis, no employee

shall, except with the previous sanction of the Competent Authority, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication. In view of this, the previous sanction of the competent authority is essential for accepting such assignments. The Directors of the Research Institutes may grant permission to the scientists and other employees of the Institutes to accept editorship/membership on editorial boards of journals published by scientific societies and private organizations, subject to the following conditions:

**25.3.2** The acceptance of such assignments will not in any way adversely affect the work of the Institute.

**25.3.3** The acceptance of fee, if any, on this account will be governed by the provisions of the FRs and S.Rs and other Rules of the Government of India in this regard.

**25.3.4** The name of the Institute/Council should not be associated in any manner in the course of carrying out such assignments.

**25.3.5** In so far as the Directors of the Research Institutes are concerned, approval of the Council should be obtained before accepting such assignments.

**(ICAR letter No. 2-21/73-Reorgn.( Adm.) dt. 11-10-1973)**

#### **25.4 Forwarding/research papers to Scientific Journals:-**

**25.4.1** The following guidelines are laid down in regard to forwarding research papers to Scientific Journals:-

**25.4.2** All research workers will be encouraged to write up the results of their research work in good scientific journal.

**25.4.3** For this purpose, the research worker(s) would be required to submit the manuscript of his/her/their research paper(s) to the Director of the Institute or Head of Division in which he/she / they are working, seeking his clearance.

**25.4.4** The manuscripts of scientific papers should be cleared by the Head of Division in large Institutes (Indian Agricultural Research Institute, Indian Veterinary Research Institute and National Dairy Research Institute) and Directions in the other Institutes positively within a month from the date of submission of the manuscript by the Scientist.

**25.4.5** All Directors (and Heads of Divisions, Indian Agricultural Research Institute, Indian Veterinary Research Institute and National Dairy Research Institute) shall maintain a Register specifically for keeping a record of all such manuscript's cleared ( with dates of receipt and clearance of the manuscript).

**25.4.6** While communicating the clearance of the manuscript, the official number in accordance with the Registrar mentioned above shall be recorded on the approval copy of the manuscript as

(Paper No. \_\_\_\_\_from\_\_\_\_\_( Name of Institute /Division).

**25.4.7** Where the Head of a Division/Director considers that the paper does not merit publication, but the individual scientist does not agree with that view or where there is undue delay in offering comments, the scientist concerned could forward the paper for publication on his/her responsibility making it explicit in the forwarding letter to the Editor of the Journal that the Institute does not hold responsibility for the opinions expressed therein. A copy of the paper should be endorsed to the Head of the Division/Director.

**25.4.8** If any paper had been withheld in the past by the Director/Head for any reason but the scientist still holds the view that the paper is worthy of publication, he/she may forward the paper to a scientific journal as provided under guideline 25.4.7

**25.4.9** These guidelines apply only to research papers and not to material of extension value. Papers giving advice to farmers/fishermen/public should be cleared by the appropriate screening committee set up by the Institute for this purpose so as to ensure that only well-tested and economically proven results are passed on to farmers/fishermen.

**( ICAR letter No. 10-11/77-Personnel-IV dt. 9-11-1977)**

**25.5 Payment of honorarium for delivery of lectures:-**

**25.5.1** Where lectures are delivered by the Council's employees under any well defined lecture series like the Lal Bahadur Shastri Memorial lectures or Nehru Memorial lectures etc., honorarium as applicable under the rules of these memorial may be accepted if Council's employees give such lectures.

**25.5.2** Where lectures are delivered in one Institute by scientists from another ICAR Institute, no honorarium is admissible. T.A. and D.A. as admissible may, however, be paid to them.

**25.5.3** Where a scientist from an ICAR Institute is permitted to deliver lecture in an Institution outside the control of the ICAR, he is entitled to receive the fee as

admissible according to the rules of that institution subject to any limitations under the rules of the ICAR.

**( ICAR letter No. 15-9./71-Cdn.II dated 9-8-1971)**

**25.6 Directorship on the Board of Directors of Public Sector Undertaking.**

**25.6.1** There is no objection to the scientists of the Council taking up the Directorship on the Board of Directors of Public Sector Undertakings, subject to the following conditions:-

**25.6.2** The competent authority under the Council should be satisfied that the taking up of such assignment will not be detrimental to the efficient performance of duties by the scientists concerned; the competent authority in respect of the Directors of the Research Institutes and other scientists at the Council's headquarters will be Director-General, Indian Council of Agricultural Research while in respect of the other scientists in the research Institute it will be the Directors of the respective Research Institutes.

**25.6.3** The approval of the Council should be obtained for allowing the scientists to accept the Directorship and to permit him to attend the meetings of the Board of Directors, so that the period of attendance can be construed as duty.

**25.6.4** The acceptance of such Directorships will be limited to three at any time.

**25.6.5** The scientists will not be permitted to accept any sitting fees for attending the meetings of the Board of Directors. They may, however, draw T.A. & D.A. from the Public sector undertakings in accordance with the rules and regulations being followed by them.

( ICAR letter No. 2-13)/69-Reorg(Adm.) dt. 23.2.1970\_

**25.7 Valuers under the Estate Duty Act:**

Officers of the ICAR and its Institutes are not allowed to act as 'Valuers' under the Estate Duty Act.

( ICAR letter No. 15-1/71-CDN.II dt. 5--4-1971 )

**25.8 Limitation to consultancy by an individual scientist/expert.**

An individual scientist will not be allowed to accept consultancy for a total period exceeding 45 days in a calendar year while on duty. This limit of 45 days will also include the period spent on individual consultancy.

**25.8.1 Relaxation:** If the total period of consultancy in a year exceeds 45 days in an individual case, approval of the Council shall be necessary. Such proposals for relaxation shall be considered on merits. For this purpose, leave of the kind due or extraordinary leave shall be granted.

**25.8.2 Unauthorized Consultancy:** Any consultancy undertaken by any individual must be in full knowledge of the Council. Any work undertaken in disregard of the guidelines shall be deemed as unauthorized and will constitute breach of conduct rules. Any amount received by way of fees, honorarium or receipt of any other consideration for doing such unauthorized works shall be liable to recovery by the Council along with interest as applicable to terms deposits in nationalized banks apart from other disciplinary action under relevant rules.

**25.8.3** The sharing of intellectual fees/consultancy fee is governed by Rules & Guidelines framed by the ICAR on Training, Consultancy, Contract Research and Contract Service in ICAR system.

### **Chapter No.26 :**

**Guidelines on disposal of the representations of the employees on service matters/CP Gram/Grievance Redressal Platforms such as Grievance Committee/Women's Cell/Women's Complaint Committee etc.**

**26.1 Representations of the employees on service matters/CP Gram**

CPGRAMS is a web based application which facilitates Ministry/Deptt./Organizations to receive, forward and monitor grievance.

- Receive grievances from various sources like nodal organizations viz. D/o Administrative Reforms & Public Grievances, DPG ( Cab.Sectt.), President Sectt., PMO,, D/o Pension etc.
- Facility to create immediate subordinate organizations.
- Grievances can be forwarded to concerned subordinate organizations or taken up at the organization level for redress process.
- Action taken report from subordinate organizations can be received and reviewed and can be taken up for further action.
- Action taken reports can be sent to higher authorities
- Local/postal grievances can be lodged into the system and can be forwarded to subordinate organizations
- Facility to lodge Reminder/Clarification.
- Letters to complainant like initial acknowledgement, final reply, interim reply etc can be generated from the system.

#### **Pre-requisite for using CPGRAMS.**

- Get UserID & Password from your parent Organization
- After successful login, create your immediate subordinate organization(s) so that grievances can be forwarded to the organization concerned. ( By using the option Subordinate Organizations->. View/Add/Edit)
- Also create subject categories so as to classify the received grievances.

#### **Monitoring Desk**

This Desk gives a holistic view of the grievances handled by the organization. CPGRAMS can be configured as per requirements of the user organization by creating subordinate redress units, classification of grievances handled ( grievance categories) etc.

### **Operational Desk**

This desk facilitates PG Officer to take various actions like forwarding grievances to subordinate units, sending action taken reports to higher authorities, sending reminders, seeking clarifications, disposing of grievances etc. It also facilitates the registration of locally received grievances ( through post) to the system and attach scanned copy of grievance. Global search facility is available in all desks.

### **The Flow (Major Actions available under Operational Desk)**

1. The moment you get a grievance, it will be available under **New** in operational; Desk
2. Take any of the following action on the new grievances.
  - a. **Examined at Our level:** Take this action if the case is to be redressed within this office. It cannot be forwarded to any subordinate unit. The case will get transfer to PENDING.
  - b. **Taken up with subordinate organization:** if the case is to be redressed at any of your subordinate organization(s). List of subordinate organizations created will be listed. Choose one or many organizations where the case is to be forwarded and submit. The case will get transfer to Pending tab from new.
  - c. **No Action Required:** If case is received manually/electronically directly by the department and if there is

no action is to be done, choose this option with a reasoned reply. The reply can be chosen from the combo box/or a text can be entered.

- d. **Not pertaining to this organization:** If the case is forwarded by parent Org./Nodal Agency and it is not at all related this organization or its subordinate organizations, this option can be taken. The case will get return back to higher authority who has forwarded it.
3. In Option (a) & (b) case will appear under pending with organization. In option (c) & (d) case will get disposed of from your Desk. (c) is complete disposal. In Option (d), higher authority has power to re-forward the case to the organization for necessary action.
  4. On clicking on the case under Pending the following Actions are possible
    - a. **Send report:** In the case of forwarded case, action taken report or an Interim report can be sent using this option. If it is an interim reply, choose radio button "Pending" otherwise "Disposed": and given the action taken text. It is also possible to upload scanned copy of report as an attachment.
    - b. **Dispose of:** if the case received directly by the organization/forwarded with closure permission, this option can be taken. Give correct final reply text while disposing of the case.
    - c. **Clarification sought from complainant:** If organization wants to seek any more information from the complainant regarding the grievance, the text can be entered . A corresponding letter can be generated.

- d. **Clarification sought from subordinate:** Additional information can be sought from subordinate units where case has been forwarded. A corresponding alert will be available to the subordinate organization.

The following Options are available under Operational Desk

1. **New:** ( New => Cases for which initial action has not taken so far by the organization) This shows new cases received from various sources like DARPG, DPG, PMO, higher Organization etc.
2. **Pending:** Any grievance where action has been initiated and it is pending with the organization or pending with its subordinate organization.
3. **Return Back Received:** Cases forwarded to subordinate units and returned back by them because it does not pertain to them. It can be either re-forwarded to correct organization or dispose of.
4. **Re-Forwarded:** The cases that returned back to higher authority and the higher authority again forwarded to you for action.
5. **Reminder/Clarification:** These are reminders for earlier grievances or clarification sought by higher organization.
6. **Case Report Received:** These are the Action Taken Reports received from subordinate organizations, for review and disposal.
7. **Lodge Grievance:** Using this option it is possible to lodge a locally received grievances ( by post/email etc.) into the system.
8. **Attach document:** To attach scanned ( in pdg. format) grievance for locally lodged grievances.

9. **Correspondence letters:** Using the option it is possible to generate pre-formatted acknowledge letter, final reply letter, interim reply letter etc. to the complainant.

#### FAQs-

1. **How to dispose a grievance**

For disposing any grievance, it required to take initial action from New grievances ( Under Operational Desk). Under new grievances, search for any new grievances under various sources like DPG, DARPG, PRSEC etc. Click on any registration number. Then Under take action choose appropriate decision. The case will appear under Pending Menu. Choose the registration number from Pending. Take further action as “ Dispose of “ or “Send Report”. Fill the form and submit to dispose of the case.

2. **How to attach Action Taken Report (Disposal Report)** Take initial action from New grievances ( Under Operational Desk). Under new grievances, search for the any new grievances under various sources like DPG, DARPG, PRSEC etc. Click on any registration number. Then Under take action choose appropriate decision as “examined at our level/Forwarded to subordinate”. The case will appear under Pending Menu. Choose the registration number from pending. Take further action as “Send Report”. Fill the form. While filling, there is option to browse and attach document, if any. Then submit to send action taken report.

3. **How Do I forward a case concerned unit under me**

At first, create your subordinate unit from monitoring desk ( under Subordinated Organizations in the left menu). Then go to **new** . click

on registration number. Below Take Action, choose decision as Taken-Up with subordinate organization. Select organization from the list and submit. Case will be forwarded to that organization.

4. **How my subordinate units**

At first, create your subordinate unit from monitoring desk ( under Subordinated Organizations in the left menu). Then go to **new**. Clerk on registration number. Below Take Action, choose decision as Taken-Up with subordinate organization. Select organization from the list and submit. Case will be forwarded to that organization.

5. **I am not able to open attachments**

Install any latest **Acrobat PDF** reader in your computer to open the attachments.

6. **I have forgot the password/Password not accepting**

Send a request to re-set password to CPGRAMS Administrator at [cpgrams-darpg@nic.in](mailto:cpgrams-darpg@nic.in) clearly mentioning the UserID and corresponding organization name.

7. **My Login has been Locked**

Wait for 10 minutes and login using correct userID and Password. Still it fails, go to the above step (5) to reset the password.

8. **How do I change my nodal officers name, still old name appears.**

Go to my Account User Profiles and Edit and give name, and designation of the new officer. Also change email address & Mobile number to correctly received e-mail alerts & SMS alerts to the correct dealing officer.

## **26.2 Grievance Redressal Procedure**

For dealing with the individual complaints/grievances of the employees, the ICAR has formulated a scheme namely Grievance Redressal Procedure. Under this scheme, grievance Committees are constituted in each Institute and at the headquarters office of the ICAR. Details of this Scheme such as Constitution of grievance Committees, its membership, election procedure, scope of grievance committees Central Grievance Cell, procedure for redressal of Grievances etc. are given at **Appendix-XXIV**.

### **26.3 Guidelines for setting up of Women Cells & Women Complaint Committee:**

- (I) Setting up of "Women Cell" is entirely different from the concept of "Woman Complaint Committee" which should be headed by a woman and not less than half of its members should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels such complaints committee should involve a third party either NGO or other body who is familiar with the issue of sexual harassment whereas main objective of Women Cell is to provide basic facilities to women working in institute and cater to needs of women issues/grievances.

**( ICAR Endt. No. 24-13/97-CDN dated 16.6.1997/18.1.1998/15.4.1998)**

**(ICAR Endt. No. 21(89)/98-CDN dated 11.12.1998/15.12.1998)**

- (II) Sexual harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as :-

- (i) Eve-teasing

- (ii) Unsavory remarks
- (iii) Jokes causing or likely to cause awkwardness or embarrassment.
- (iv) Innuendos and taunts
- (v) Gender based insults or sexist remarks
- (vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- (vii) Touching or brushing against any part of the body and the like
- (viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- ix Forcible physical touch or molestation
- x) Physical confinement against one's will and any other act likely to violate one's privacy and include any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the work place hostile or intimidating to a person belonging to the other sex, only on the ground of sex.

**( ICAR Endt. No. 21(89)/98-CDN dated 11.12.1998)**

- (III) The association of NGO or the third party representative in the women complaint committee is not optional but is mandatory requirement and further the complaint committee should be chaired by a woman

**( ICAR No. 42(1)/2004-Vig. dated 27.4.2006)**

- (IV) The report of Complaint Committee shall be deemed to be an inquiry report under CCS ( Conduct) Rules, 1964. Thereafter, the Disciplinary Authority will act on the report in accordance with the rules. Sub-rule (2) of rule 14 of the CCS (CCA) rules, 1965 has accordingly been amended to provide that

the complaint committee shall be deemed to be the inquiry authority by the Disciplinary Authority for purpose of these Rules by the Notification No. 11012/5/2001-Estt.(A) dated 1.7.2004 (GSR 225 dated 10<sup>th</sup> July 2004)

**( ICAR No. 42(1)/2004-Vig. dated 22.9.2004)**

## **Chapter No. 27:**

### **Release of information to the Press**

#### **27.1 General**

Rule 8(2) of the CCS ( Conduct ) Rules, 1964 provides as under:-

No Government servant shall, except with the previous sanction of the government or of the prescribed authority, or except in the bonafide discharge of his duties”,

- a) Publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or
- b) Participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required:-

- i) If such publication is through a publisher and is of a purely literary artistic or scientific character; or
- ii) If such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

These rules of Government are applicable to the employees of the Indian Council of Agricultural Research and should be strictly complied with. Failure on their part to adhere to these provisions will be viewed seriously and will be treated as good and sufficient reason for taking disciplinary action against them.

As far as the publication of research results in scientific journal is concerned,

separate procedure has, been laid down in the Council's letter No.10-11/77-Per-IV dated 9.11.77 which permits scientists to forward research papers to scientific journals in the circumstances specified in the letter.

**(ICAR No. 22-3/78-EE IV dated 13.2.1978)**

**27.2** Detailed instructions issued by the Ministry of information and Broadcasting in regard to release of information to the Press and the role of information

officers attached to various Ministries /Departments of the Government of India apply mutatis-mutandis to the ICAR. They are given below:-

**27.3** Communication of information to the Press:

**27.3.1** All news should be communicated to the Press through the Press information Bureau. The Bureau should also be normally the channel of communication to other news media, like radio, television, etc.

**27.3.2** In all Ministries, no one except the Minister in charge and the Secretary should give any information to, or be accessible to press representatives. i.e. Correspondents accredited to the Government of India by the Press information Bureau. The Minister in-charge may, in special cases, authorize an Additional Secretary or Joint Secretary, or other Officer to give information to press representatives on any particular subject. But no general authorization should be given. Any other official if approached by a Press representative, should direct the latter to the Press information Bureau.

**27.3.3** Information officers ( Deputy Principal information Officers/Directors of Public Relation) of the Press information Bureau are attached to every Ministry of the Government of India. It is the function of the Information Officer to give publicity to the policies and programmes of the Ministry to which he is attached and to keep the Ministry informed of the reactions of the public thereto as reflected in the Press. In order to discharge his functions properly, the information Officer should be given all facilities in keeping with his functional responsibilities. He should be invited to attend internal meetings in the Ministry and should be supplied with copies of reports and background note for official use.

**27.3.4** Since the Information Officer is the Ministry's official spokesman to the Press, it is important that he should have access to all source of information and be briefed by 'Senior Official from time to time. On his part, the information officer will not release to the Press any information without obtaining clearance from the appropriate quarter.

**27.3.5** At interviews with accredited Press Correspondents, the Information Officer should normally be asked to be present

**27.4 Press Release:**

**27.4.1** The form in which information is to be released to the Press will be decided by the Press information Bureau, that is, whether it should be a Press Note, an official handout, an unofficial release or in any other suitable form ( A Press communiqué is issued only to announce appointments of high dignitaries or Joint Statements with foreign Government.) The release will be drafted by the information Officer from material placed at his disposal by the Ministry.

**27.4.2** When any official report, resolution, notification etc. comes up for publication, the information officer should be consulted well in advance about the date and time of the publication. This will enable him also to prepare the Press release explaining the salient features of the publications.

**27.4.3** A public notice or any matter which should appropriately issue in the form of an advertisement should not be issued as Press release. Material of this kind should be advertised through the Directorate of Advertising and Visual Publicity. However, in the suitable cases, there should be no objection to a press note or press release being issued in addition to an advertisement to explain the subject.

**27.4.4** If the information received from the Ministry is found to be in conflict with that already released or about to be released by another Ministry, the Press Information Bureau will hold over the release of such information to the Press and immediately consult the Ministry or Ministries concerned in order to reconcile the conflict. Publicity given to the material will be decided on the basis of these consultations.

**27.5 Press Conferences:**

**27.5.1** Communication with the Press may also take the form of a press conference or a press briefing

**27.5.2.** Such press conferences or press briefings are generally held to:

**27.5.3** Explain to accredited correspondents and selected editors the scope and purpose of an important report or an official statement, etc. which is likely to be of wide-spread public interest or

**27.5.4** Give the Press a general review of the policies and activities of government; or

**27.5.5** Explain to the Press any specific important development

**27.5.6** Press conferences may be held by the Minister only, or under his direction, by Secretary. Press briefing may however, be held by other senior official, specifically authorized in this behalf. Information given at such briefings will be attributed to an official spokesman or 'official source' but not to anybody by name.

**27.5.7** Whenever it is proposed to hold a Press Conference, the information Officer concerned should be informed in advance and consulted about the date and time of the conference. The information Officer will also make suggestion for holding a Press Conference or a Press Briefing when, in his opinion, this would help to put forward the Governments point and clarify details of policies.

The information officer should be provided with material from which he will prepare a handout for distribution at the Press Conference.

( ICAR Administrative Manual )  
( Chapter 31: Pg. 287-290)

### **Chapter No.28:**

#### **Allotment of Residences Rules.**

**28.1** The permanent employees of the ICAR posted at Head Quarters in Delhi are entitled to allotment of residences under the administrative control of the Directorate of Estates. In addition the ICAR employees posted at its

Headquarters are also entitled to the Residential quarters in Delhi/New Delhi belonging to the ICAR.

**28.1.2** The allotment of residences (General Pool accommodation) in Delhi under the administrative control of the Directorate of Estates are governed by the allotment of Govt. residences (General Pool in Delhi )Rules 1963. As regards the residential quarters in Delhi/new Delhi belonging to the ICAR they are governed by the ICAR ( Allotment of residences) Rules 1981. A copy of these Rules is **Appendix-XXV**.

**28.1.3** Most of the Institutes under the Administrative Control of ICAR in Delhi /New Delhi and outside Delhi/New Delhi are also having their residential complexes. With a view to have uniform Rules for allotment of residential accommodation at the various ICAR Institutes the Directors of all the ICAR Institutes were requested to frame allotment of residential rules for their Institutes on the basis of the ICAR Head Quarters Allotment of residences Rules 1981 vide letter No. 1`-4/88-Per.IV dated the 2<sup>nd</sup> January 1991. A copy of this letter is reproduced below:

“ The issue regarding framing of uniform Allotment Rules for Residential Accommodation from general pool of ICAR both at the ICAR Headquarters as well as at the Research Institutes, on the basis of the demand raised by the Staff Side in the CJSC Meeting, had been under consideration of the Council. The matter has been considered and it has now been decided that the ICAR Headquarters ( Allotment of Residences) Rules, which are based on the pattern of Govt. of India and have further been amended with the approval of Governing Body, ICAR may be adopted as a base/model at the Research Institutes. A copy of the latest ICAR Headquarters' (Allotment of Residence) Rules is sent herewith.

2. Directors of the Institutes are requested to frame/ revise this Allotment Rules on the model/basis of ICAR Headquarters' Rules at the Institutes/Centers, taking into consideration other requirements/needs, if any.”.
3. Receipt of this letter may please be acknowledged.

Sd/-  
( Kishori Lal )  
Director Personnel)

**Chapter No.29:**

**Group Savings Linked Insurance Scheme. of ICAR**

For the benefit of the Employees of the ICAR, the ICAR, has formulated Group Saving Linked Insurance Scheme in consultation with the Life Insurance Corporation of India vide its letter No. 3-2/85-Per.IV dated 19<sup>th</sup> June 1985. The coverage provided under this Scheme is the same as offered by the Central Government to its employees. The salient features of this Scheme together with the 'Admission ' and 'Appointment of Beneficiary ' forms and other related instructions are at **Appendix-XXVI**.

The existing rates of contribution and insurance cover are as under :-

Category of employees	Monthly contribution (Rs)	Sum Insured (Rs.)
Category 'A'	Rs. 120	Rs. 1,20,000
Category 'B'	Rs. 60	Rs. 60,000
Category 'C'	Rs. 30	Rs. 30,000
Category 'D'	Rs. 15	Rs. 15,000

### **Chapter No.30:**

**Rules Regulating Compassionate Fund /Welfare Fund of the ICAR.**

### **30.1 Compassionate Fund Scheme of ICAR**

The Rules governing compassionate fund scheme of ICAR are as follows:

#### **(1). CONSTITUTION:**

The compassionate fund of the Indian Council of Agricultural Research is constituted and fed by means of an annual grant of Rs. 1,00,000/- ( enhanced from Rs. 50,000/- to Rs. 1,00,000/- w.e.f. 1.4.89 vide letter NO. 14-2/88-Estt.III dt. 6<sup>th</sup> Sept., 89) from the Govt. of India which is cumulative the unexpended balance being carried forward from year to year. It is to be administered by a Committee consisting of Director-General, Indian Council of Agricultural Research, Financial Advisor, I.C.A.R. and Secretary, I.C.A.R.

#### **(2) ELIGIBILITY**

The fund is intended for the relief of the families of Council employees who die in service and were paid from the Council's Funds. The deceased Council's employee should have served in the Council's headquarters or any of the Institute /Substation/Research Centre/organization directly administered by the I.C.A.R.

#### **(3) APPLICATIONS**

No application will be considered which is not submitted to the Council or its Instt./Sub-station /Research Centre/Organization within one year of the death of the Council's employee unless the delay in submission is sufficiently explained. It is most desirable that applications should be submitted as promptly as possible after the death of a Council's employee

#### **(4) CONDITIONS FOR GRANT OF AWARD**

- .(I) Grants from the funds are restricted to cases of an exceptionally deserving character where the family is left in indigent circumstances..

- (ii) That these posthumous awards should be based exclusively on considerations of financial condition of the family subject to the condition that the work and conduct of the deceased was good. While considering the financial condition of the deceased employee due regard may be given for his standard of living while the employee was alive and the status of the children i.e. minor. major.
- (iii) Death due to or accelerated by special devotion to duty establishes a claim for consideration.
- (iv) In ordinary case preference will be given to the dependents of officers who have put in long years of service.
- (v) Other things being equal, preference will be given to those who had been in the lower pay ranges.
- (vi) Awards will not ordinarily be made from the Fund to the families of retired Council's employee but cases in which the death of a Council's employee occurred within six months of retirement or where the Council's employee has been totally. permanently disabled can be considered

**(5) AMOUNT OF THE GRANT**

- (i) No family pension will be granted from the Fund.
- (ii) In exceptional cases suitable recurring grants may be sanctioned for a limited period as assistance towards special needs, such as expenditure on the education of minor children. These recurring grants will be subject to such conditions as the committee may impose to satisfy itself regarding the continuance of the need ,utilization of the amount etc.

- (iii) The amount of grant shall not ordinarily exceed Rs. 5,000/- in each case. The upper limit of amount of financial assistance shall be Rs. 25,000/- in each case. However, the actual amount of assistance to be given in each case shall be decided by the Committee keeping in view the availability of funds, number of applications, the need of the family in each case and conditions laid down in para 4 of Rules.

#### **(6) PROCEDURE FOR SANCTION**

The form of application for the grant of an award is given at

**Appendix-XXVII.** The concerned Instt./Sub-Station/Research Centre/Organization of the I.C.A.R. will forward to the I.C.A.R. Headquarters by means of an office Memorandum the application along with other relevant documents. The applications should be strictly screened by the Head of Instt. /Sub-Station /Research Centre/Organization of the ICAR and only cases where the genuine need for assistance is established to his satisfaction should be forwarded for consideration... When an award is recommended which appears to be excessive and no special reasons are given, the secretary ICAR may ask the Instt./Sub Station/Research Centre/Organization of the ICAR concerned for further explanation.

After the Committee's decision has been obtained by the I.C.A.R Headquarters sanction for payment will be communicated direct to the concerned Instt./Sub-Station/Research Centre/Organization of the I.C.A.R. the concerned Accounts Officer as also the Budget & Accounts Officer, I.C.A.R. The payment will be made to the recipient by the concerned Accounts Officer and get recouped from the Budget and Accounts Officer.

**(7) ACCOUNTING**

The Accounts of the Fund will be maintained by the Budget and Accounts Officer, ICAR. Besides copies of the sanctions which will be endorsed to him, the list of the awards sanctioned will also be furnished to him by the Secretary ICAR half yearly. The expenditure involved will be debitible to the head "R-Deposits-Compassionate Fund" in the books of the Central Office of the ICAR. The yearly grant will be debited to the head "Pension and other Retirement Benefits-Compassionate Funds".

**(8) GENERAL**

- (i) The decision of the Committee on all matters relating to the Fund or payment there from will be final.
- (ii) All awards from the Fund will be purely ex-gratia.

**.30.2. ICAR Staff Welfare Fund Scheme**

The Rules governing ICAR Staff Welfare Fund Scheme are as follows:

**1. Title and date of effect of the Scheme**

- i) The name of the Scheme will be "ICAR Staff Welfare Fund Scheme "
- ii) The scheme shall be operated at the ICAR Headquarters and the Research Institutes/Project Directorates/Bureauxes / NRCs of ICAR.
- iii) The Scheme shall come into force w.e.f. 1st November 1999.

**2. Definitions**

Unless there is anything repugnant to the subject or the context:

- a) 'Welfare Fund' means the Fund created hereunder these rules out of a share of the proceeds realized from contract research, contract service and licensing of intellectual property under the ICAR system.
- b) 'Scheme' means ICAR staff welfare fund scheme at the ICAR Hqrs and its institutes/Project Directorates./Bureaux/NRCs.
- c) 'Family' means the husband/wife/dependent children including step children/legally adopted children and parents wholly dependent upon the employee.

**3. Objects of the Scheme**

The staff welfare fund shall be used for :

- i) Upgrading/creating canteen facilities;
- ii) Creating/maintaining recreation facilities including promotion of sports and games, cultural activities and support to crèche facilities for the staff;
- iii) Contribution to ailing and poor staff members or those in real distress or misfortune due to suffering permanent disability or pre-mature retirement due to incapacitation/prolonged sickness/ill health;
- iv) Succour to the families of staff who die in harness leaving the family in indigent conditions;;

- v) Development and maintenance of common facilities in the ICAR Hqrs./Institute's Residential Colonies.
  
- vi) Promoting miscellaneous and common staff welfare activities including token gifts to superannuating employees and incentives to bright and meritorious wards of employees who excel in studies in the academic/professional lines achieving the standards of performance to be determined and fixed at the discretion of the managing committee concerned.
  
- vii) Though casual/temporary status workers would not be covered under the scheme but in case of death or permanent disability suffered while on work by a casual /temporary status worker, the managing committee concerned may decide the quantum of grant as a special case on the merits and hardships of the family in such a case.

#### 4. **Eligibility**

The employees borne on the regular establishment at the institute or the ICAR Hq's shall be only eligible to avail of the assistance from the welfare fund of the Institutes or the ICAR Hqrs. concerned as the case may be.

Casual workers/work charged employees or any other workers not borne on the regular establishment shall not be eligible.

#### 5. Nature of Assistance

The extent and quantum of financial assistance in each case out of the fund shall be decided by the managing committees on the merit of each case with the maximum ceilings in different types of cases fixed as under :

i)	in case of death of the employee resulting in indigent conditions of the family	Rs. 25,000/-
ii)	Permanent disability, serious illness, prolonged sickness	Rs. 20,000/-
iii)	Upgrading/Creation of Canteen facilities in addition to any other Govt. assistance.	Maximum of Rs. 10,000/- at a time and maximum of Rs. 20,000/- in a financial year.
iv)	Creating/maintaining recreation facilities including promotion of sports and games, cultural activities and support to Creche facilities for the staff, in addition to any other Govt. assistance	Not more than Rs. 10,000/- at a time and maximum of Rs. 20,000/- in a financial year.

#### **NOTE:**

- (i) Assistance to a staff member under clause (ii) above shall not be considered more than once in a period of five years which can be relaxed only in exceptionally deserving cases with the prior approval of DG, ICAR.
- (ii) The value of token gifts for superannuating employees may not exceed Rs. 1000/- in each case. Similarly the financial assistance in case of meritorious wards may not exceed Rs. 2500 per annum in a case. However specific

norms with regard to these can be fixed by each Managing Committee with the approval of Director/Secretary ICAR as the case may be and keeping in view the resources, liabilities and other relevant factors.

**6. Source of Fund**

Five per cent of the net proceeds generated each from contract research, contract service and licensing of intellectual property undertaken at each of ICAR Institutes shall go to the staff welfare fund. This net amount of 5% of these proceeds so realized shall be further shared between the respective Institute and the ICAR Hqrs in the ratio 3.5% and 1.5% respectively. These proceeds shall constitute the source of the respective Welfare Fund both of the institute concerned and the ICAR Headquarters.

**7. Maintenance of the Fund**

The accounts of remittances to and expenditure from the Fund both in respect of the ICAR Hqrs as well as each Constituent Institute will be duly maintained by the respective Institute /Hqrs and reconciled and verified annually by the internal finance. An annual statement of remittances to the fund as well as expenditure in respect of the Welfare Fund both of Hqs. and respective Institute will be caused to be prepared by the Director ( Finance) in case of Hq's and CFAO/SFAO/FAO in case of the institute after the close of each financial year which will be approved by the Managing Committee.

**8. Managing Committee and its tenure**

A Committee ( hereinafter called as the Managing Committee) shall be constituted by the Director at each Institute/Project Directorate/Bureau/NRC and Secretary ICAR at the ICAR Hqs. for administering the Welfare Fund. The constitution of the Managing Committee both at Institute and at ICAR Hqs. would be as follows :

<b>ICAR Hqs.</b>		
1	Director (Personnel)	Chairman
2	Director ( Finance)	Member
3	One principal Scientist / Sr. Scientist from Hqs. to be nominated by Secy. ICAR	Member
4.	Dy. Secretary (Admn.)	Member
5	Secretary ( SS), HJSC or his nominee	Member
6	One lady representative to be nominated by Secy. ICAR	Member
7	One group 'D' staff representative to be nominated by Secretary, ICAR	Member
8	Under Secretary ( Admn.)	Member Secretary

<b>ICAR institutes/Bureau/NRC/P.D</b>		
1	Joint Director (H.O.D/CAO to be nominated by the Director	Chairman
2	CFAO/FAO/SFAO(One)to be nominated by the Director	Member
3	SAO/AO (One) to be nominated by Director	Member
4.	One Principal Scientist/Sr.Scientist to be nominated by the Director.	Member
5	Secy.(SS) IJSC or his nominee	Member
6	One lady representative to be nominated by the Director	Member
7	One group 'D' staff representative to be nominated by the Director	Member
8	Administrative Officer looking after admn./Estt. to be nominated by Director	Member Secretary

No member /Chairman of the Managing Committee shall be entitled to any remuneration or honorarium.

The Chairman and Members of the Managing Committee shall hold office for a period of two years from the date of their nomination.

**9. Meeting of the Managing Committee and its Quorum**

The managing Committee shall meet as frequently as necessary in the exigencies of the operation of the Fund, but at least once in every three months. Presence of any three members at least in addition to the Chairman shall complete the quorum of the Managing Committee. No act or proceedings of the Managing Committee shall be invalidated merely because of the reason of existence of any vacancy among its members or of any defect in its constitution.

**10. Functions of the Managing Committee.**

All powers for the administration of the Welfare Fund in accordance to these rules shall be vested in the Managing Committee. Without prejudice to this general provision, the functions of the Managing Committee shall be as follows:

- a) To control, supervise, and monitor the operation of the Welfare Fund;
- b) To consider requests for grant of financial assistance under the scheme and to sanction payment in accordance with the objectives of the Scheme.
- c) Consider and approve the annual accounts statement of the fund;
- d) Any other functions as deemed necessary in the interest of the operation of the Fund.

All applications for assistance under the fund shall be submitted to the Member Secretary of the Managing Committee who shall process and cause the same to be presented before the Managing Committee for its decision in a

timeframe, manner and with the information and particulars as shall be required by the Managing Committee.

**11. Interpretation of the rules**

In regard to interpretation of any provision or rules of this scheme, the decision of the DG, ICAR shall be final.

**Chapter No.31:**

**Compassionate appointment of son/daughter of the  
deceased Government Servant**

The object of the Scheme of compassionate appointment is to grant appointment on compassionate grounds to dependant family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

The ICAR follows Government of India Guidelines on the Scheme for compassionate appointment. Consolidated instructions on compassionate appointment as contained in DOPT OM No. 14014/02/2012-Estt.(D) dated 16<sup>th</sup> January 2013 along with frequently asked questions ( FAQs) on this issue are at **Appendix-XXVIII.**

### **Chapter No.32:**

#### **Medical Facilities for in-service employees/Pensioners of the ICAR Institutes**

**32.1 Medical facilities for in-service employees of the ICAR.**

The employees of Delhi based offices of the ICAR are getting medical facilities under CGHS . For the areas which are not covered under CGHS, in Delhi NCR , the ICAR, has also appointed Authorized Medical Attendant.

**32.1.1** Hospitals recognized by CGHS for treatment of different ailments in respect of the Central Govt. employees in Delhi/NCR is also adopted by the ICAR for the employees of Delhi based offices. Re-imbusement of the expenses incurred on treatment of the employees of Delhi based offices is regulated as per CGHS rates/norms & CS(MA) Rules.

**32.2 Medical facilities for in-service employees of the ICAR Institutes Outside Delhi.**

**32.2.1** The ICAR employees posted in the Institutes located outside Delhi have not been extended CGHS facilities. However, some of the ICAR institute are having their own dispensaries for medical treatment of its employees. The institutes which are not having their own dispensaries have been allowed to engage part time doctors/AMA for medical treatment of their employees. The relevant provisions of the medical facilities outside Delhi are reproduced below:-

**32.2.2 Nomination of AMA Part-Time Doctors:**

a) The Directors/Project Directors/OSDs of the institutes /Centres which are located in towns/places where the doctors notified by the Ministry of Health

and Family Welfare are not available or the distance is inconvenient for the employees, may nominate 3 to 4 doctors as Authorized Medical Attendants with the approval of the Management Committees of the Institutes subject to the condition that the Institutes do not have their own dispensary and permanent doctors.

**ICAR letter No. 3(23)/82-Per-IV dated 5-4-88**

**b) Extension of Services of AMA**

The services of the AMAs appointed by ICAR Institutes shall be availed by employees of other ICAR Institutes located in the same city/area on the same terms and conditions.

**ICAR letter No. 3(4)/95-Per.IV dated 5--6-2009**

**(c) Extension of dispensary facility req.**

Some of the ICAR Institutes have dispensaries. Currently this dispensary facility is available only to the employees of the Institutes concerned, In the CJSC meeting held on 20.5.2009, it was requested by the staff side that the dispensary facility may also be extended to employees of other ICAR Institutes located in the city/area. This matter has been considered It is observed that ICAR dispensaries are a common facility which should be available to employees/pensioners of all ICAR Institutes located in the city/area . It has been decided that employees of other ICAR Institutes located in the city/area can avail medical facilities to the extent available at the dispensary. Reimbursement of medical expenses on account of purchase of medicines not available in the dispensary or the diagnostic tests conducted on the advice of the dispensary doctor shall be made by the Institute to which the employee belongs. The Institute having the dispensary may make projection of additional requirement of funds in their

budget estimates in order to cope with the increase in the number of beneficiaries. If required, the institute will be provided separate budget line under head 'other charges' for strengthening of infrastructure for this purpose on the basis of proposals received from the Institute

**( ICAR Letter NO. 3(4)/95-Per.IV dated 5th June 2009)**

**(d) Engaging Part-time doctors, their remuneration and Transport facilities**

The Directors/Project Directors/OSDs of the Institutes/Centers may engage part-time doctors for medical treatment of their employees at a total monthly remuneration between 700-1500 depending on the number of visits/distance, with the approval of Management Committees subject to the condition that the Institutes do not have full time dispensaries.

**( ICAR letter No. 3(23)/82-Per.IV dated 5.4.1988)**

The rate of remuneration of the part time Medical doctors have been since revised as follows:-

Institutes	Revised remuneration range.
For Institutes other than those located in NEH Region	Rs. 5000-8000 per month
For Institutes located in NEH Region	Rs. 6000-10000 per month

**( ICAR letter No. 3(4)/95-Per.IV dated 12<sup>th</sup> January,2012)**

**Transport Allowance to Part-time Doctors.**

Part-Time medical doctors engaged by the ICAR Institutes have been allowed Transport Allowance in addition to the remuneration payable as under:-

- (i) If the Institute is more than 10 Km beyond the Municipal boundary the part-time medical doctor may be allowed a transport allowance not exceeding Rs. 750/- per month subject to the condition that the doctor concerned would make at least six visits in the Institutes in a month. For lesser number of visits, the amount of transport allowance may be reduced proportionately.
- (ii) If the Institute is more than 15 Km outside the Municipal limit, the part-time doctors may be allowed a transport allowance not exceeding Rs. 1000/- per month, subject to at least six visits in a month. If the number of visit is less, the amount may be reduced proportionately.
- (iii) The above rates of transport allowance are effective w.e.f. 1.1.2012.

**(ICAR No. 3(4)/95-Per.IV dated 12.1.2012)**

### **32.3 Recognition of the hospital outside Delhi by Ministry of Health/State Government for treatment of Central Govt. employees /State Govt.employees.**

The employees of the ICAR Institutes and members of their family outside Delhi can avail medical facilities in the hospitals recognized by M/o Health & Family Welfare /State Government subject to the condition that the concerned employee is referred by the doctor in the institute /dispensary/AMA/Part Time medical doctor. The re-imburement will be made as per CS(MA) Rules/ CGHS rates.

### **32.4 Medical facilities to ICAR pensioners**

The pensioners retired from ICAR headquarters and the Delhi based ICAR Institutes have been extended the CGHS facilities after retirement. The pensioners are required to make annual contribution at the prescribed CGHS rates and the Pensioners' CGHS cards are issued by the CGHS. Such of the pensioners are entitled to get medical treatment at CGHS dispensaries in Delhi/NCR, and in the hospitals recognized by CGHS subject to the condition that they are referred to any of these hospitals by the concerned CGHS dispensary.

**32.4.1 Facility for making one time payment of CGHS contribution to the pensioners availing CGHS facilities.**

There is a facility of making onetime payment of the CGHS contribution in terms of Ministry of Health & Family Welfare Department of Health OM NO. S-11011/3/91a-CGHS (P) dated 17.10.1991 to the ICAR pensioners availing CGHS facility, subject to the following conditions:-

ICAR pensioners residing in Delhi/New Delhi can opt for making one time payment towards CGHS contributions. The amount to be paid will be 10 times the annual contribution payable at the time of retirement and shall be worked out on the basis of last pay drawn at the time of retirement. In respect of beneficiaries who have already retired. the lump sum amount will be worked out pro-rata basis assuming average life expectancy at 68 years.

In case where the pensioners have retired about 10 years back and have already paid CGHS contribution for 10 years, no further contribution would be required to be recovered from them. However, no refund would be made to those pensioners who have already paid more than 10 years.

ICAR will continue to make annual payment towards CGHS contribution in respect of the pensioners as before. The CGHS Cards of the pensioners will be renewed every year as the Ministry of Health & Family Welfare , Deptt. of Health have not extended the facility of issuance of permanent CGHS Cards to pensioners of Semi Government /Autonomous Bodies, like CSIR, ICMR.

( ICAR No. 3(1)/93-Per.IV dated 22.1.1999)

**32.5 Medical facilities to the retired employees of ICAR Institutes:**

ICAR pensioners shall avail medical facilities to the extent available at the dispensaries at ICAR Institutes located in and around the place of their settlement. This facility shall be admissible to ICAR pensioners and their other dependent family members. The scheme will also cover the family pensioners and the employees retiring with CPF benefits. The facility will be at par with the pensioners availing CGHS facility.

The pensioners shall get themselves registered with the respective dispensaries of the Instts.

In case Medical Officer/In charge of the dispensaries refers ICAR pensioner or his/her dependent family members to Govt./Recognized Hospitals by the Instts. concerned for consultation/specialist treatment from OPD, the medicines so prescribed shall be supplied by the ICAR dispensaries and in case of non-availability of the medicine in the dispensary that should be procured by the dispensary on urgent basis and supplied to the patients. However, no reimbursement shall be admissible to the pensioners for OPD treatment at the Govt./recognized hospitals.

Medical reimbursement in respect of the indoor treatment in a Govt. hospital/Recognized Hospital by the Instt. concerned shall be admissible provided the patient is referred for specialist treatment by the Medical Officer-in-charge of the ICAR dispensary . Reimbursement of such claims shall be regulated under CS (MA) Rules as applicable for Govt./Recognized Hospitals and to the extent admissible to the ICAR pensioners availing CGHS facilities in Delhi.

The pensioners and their families who reside at places where either ICAR Institute is not located or it is located but it has no ICAR dispensary attached to it, shall be eligible for indoor medical facilities provided by a Govt. Hospital or any other hospital recognized by the Council/Institute and medical claims will be reimbursed as per CS(MA) Rules.

### **32.6 Facility of fixed Medical Allowances to the ICAR pensioners.**

ICAR pensioners/family pensioners residing in areas not covered under CGHS administered by the Ministry of Health and Family Welfare or the dispensaries established at some of the Institutes of ICAR would be entitled for a fixed medical allowance of Rs. 100/- per month for meeting expenditure on day to day medical treatment (Outdoor treatment) that do not require hospitalization. The existing pensioners as well as future retirees shall have to exercise one time option to avail of medical treatment or to claim fixed medical allowance at the rate of Rs. 100/- per month. Those pensioners who will opt for medical allowance will however be eligible for reimbursement of hospitalization expenses as per rules.

In consonance with orders of the Ministry of Personnel, Public Grievances and Pension, Government of India, the fates of fixed medical allowance granted to ICAR pensioners as stipulated in para (iv) as above has been

revised from Rs. 100/- to Rs. 300/- and as such revised rates are payable w.e.f. 1.9.2008.

**(ICAR No. 3(4)/2005-Per.IV dated 31.8.2010)**

The pensioners may be allowed to purchase the medicines which are not available in the institute/dispensary and obtain reimbursement of the cost of medicines prescribed by the Specialist Consultant in OPD.

The cost of diagnostic tests carried out at CGHS/Institute approved diagnostic centres on the advice of the Institute Medical Officer/Specialist consultant at Government/institute approved hospitals at rates approved by the CGHS/institute or rates approved under CS(MA) rules will be reimbursed.

**(ICAR No. 3/3/2002-Per.IV dated 8.9.2006)**

The facilities of reimbursement of expenditure in respect of OPD treatment and diagnostic tests as referred to above will be admissible only in case of pensioners who avail medical facilities to the extent available in the dispensary of ICAR Institute as stipulated above and having not exercised option for fixed Medical allowance.

**ICAR No., 3-3/2002-Per.IV dated 28. 2.2007**

The pensioners may opt for claiming reimbursement from any of the ICAR Institutes located in and around the place of their settlement to ensure speedy disposal of their claims. This option may be exercised only one and no change in the option may be allowed ordinarily barring in exceptional

cases on merits of each case. The pensioners will be required to submit a formal request in this regard to the ICAR Institutes from where they retired which in turn shall forward such requests to the ICAR Institutes from where

the pensioners intend to claim reimbursement. For this purpose the Institutes will be given extra budget, if necessary, for catering to the additional expenditure on account of reimbursement of medical claims of pensioners.

**( ICAR No. 3(3)/2008-Per.IV dated 13.8.2010)**

The non CGHS pensioners could avail treatment from private hospitals in emergent cases of illness subject to fulfillment of condition laid down in Appendix-VIII of the CS(MA) Rules. The Controlling Authority in the concerned Institute shall decide on the merits of each case whether it was a case of real emergency necessitating admission in a private hospital. The medical claims of such pensioners shall, however, be strictly regulated as per ceiling laid down in the CS(MA) Rules.

**( ICAR No. 3(3)/2002-Per-IV dated 14.7.2009)**

**32.7 Powers delegated to Head of Department for reimbursement of medical expenditure in case of emergency**

Powers have been delegated to the Directors of the ICAR Institutes for reimbursement of medical expenditure incurred in the medical treatment in emergency cases in respect of the employees of the ICAR institutes.

**( ICAR No. 3(1)/2001-Per.IV dated 12...7.2001)**

**32.7.1** Vide Govt. of India, Ministry of Health & Family Welfare issued under O.M.No. S.14025/2/2011- MS dated 11.1.2011, powers to Head of

Departments have been delegated to Head of Office for setting permission cases and post facto approval to reimbursement in relaxation of rules in emergent cases under CGHS/CS(MA) Rules, 1944 which inter-alia provides

that medical reimbursement in non-CGHS covered cities will be permissible as per the prescribed Rate- list of nearest CGHS-covered city or actual, whichever is lower, for CS(MA) beneficiaries.

**(ICAR Endt. No. 21-44/2011-CDN dated 17.11.2011)**

**32.8 Change in option in Medical Allowance:**

ICAR pensioners may be allowed one change in option in the life time of pensioner in terms of OM No. 45/57/97-P&PW(c) dated 30.12.1998 of the Deptt. of Pension Welfare & Pension, Ministry of Personnel, Public Grievances and Pension inter alia allowing one change in option in the life-time of a pensioner due to change in residential address by a pensioner from CGHS covered area to a non CGHS covered area and vice -versa

**( ICAR No. 3(1)/93-Per.IV dated 22.8.2008)**

**Chapter No. 33**

**Instructions on making interim arrangement during the absence of Director on short-term/long term basis**

**33.1 Absence of the Director on leave, deputation etc. for less than 45 days.**

**33.1.1 If posts of Joint Director /Project Director exists:**

The senior most amongst the joint Directors and the Project Directors should hold the charge in the absence of the Director, unless the senior most Joint Director. Project Director informs the Director in writing that he/she was not interested to hold charge in which case, the next senior most amongst the joint Directors and the Project Directors should be considered. If for any reason, the Director is of the view that the Senior most amongst the Joint Directors and the Project Directors should not be given charge, he/she should record reasons in writing and submit the proposal to the ICAR Headquarters for appointment of the next senior most amongst the Joint Directors and the Project Directors. The ICAR Headquarters will carefully examine the matter and pass an order for giving the additional charge to the next senior most amongst the Joint Directors and the Project Directors, if it is convinced that there are strong and adequate grounds for doing so.

**( ICAR No. 8(9)/77-Per.IV dated 24.3.1993)  
( ICAR No. 8(2)/95-Per.IV dated 25.3.1997)**

The guidelines for making interim arrangement against the vacancy of Head of the Division/Head of the Regional Station were issued vide Para II(3) read with Para 1(3) of Council's circular No. 8-9/77-Per.IV dated 24<sup>th</sup> March, 1993. Accordingly to these guidelines if the date of appointment as Principal Scientist of two or more claimants is the same, progressively their seniority in Grade S-4, S-3 etc. is taken into account. A reference has however, been received as to the procedure to be followed if two or more Principal Scientists are having the same

date of appointment upto S-1 grade in ARS. The matter has been examined and it has been decided with the approval of GB,, that in case two or more Principal Scientists have successively the same date of appointment in S-4, S-3, S-2 and S-1 grades, their inter se seniority shall be decided on the basis of their inter se seniority of the service rendered in ICAR prior to 1.10.1975. This principle would be applicable only in the case all persons having tie have worked in the ICAR prior to 1.10.1975. If any one from this is from outside the ICAR system, their inter se seniority shall be decided on the basis of their date of birth. Accordingly Para II(3) of circular No. 8-9/77-Per.IV dated 24<sup>th</sup> March, 1993 read with circular of D.O. letter No. 2(53)/89-R.C. Cell dated 2<sup>nd</sup> June, 1992 relating to principle of determination of notional seniority for making interim arrangement to the post of HoD/HRS stand amended to this extent.

**(ICAR No.19(1)/2007-Per.IV dated 21<sup>st</sup> May, 2007)**

**33.1.2 If post(s) of Joint Director/Project Director does not exist:**

The Senior most amongst the Heads of Division and the Project Coordinators should hold the charge in the absence of the Director

**( ICAR No. 8(2)/95-Per.IV dated 25.3.1997)**

**33.1.3 Criteria of Seniority:**

The criteria for determining the seniority amongst the above mentioned scientists should be the date of joining their respective posts. viz Joint Director, Project Director, Head of Division and Project Coordinator.

**(ICAR No. 8(2)/95-Per.IV dated 25.3.1997)**

**33.1.4 If the posts of Joint Director/Project Director/Heads of Division/Project Coordinator do not exist or these posts are not filled up.**

The senior most Principal Scientist will be in the charge.

**(ICAR No. 8(2)/95-Per.IV dated 25.3.1997)**

**33.1.5 Criteria of Seniority.**

The notional seniority of Principal Scientist appointed after 1.1.86 may be determined on the basis of their date of appointment to the grade of Rs. 4500-7300 (pre-revised). The notional seniority of other Principal Scientists, who were appointed as Scientists S-4 before 1.1.86 may be determined on the basis of their date of appointment to S-4 grade. If two or more Principal Scientists have the same date of appointment to S-4 grade, the one who was appointed to S-3 grade earlier would be considered senior, if their dates of appointment to S-3 grade are the same then the one who has been appointed to S-2 grade earlier will be considered senior. Similar criteria would be observed where two scientists were holding S-3 posts prior to their placement as Principal Scientist.

**ICAR No.8(9)/77/Per.IV dated 24.3.1993**

**33.1.6 Principal Scientists from Regional Stations:**

If no Principal Scientist at the Institute's headquarters is eligible to be appointed as Director on short-term basis, the Director may consider names of eligible and willing Principal Scientists from the "Regional Stations of the Institute, failing which he/she should seek advice of the Deputy Director General concerned for getting the name from some other institute in the same subject matter division

**( ICAR No. 8(9)/77-Per.IV dated 24.3.1993)**

**33.1.7 Casual Leave/ Tour**

During casual leave and tour within the country, the charge of the Director is not required to be handed over, but the Director may nominate the senior most scientist at the institute's headquarters to look after the current duties.

**( ICAR No. 8(9)/77-Per.IV dated 24.3.1993)**

**33.2 Absence of Director for more than 45 days.:**

**33.2.1** Where the absence of Director will be likely to be more than 45 days similar criteria would be followed except for the fact that the arrangement has to be approved by the ICAR headquarters.

**( ICAR No. 8(9)/77-Per.IV dated 24.3.1993)**

**33.2.2** It is emphasized that if the charge of Director is held by a person not appointed on regular basis as Director, he/she should use the designation as " Acting Director"

**( ICAR No.8(9)77-Per.IV dated 24.3.1993)**

**33.2.3** The guidelines inter-alia, specify that ' where the absence of Director/ Project Director is likely to be more than 45 days, the officiating arrangements has to be got approved from the ICAR Headquarters". In some recent instances it has been observed that the Director have proceeded on deputation abroad for period exceeding 45 days, without having the officiating arrangements formally got approved from the ICAR

headquarters. Therefore, it is reiterated that these instructions should be followed invariably.

( ICAR No. 10-9/2001-Per.III dated 28.8.2003)

### **33.3 Principle of Seniority**

The principle of seniority as mentioned in para 33.1.5 will also be applicable for making interim arrangements against the vacancies of Heads of Division/Heads of regional stations at the research institutes. Accordingly, para 5(b) of the guidelines for appointment of Heads of Division and regional stations at the ICAR Institutes circulated vide d.o. letter No. 2(53)/89-R.C. Cell dated 2<sup>nd</sup> June, 1992 stands amended to this extent.

**No. 8(9)/77-Per.IV dated 24<sup>th</sup> March, 1993)**

## **Chapter No. 34:**

### **Purchase procedure**

Procedure relating to procurement of stores is given in the General Financial Rules, 2005 as amended from time to time. The term 'stores' refers generally to all articles and material purchases or otherwise acquired for use of Govt. including not only expendable and issuable articles in use or accumulated for specific purposes but also articles of dead stock of the nature of plant machinery, instruments, furniture, equipment, live stock etc. excluding books, publications periodicals etc. for a library.

**( Rule 136)**

#### **34.1 Fundamental principles of buying:**

As per provisions of the GFR, Competent Authority delegated with the financial powers of procuring stores shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to procurement and for fair and equitable treatment of suppliers and promotion of competition in procurement while following the main yardsticks as given below:-

- (i) the specifications in terms of quality, type etc., as also quantity of stores to be procured should be clearly spelt out keeping in view the specific needs of the procuring organization. The specifications so worked out should meet the basic needs of the organization without including superfluous and non-essential features, which may result in unwarranted expenditure or give unintended advantage to a particular firm. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.

- (ii) offer should be invited following a fair, transparent and reasonable procedure.
- (iii) the procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
- (iv) the procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
- (v) at each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

**(Rule 137)**

#### **34.2 Registration of suppliers :**

- (i) With a view to establishing reliable sources for procurement of stores required for Govt. use, the lists of registered suppliers maintained by Central Purchase Organization such as DGS&D may be used as and when necessary and such registered suppliers are prima-facie eligible for consideration for procurement of stores through a Limited Tender Enquiry. They are ordinarily exempted in furnishing bid security (Earnest Money ) along with their bids. Department may also register suppliers of stores which are specifically required by the Deptt. or the Offices.
- (ii) Credential manufacturing capability, quality control system, past procurement after sales service, financial background etc. of the supplier should be carefully verified.
- (iii) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the

registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfill all the required conditions.

- (iv) Performance and conduct of every registered supplier is to be watched by the Department. The registered suppliers are liable to be removed from the list of approved Suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Government, is not in public interest.

**( Rule 142)**

#### **34.3 Enlistment of Indian Agents :**

As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organization ( e.g. DGS&D). However, such enlistment is not equivalent to registration of suppliers as mentioned under Rule (142)

**( Rule 145)**

#### **34.4 Different modes of purchase :**

##### **(i) Purchase of stores without quotation.**

Purchase of stores up to the value of Rs. 15,000 ( Rupees fifteen thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format :

"I, \_\_\_\_\_ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

**( Rule 145)**

**(ii) Purchase of stores by purchase committee :**

Purchase of stores costing above Rs. 15000/- (Rupees Fifteen Thousand) only and upto Rs. 1,00,000/- ( Rupees one lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:-

" Certified that we \_\_\_\_\_, members of the purchase committee are jointly and individually satisfied that the stores recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

**( Rule 146)**

**(iii) Purchase of stores directly under rate contract:**

In case a Department directly procures from Central Purchase Organization (e.g.) DGS&D rate contracted stores from suppliers, the prices to be paid for such stores shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Department shall make its own arrangement for inspection and testing of such stores where required.

**( Rule 147)**

**(iv) Purchase of stores by obtaining bids:**

Except in case covered under rule 145, 146, & 147, the Deptt. shall procure stores under the powers delegated to the Deptt. for making own arrangements for procuring stores. The following standard method will be followed for obtaining bids :

- a) Advertised Tender Enquiry
- b) Limited Tender Enquiry
- c) Single Tender Enquiry

**a) Advertised Tender Enquiry:**

Subject to exceptions incorporated under Limited Tender Enquiry and Single Tender Enquiry invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs. 25 lakh ( Rupees twenty five lakh) and above. Advertisement in such case should be given in the Indian Trade Journal ( ITJ), published by the Director General of Commercial Intelligence and Statistics Kolkata and at least in one national daily having wide circulation.

An organization having its own website should also publish all its advertised tender inquiries on the web site and provide a link with NIC website. It should also give its website address in the advertisements in ITJ and newspaper.

The organization should also post the complete bidding document in its web site and permit prospective bidders to make use of the document downloaded from the web site. If such a downloaded bidding document is priced there should be

clear instructions for the bidder to pay the amount by demand draft, etc. along with the bid.

Where the Department feels that the stores of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.

Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

**( Rule 150)**

**b) Limited Tender Enquiry :**

This method may be adopted when estimated value of the stores to be procured is up to Rupees 25.00 Lakhs (Twenty-five Lakhs). Copies of the bidding documents should be sent directly by speed post/registered post/courier/e-mail to firms, which are borne on the list of registered suppliers for the stores in question. The number of Supplier firms in Limited Tender Enquiry should be more than three. Further, web-based publicity should be given for limited tenders. Efforts should be made to identify higher number of approved suppliers to obtain more responsive bids on competitive basis.

Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty-five lakhs, in the following circumstances:

- The competent authority in the Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Department should also put on record the nature of the urgency and reasons when the procurement could not be anticipated.
- There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the stores through advertised tender enquiry.
- The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
- Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases..

**( Rule 151)**

**(c) Single Tender Enquiry**

**Procurement from a single source may be resorted to in the following circumstances:-**

- It is in the knowledge of the user department that only a particular firm is the manufacturer of the required stores

- In a case of emergency, the required stores are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained
- For standardization of machinery or spare parts to be suitable to the existing sets of equipment ( on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

**Note:** Proprietary Article Certificate in the following form is to be provided by the Department before procuring the goods from a single source under above provisions.

- 1.. The indented goods are manufactured by M/s\_\_\_\_\_
2. No other make or model is acceptable for the following reasons:
3. Concurrence of finance wing to the proposal vide :-  
.....
4. Approval of the competent authority vide.....

(Signature with date & designation  
of the Procuring Officer)

**34.5. Other salient highlights of the important rules for procurement of stores:**

- (i) **Splitting of Purchase Orders :**

A demand for stores should not be divided into small quantity to make piece meal purchases to avoid necessity of obtaining sanction of the higher authority required with reference to the estimated value of the total demand.

**( Rule 148)**

(ii) **Belated tender :**

In case of advertised tender enquiry or Limited Tender Enquiry late bids should not be considered.

**( Rule 148)**

(iii) **Bid Security :**

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid security ( also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation ( NSIC) or the concerned Ministry or Department. The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two per cent to five per cent of the estimated value of the goods to be procured. The exact amount of bid security, should be determined accordingly security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

**( Rule 157)**

(iv) **Performance Security :**

To ensure due performance of the contract, performance Security is to be obtained from the successful bidder awarded the contract. Performance Security is to be obtained from every successful bidder irrespective of its registration status, etc. Performance Security should be for an amount of five to ten per cent of the value of the contract. Performance Security may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, bank Guarantee from a commercial bank in an acceptable form safeguarding the purchasers interest in all respects.

**( Rule 158)**

(v) **Advance payment to supplier:**

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:-

- (1) Advance payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipments, etc.
- (2) Advance payment demanded by firms against fabrication contracts, turn key contracts etc.

Such advance payments should not exceed the following limits:-

- Thirty per cent of the contract value to private firms;
- Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- In case of maintenance contract the amount should not exceed the amount payable for six months under the contract.

Department may relax, in consultation with their Financial Adviser, the ceiling (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payment as above, adequate safeguards in the form of bank guarantee, etc. should be obtained from the firm.

**Part payment to suppliers:**

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the stores from its premises in terms of the contract.

**(Rule 159)**

(vi) **Specifications :**

The specifications of the required stores should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be broad based to the extent feasible. Efforts should also be made to use standard specifications which are widely known to the industry.

**( Rule 160)**

**34.6. Negotiations :**

- (i) As post tender negotiations could often be a source of corruption, it is directed that there should be no post-tender negotiations with L-1, except in certain exceptional situations. Such exceptional situations would include, procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The justification and details of such negotiations should be duly recorded and documented without any loss of time.
- (ii) In cases where a decision is taken to go for re-tendering due to the unreasonable quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L-1 bidder(s) for the supply of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through a re-tender, following the normal tendering process.
- (iii) Negotiations should not be allowed to be misused as a tool for bargaining with L-1 with dubious intentions or lead to delays in decision making. Convincing reasons must be recorded by the authority recommending negotiations. Competent authority should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite timeframe should be indicated so that time taken for according requisite approvals for the entire process of award of tenders does not exceed one month from the date of submission of recommendations. In cases where the proposal is to be approved at higher level, a maximum of 15 days should be assigned for clearance at each level. In no case should

the overall timeframe exceed the validity period of the tender and it should be ensured that tenders are invariably finalized within their validity period.

- (iv) As regards the splitting of quantities, some organizations have expressed apprehension that pre-disclosing the distribution of quantities in the bid document may not be feasible, as the capacity of the L-1 firm may not be known in advance. It may be stated that if, after due processing, it is discovered that quantity to be ordered is far more than what L-1 alone is capable of supplying and there was no prior decision to split the quantities, then the quantity being finally ordered should be distributed among the other bidders in a manner that is fair, transparent and equitable. It is essentially in cases where the organizations decide in advance to have more than one source of supply ( due to critical or vital nature of the item) that the Commission insists on pre-disclosing the ratio of splitting the supply in the tender itself. This must be followed scrupulously.
- (v) Counter-offers to L-1 in order to arrive at an acceptable price, shall amount to negotiations. However, any counter-offer thereafter to L-2, L-3, etc. ( at the rates accepted by L-1) in case of splitting of quantities, as pre-disclosed in the tender, shall not be deemed to be negotiation

It is reiterated that in case L-1 backs-out, there should be a re-tender..

**(CVC No. 005/CRD/12 dated 25.10.2005)**

**(CVC No. 005/CRD/12 dated 3.10.2006)**

**(CVC No. 005/CRD/12 dated 3.3.2007)**

**34.7. Undertaking by the Tender Committee:**

Regarding transparency, CVC has advised that members of the Tender Committee should give an undertaking at the appropriate time, that none of them has any personal interest in companies/agencies participating in the tender process. Any member having interest in company should refrain from participating in the Tender Committee.

**(CVC No. 005/VGL/66 dated 9.12.2005)**

**(ICAR No. 42-2/2006-Vig. dated 30.1.2006)**

**34.8. Two bid system**

For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under:

Technical bid consisting of all technical details along with commercial terms and conditions; and

Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened by the purchasing Department at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

**(Rule 152)**

**34.9. Buy- Back Offer:**

When it is decided with the approval of competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

**Rule 162)****34.10 Less than three bids:**

In purchase cases where bids received are less than three even on re-tender then the decision may be taken on the basis of less than 3 bids/tenders looking into reasonability of rates and urgency of the requirement as advertisement of demands is a costly affair and advertisement time and again will add to avoidable expenditure.

**(ICAR No. 6-3/98/CDN(Audit & Accounts) Pt. dated 14..2.2002)**

**Note(1) :**

As per Manual on policies and Procedures for purchase of goods endorsed by the ICAR, inter-alia, it is stated that sometimes sufficient number of tenders are not received and a situation may also arise where, after analyzing the tenders, the purchase organization ends up with one responsive tenderer then in such a

situation the purchase organization is first to check whether, while floating/issuing the tender enquiry, all necessary requirements like standard tender enquiry conditions, industry friendly specification wide publicity, sufficient time for formation of tenders etc. were fulfilled. If not, the tender is to be re-issued/re-floated after rectifying the deficiencies. However, if after scrutiny, it is found that all such aspects were fully taken care of and in spite of that the purchaser ends up with one responsive tender only, then contract may be placed on that tenderer provided the quoted price is reasonable.

**( Para 11.7 Manual on Policies and Procedures for purchase of goods)  
(ICAR Endt. No. 9(7)/2007-CDN ( A& A) dated 15.11.2007)**

**34.11 Annual Rate contract for glassware/chemicals for Instts. located in one place:**

Annual Rate Contract for glass wares and chemicals for different institutions located at one place (e.g. Karnal, Hyderabad, Delhi, Hisar, Izatnagar, Bhopal, Jhansi, Bikaner, Bangalore etc.) should be finalized by a committee headed by the Director of the biggest Institute at that place with the members of representatives of the institutes located at that place as its members and with head of the administration of the biggest Institute as the Member Secretary. The Committee will consider the purchase through rate contract and decide the rate contracts with different firms as per procedure so far as glassware and chemicals are concerned. The finalized rate contract will be circulated among all the Instts. with a copy to all DDGs and Director ( Finance) at the ICAR Headquarter. The said rate contract will be binding on all such Institutes.

**(ICAR No. PS/Dir.(Fin.)/Purchase Manual/68 dated 6.7.2004)**

**34.12 Consideration of Indian Agents:**

(i) Complaints have been received alleging thereof that in Government tenders at times an Indian Agent participates on behalf of two different foreign suppliers and in the event of only offers of these two suppliers getting short-listed then the Indian representative knowing the prices of the two foreign suppliers/Manufacturers may take an undue advantage and therefore, in order to maintain sanctity of the tender system. it is advised that one Agent cannot represent two suppliers or quote on their behalf in a particular tender.

**( CVC No. 12-02-6-CTE/SP(1)-2 dated 7.1.2003**

**( ICAR No. 42-3/2000/Vig.dated 5.2.2003)**

(ii) The instructions as per (i) above is to be taken note with reference to sub clause 13.2(e) ( ITB- Page 16) of the bidding documents, wherein it is stated that if an agent in its bid submits quotation on behalf of more than one manufacturer, it is necessary that each such bid is accompanied by a separate bid form and bid security for each such quotation and authorization from the respective manufacturer ( as per authorization form in section VII(3). Otherwise, all such quotation will be rejected as non-responsive.

**( ICAR No. PS/Dir(Fin.)/Purchase Manual/68 dated 29.11.2004)**

**34.13 Specifications of equipments/utilities:**

The CVC has directed that that specifications of equipments/utilities etc. should be drawn up more precisely to obtain comparable offers in tender

processes and in case the institutes are not able to do this then they should state their requirement, arrange pre-bid conferences and try to evolve common parameters as standards on the basis of which tenderers could quote.

**( ICAR No. 35-4/2003/Vig. dated 23.2.2006)**

**34.14 Pre-Bid Conference:**

In case of turn-key contract(s) or contract(s) of a special nature for procurement of sophisticated and costly equipment, a suitable provision is to be kept in the bidding documents for a pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of plant, equipment and machinery projected in the bidding document. Such pre-bid conference should be sufficiently ahead of bid opening date.

**( GOI decision No. (viii) GFR Rule 160)**

**34.15 Validity of bids:**

The institute should ensure placement of contract/purchase /procurement within the original validity of bids. Extension of bid validity must be discouraged and restored to only in exceptional circumstances.

**( GFR Rule 161)**

**34.16. Delegation of powers to the Management Committees/Board of Management of the ICAR Research Institutes:**

- (i) Powers have been delegated to the Management Committees/Board of Management of ICAR Research Institutes to examine and approve the list of equipments for a particular year out of the list approved by the PIC/EFC for the entire plan period and to scrutinize and approve any substitution of

items in the light of Research requirements within the overall budgetary provisions of non- recurring contingency of the Institute.

**( ICAR No. 6-4/92-Cdn.(A&A) dated 6.8.1992 )**  
**( ICAR No. 6-2/93-Cdn.(A&A) dated 10.8.1993 )**

- (ii) Delegation of powers as per (i) above to substitute a listed item with a non-listed item needs to be exercised with due care and caution. Only items having a direct relationship with the actions/activities envisaged in the approved EFC Memo may be considered for approval in lieu of listed item. Care also needs to be taken to ensure that the price differential in the originally listed item and the one proposed to be purchased as a substitute is not unreasonable. Further, this power should be used sparingly when there is compelling justification.

**( ICAR No. 6-293-CDN.(A&A) dated 31--8-2005 )**

#### **34.17 Replacement of vehicles:**

The lives of motor vehicles ( up to 20 HP RAC ) in terms of distance run in (kilometers) and length of use ( in years) whichever is reached later, is revised according to Govt. of India norms as follows:-

Type of vehicle	Existing		Revised	
	Kms	Years	Kms.	Years.
Motor vehicles fitted with engines upto 20 H.P. (RAC)	2,00,000	8	1,50,000	6 ½

Further the lives of following vehicles will remain as under :-

Type of vehicles	Kilometers	Years.
(i) Heavy commercial motor vehicles	4,00,000	10
(ii) Motor cycles fitted with engines of 3.5 H.P. ( R.A.C) or above.	1,20,000	7
(iii) Motor cycles fitted with engines of less than 3.5 H.P. (R.A.C)	1,20,000	6

The life of a tractor shall be taken as 10,000 hours or 10 years which is reached later.

**(MOF Notification No. 1(21)-E.II(A)/90 dated 21..5.1993**

**(ICAR No. 6(3)/92-Cdn(A&A) dated 25/5/2009)**

**Note(1) Purchase of vehicles under KVK projects:**

Since KVK projects bear approval of CCEA, vehicles sanctioned under such KVK projects be procured without any questions.

**( ICAR No. 4(5)/2011-WS dated 28.12.2011)**

**34.18.` Maintenance of Tree Register :**

Cutting of trees without proper permission is an offence and attracts strict punishment . All Institutes should maintain a tree register and a census of all the standing trees will be carried out and the trees in the Institutes/Regional Station campus shall be entered in the Asset Register of the Institute.

**( ICAR No. 39-6/2011-Vig. Dated 14..9.2011)**

**34.19. Maintenance of Asset Register :**

Asset Register is to be maintained in a new format, which is to be adopted from 2009-10. Before adopting the new format, all the Institutes are required to complete the Asset Register upto 2008-09 either in the GFR format or ICAR Audit Manual format ( as the case may be ) and reconciled with the annual accounts of the Institute. The progressive total of assets must be reflected in the new Asset Register as opening entry. In addition to the Asset Register as per the prescribed format, the abstract of Asset Register is required to be prepared by the Officer who is maintaining the Asset Register by taking closing balance of assets under each category at the end of the financial year and proforma basis and provide depreciation and arrive at net value of assets, with the concurrence of Finance & Accounts Office. It may be ensured that (i) the Gross Block of Assets as shown in Asset Register and (ii) depreciation and net value of assets as shown in the Abstract to Asset Register are tallying with Annual Accounts of the Institute.

**( ICAR D.O. No. 3-82/2004-IU dated 13.7.2009)**

**( ICAR No. 3(4)/2009-IU dated 30.10.2009)**

**( ICAR No. 3(4)/2009-IU dated 8-6-2010)**

**( ICAR No. 6-1/1010-IU dated 4.2.2011)**

**34.20. Disposal of farm produce at the Institute/Centres under the ICAR and the procedure thereof :**

Farm produce of the Institute/Centres such as rice, wheat, milk products potato etc. will be disposed while following the procedure laid down as below:-

- (a) In institutes carrying on educational activities and having a Hostel/Co-operative messes/canteens attached with the Institutes, requirements of these shall be met before the produce is distributed to other members of the

staff. Similarly the requirement of Guest house /Scientists Home (like the visiting Scientists' Hostel at the institute) shall also be given preference

- (b) If possible the produce shall be sold to the staff according to their requirements. However, if the quantity available is not sufficient to meet full demand of all, the Director shall ensure that the produce is distributed equitably among the staff so that all categories of staff get reasonable share.
- (c) The price of the commodity shall be decided by the price Fixation Committee taking into consideration the prevailing rate as certified by the Civil Supplies Department. The price so fixed shall be reviewed quarterly in consultation with the Civil Supplies Department of the state concerned.
- (d) If any surplus produce is left over, after meeting the demand of the staff, the balance shall be disposed of through public auction.
- (e) In respect of commodities under statutory rationing the Director shall ensure that the rules of the Civil Supplies Department are adhered to strictly.

**(ICAR No. 8(9)/69-Reprgm(F&A) dated 15.10.1975)**

**chapter No. 35:**  
**Guidelines on outsourcing of Services**

Rules 178-185 of the Swami's compilation of General Financial Rules regulate the Outsourcing of services. These Rules are reproduced below:-

**Rule 178. Outsourcing of Services--**

A Ministry or Department may outsource certain services in the interest of economy and efficiency and it may prescribe detailed instructions and procedures for this purpose without , however, contravening the following basic guidelines.

**Rule 179. Identification of likely contractors-**

The Ministry or Department should prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other Ministries or Departments and Organization involved in similar activities, scrutiny of 'Yellow pages', and trade journals, if available, web site etc.

**Rule 180. Preparation of 'Tender enquiry .**

Ministry or Department should prepare a tender enquiry containing, inter alia:-

- (i) The details of the work or service to be performed by the contractor;
- (ii) The facilities and the inputs which will be provided to the contractor by the Ministry or Department.

- (iii) Eligibility and qualification criteria to be met by the contractor for performing the required work/service; and
- (iv) The statutory and contractual obligations to be complied with by the contractor

**Rule 181. Invitation of Bids;**

**(a) For estimated value of the work or service up to Rupees ten lakhs or less:**

The Ministry or Department should scrutinize the preliminary list of likely contractors as identified as per Rule 179 above, decide the prima facie eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should not be less than six.

**(b) For estimated value of the work or service above Rupees ten lakhs :**

The Ministry or Department should issue advertised tender enquiry asking for the offers by a specified date and time etc., in at least one popular largely circulated national newspaper and website of the Ministry or Department.

**Rule 182. Late Bids.**

Late bids, i.e. bids received after the specified date and time of receipt, should not be considered.

**Rule 183. Evaluation of Bids Received**

The Ministry or Department should evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract..

**Rule 184. Outsourcing by Choice**

Should it become necessary, in an exceptional situation to outsource a job to a specifically chosen contractor, the Competent Authority in the Ministry or Department may do so in consultation with the Financial Adviser. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form an integral part of the proposal

**Rule 185. Monitoring the Contract. --**

The Ministry or Department should be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

Since the ICAR follows General Financial Rules, of the Government , the Rules relating to Outsourcing of services are also followed by the ICAR mutatis mutandis. Based on these Rules the ICAR has issued detailed guidelines regarding award of job/work contract, procurement of services through consultants and outsourcing of services vide letter NO. 17(1)/2010-Estt.II dated 11thJune 2010 given in **Appendix-XXIX**.

**Chapter No. 36:**

**Guidelines for maintenance of Personal Files/Service Books**

**Personal Files**

- 36.1** Personal files should essentially be a collection of authenticated copies of orders and other papers relating to important events in the official career of an individual government servant . Normally no matter should be processed in this file .
- 36.2** No paper should be placed on a personal file unless it -
- (a) concerns the Government servant;
  - (b) relates to an important event concerning his official career or has a direct bearing on it;
  - (c) is likely to be required for future reference;
  - (d) merits retention for a long period, if not throughout the official career of the Government servant; and
  - (e) either dispenses with the need retaining the concerned subject file for long, or facilitates its retrieval.
- 36.3** An illustrative list of papers that could, with advantage be placed on a personal file is given below:-
1. Application for initial appointment (original)
  2. Appointment order/notification
  3. Orders regarding relaxation of age or educational qualifications or condonation of break in service.
  4. Orders regarding change in date of birth.
  5. Orders regarding retirement, quasi-permanency, confirmation, deputation, transfer, promotion, reversion and training .

6. Orders regarding grant of study leave or extraordinary leave.
7. Results of departmental and other tests/examinations.
8. Orders regarding fixation of pay, advance increments, crossing of efficiency bar, awards and prizes.
9. Sanction of house building and car/scooter advances and final withdrawals from G.P. Fund.
10. Letter guaranteeing payment by Government servant of electricity and water charges to appropriate local authority. ( Original) surety to C.S. Library and similar guarantee given on behalf of a Government servant
11. Letters sponsoring a Government servant for membership of the Central Secretariat Library (Original).
12. Court decree regarding attachment of pay (Original)
13. Orders imposing penalties under CCS (CCA) Rules.( Copies of these orders will also continue to be placed on confidential report dossier).
14. Warning ( Copies will also be placed on the CR Dossier where the warning is the result of regular departmental proceedings or where there is a specific direction to that effect).
15. Termination or service under CCS ( Temporary Service) Rules.
16. Resignation.
17. Retirement.
18. Extension of service.
19. Re-employment.

**36.4** As envisaged in the functional file index for establishment and house-keeping sections, personal files will be opened under the primary heading 'personal files' i.e. A-19 for gazetted officers and A-20 for non-gazetted staff and not under any specific subject or functional heading. These personal files will be kept open throughout the official career of the government servant although there would be no objection to a fresh volume being opened as and

when the previous volume reaches a size, say, 100 pages requiring to be stitched for keeping it tidy.

**36.5** The personal file should be distinguished from files opened under the Primary subject/functional heading 'moveable/immovable property" to deal with property returns and intimations and sanctions regarding financial transactions under the Central Civil Service (Conduct Rules) Although the functional file index visualizes separate files being opened each year to deal with such matters concerning all employees within a particular class,It would be more convenient to deal with such matters on separate files for each official and to keep them open throughout the official career of the government servant . To avoid mix-up of periodical property returns with papers concerning individual financial transactions, each file should consist of the two volumes to store/deal with these two types of papers separately.

**36.6** Personal files (other than those maintained by cadre authorities) should normally move with the officials concerned on their transfer from office to office.

**36.7** The documents mentioned against Sl. Nos. 1, 10, 11 and 12 should be transferred in original from the relevant subject files to personal files. In other cases, it should be ensured that the copies of orders being placed on the personal files are properly authenticated ( i.e., signed by the Competent Officer). Where spare copies available are not so signed, they should be got attested by the Section Officer.

**[G.I. D.P. & A.R. O.M. 28034/35/76-Estt.(A), dated the 19<sup>th</sup> January,1977]**

**Service Books:**

**36.8** A service Book in the prescribed form must be maintained for every Gazetted and non-Gazetted Government servant holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post from the date of his first appointment except in the case of those officiating in posts or holding temporary posts, who are recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment.

**36.8.1** The Service Book must be kept in the custody of the Head of the Office in which the Government servant is serving and transferred with him from office to office

**[ SR 196, 197 ]**

**36.8.2** The Service Book of a Government servant shall be maintained in duplicate. First copy shall be retained and maintained by the Head of office and the second copy should be given to the Government servant for safe custody as indicated below:-

- (a) To the existing employees- within six months of the date on which these rules become effective ( i.e. 1-7-2005).
- (b) To new appointees -- within one month of the date of appointment

**36.8.3** In January each year, the Government servant shall hand over his copy of the service book to his office for updation. The office shall update and return it to the Government servant within thirty days of its receipt.

**36.8.4** In case the Government servant's copy is lost by the Government servant, it shall be replaced on payment of a sum of Rs. 500.

**( Rule 257(2),(3) and (4) General Financial Rules, 2005.)**

**36.8.5. Certificate to be recorded in the Service Book**

1. Employee has been medically examined and found fit.
2. His/her character and antecedents have been verified.
  
3. He/she has furnished declaration of his/her not having contracted bigamous marriage.
4. He/she has taken the oath of allegiance/affirmation to the Constitution
5. He/she has furnished the declaration of home town which has been accepted.
6. The correctness of the entries against the following items of Part-I "Bio-data" has been verified from original certificate furnished as valid documentary evidence for the respective purposes:-
  - (i) Whether a member of Schedule Caste/Tribe?
  - (ii) Date of birth in by Christian era and wherever possible also in saka era ( both in words and figures).
  - (iii) Educational qualifications:
    - (a) at the time of appointment.
    - (b) subsequently acquired.
  - (iv) Professional and technical qualifications not covered by (iii) above

Entries regarding the above will be made at the time of first appointment and attested by the Head of Office or any other officer duly authorized in the behalf. Additions and alterations will also be similarly attested.

7. He/she has filed nomination for GPF and the related notices have been forwarded to the Accounts Officer on various dates.
8. He/she has furnished details of the family members.
9. He/she has filed nomination for Death/Retirement Gratuity.

**( G.I. M.F. O.M> No. 3(2)-E IV (A) dated the 14th March, 1976}**

3. CGEGIS form to be pasted in the Service Book-- It has been decided that sufficient copies in Form No. 13, as in the pro forma appended should invariably be included in the Service Books of all the existing members as well as the new members admitted to the Scheme hereafter . Every year, in the month of January and at the time of transfer of the members of the Scheme, the Head of Office shall record a certificate as given below, in the Remarks Column (Col. No. (7) of the Form No. 13 over his dated signatures--

“Subscription at the rate of Rs. ....appropriate to Group .....of the Scheme recovered from pay and allowance for the period from January.....to December.....

All other events in the nature of promotion, transfer on deputation/foreign service, absorption in Public Sector Undertakings/Autonomous Bodies , retirement, etc., occurring during the service career of the member of the Scheme, shall also

be recorded in the appropriate column ( Column No., 6))) of Form No. 13 and duly attested by the appropriate authority over his dated signatures.

(G.I. M.F.O.M. No. F.7(17)-E V/89, dated the 26th February, 1990)

**Form No. 13**

**CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME, 1980**

Date of joining Govt. Service	Date of admission to the CGEGL Scheme	Group to which admitted	Rate of monthly contribution	Period		Events with exact date affecting Cols. (3) and (4)	Remarks
				From	To		
1	2	3	4	5		6	7

**4 Entries to be recorded in the Service Book--**

1. At the time of initial appointment
2. Occurrence of events involving a change in the post, office, station, scale of pay or nature of appointment, which will include appointment, promotion, reversion, deputation, transfer ( including transfer on foreign service), increment, leave, suspension and other forms of interruption in service.
3. Events like stoppage of increment, enforcement of Efficiency Bar,.
4. Facts of availing Leave Concession either by Government servant or members of his family.

( G.I. M.F. O.M.No. 3(2)-E IV (A), dated the 11<sup>th</sup> March, 1976)

**5. Documents to be placed in Volume-II of the Service Book in the Safe custody of the Head of Office--**

1. Relaxation of age, educational qualifications (authenticated/attested copy).
2. Report regarding verification of character and antecedents (original)
3. Medical certificate of fitness ( original).
4. Attested copies of certificates of age and educational qualifications.
5. Declaration regarding marital status ( original )
6. Oath/affirmation of allegiance to the Constitution ( original ).
7. Declaration and acceptance of home town ( signed /attested copy ).
8. Nomination for GPF ( signed./attested copy)
9. Nomination for retirement /death gratuity.
10. Details of family ( signed /attested copy)
11. Exercise of options in service matters ( signed /attested copy )
12. Condonation of break in service ( authenticated/attested copy)
13. Order regarding change of date of birth ( authenticated /attested)
14. Collateral evidence in respect of past service (original).
15. Change of name (original )

**(G.I. Dept. of Per. & A.R. O.M. No. 28034/35/76-Estt.(A), dated the 19th  
January 1977]**

**6. Inspection of Service Book by the Government servant--.**

It shall be the duty of every Head of Office to initiate action to show the Service Book of the Government servant concerned every year and to obtain their signature therein in token of their having inspected the Service Book. A certificate to the effect that he has done so in respect of the preceding (financial year should be submitted by him to his next superior officer by the end of every September.

**[SR 202]**

**7. Attestation of entries in the Service Books--**

(i) The Head of the Office must see that all entries are duly made and attested, and that the book contains no erasure or overwriting, all corrections being neatly made and properly attested. However, the Heads of the Offices are permitted to delegate to subordinate Gazetted Officers under their powers to attest entries in the service Books of all Gazetted Officers ( except their own Service Books ) for the maintenance of which the Heads of Offices are responsible and to keep these documents in their custody, and to attest entries in the leave accounts. The Head of the Office should scrutinize at least ten per cent of these documents every year and initial the same in token of having done so.

( SR 199 and G.I. M.F. O.M. No. 3(3)-E IV(A)/76, dated the 25th  
November 1976.]

**8. Annual verification of service--**

At a fixed time early in the year the Service Books shall be taken up for verification by the Head of the Office who after satisfying himself that the services of the Government servants concerned are correctly recorded in each of the Service Books shall record in each case a certificate in the following form over his signature:-

“ Service verified from .....( date from which the  
verification is made).....up to .....( date).

The annual verification of service is intended to ensure that the Head of the Office has satisfied himself that the Government servant's entire service as recorded in the Service Book, is completely borne out by actual facts. No certificate of verification need be recorded by the Head of the Office in

respect of periods of foreign service, if any. The entries made in the Service Book by the Accounts Officer under the provisions of SR 203 will be sufficient for this purpose.

**[ Rule 257 (i) of General Financial Rules, 2005)**

9. Service verification entries to be recorded before transferring Service Book.-  
- When a Government servant is transferred from one office to another, the Head of the Office under whom he was originally employed should record in the Service Book under his signature the result to verification of service in respect of the whole period during which the Government servant was employed under him before forwarding the Service Book to the office to which the Government servant has been transferred

If a Government servant is relieved on transfer to another office in the middle of a month and his pay and allowance are drawn in the former office to the end of the previous month, the verification of service should be done only in respect of that period for which the Government servant was paid in the 'Office in which he was originally employed' and the verification of service for the remaining period should be done in the office to which he is transferred.

10. Procedure for making entries of foreign service-- If a Government servant is transferred on foreign service, the Head of his office, or Department must send his service book to the Accounts Officer concerned. The Accounts Officer ( now Pay and Accounts Officer) will return it to the Head of the Office after noting in it, under his signature, the order sanctioning the transfer, the effect or the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary. On the Government servant's re-transfer to Government service, his Service Book must again be sent to the Accounts

Officer, who will then note in it, over his signature, all necessary particulars connected with the foreign service including the fact of recovery of leave and pension contributions. No entry relating to the time spent in foreign service may be attested by any authority other than the Accounts Officer.

[SR 203]

**11. Procedure to be followed when benefit of past service is allowed for pension.**

Under Rule 26(2) of CCS ( Pension) Rules 1972, resignation of an appointment to take up, with proper permission , another appointment, whether permanent or temporary service in which counts in full or in part, is not resignation from public service. In such cases, the order accepting the resignation should clearly indicate that the employee is resigning to join another appointment with proper permission and that the benefits under Rule 26(2) will be admissible to him. The contents of the above order should also be noted in the Service Books of the individuals concerned under proper attestation.

**( G.I.D. (4) below Rules 26,, CCS (Pension) Rules, 1972- Swami's  
Compilation]**

**12. Leave Account.--** A leave account shall be maintained in the prescribed form for each Government servant by the Head of the Office.

**[ Rule 15, CCS ( Leave) Rules, 1972.]**

**Chapter No. 37:**  
**Record Management**

- 37.1** In order to improve office efficiency, it is necessary to follow the secretarial best practices as enshrined in the “ Manual of Office Procedure” issued by the DOPT. Accordingly it has been decided that:
- i. Henceforth the ICAR hqrs. as well as all the institutes will handle files and office correspondence from initiation to consignment to records, as per office procedure laid down in the Manual of Office Procedure (MOP) of DOPT. (<http://www.darpg.nic.in>)
  - ii. Carry out of campaign to consign to record all files as per required procedure, regarding which detailed instructions are being given in paras 102 to 115 of MOP
- 37.2** A very recurrent departure from the best practices as given in the MOP is the opening of new files on receipt of any PUC whatsoever, without trying to link it to previous files or papers and, in several cases, without even entering new file properly in the file register. Therefore, the following special arrangement is being put into place with immediate effect.
- i) Whenever a new file is opened in ICAR Hqrs. or in any Institute, the SO/US in the case of Hqrs. and the AAO/AO/SAO in the case of Institute will have to record a certificate on the file as follows:

*“ This is to certify that there is no current file on the subject in the office, and that the new file has been duly entered in the file register”*

- ii) In case a part file is being opened, then:
  - (a) It has to be stated by the SO/US or AAO/AO/SAO, as the case may be, that part file is being opened because the main file is under submission;
  - (b) More importantly, the moment the main file is received it should be merged with the main file; by renumbering the note and correspondence portion of the part file, so that there is continuity of numbering in the main file.
  
- iii. As per Chapter XV of the MOP the Head of Department ( Director in the case of Institute and a designated DS/Director in the case of Hqrs.) is required to inspect office at least once a year. The heads of departments must carry out these inspections regularly, and during the inspections they must check the compliance of the instructions given above specifically apart from compliance of the MOP, in all its aspects.

**37.3** All other requirements for proper maintenance of files are given in the MOP of the DOPT, which is available at the website named at (1) above

**37.4** Consigning files to record is not an unimportant activity. In fact, it is a most important activity, because while doing our work we are creating record of current history, and scholars in subsequent generations may be interested in looking at some of our actions and decisions for purposes of historical or sociological studies. It is also important because it removes non-current papers from offices to the record room, providing cleaner and more spacious working environment in the office, and reduces the risk of fire.

Lastly, it is important because some of the record may be required subsequently, especially in relation to court cases and unless the record is properly consigned to record, it would be impossible at all to trace old record when required.

- 37.4.1** Therefore. with regard to consigning files to record as stated above, a special campaign is being carried out with the aim of bringing our recording up-to-date, within the current calendar year, i.e. by December 2010. For doing so, while instructions are available in the MOP (ChapterXII), the important aspects of these instructions are being specifically brought out in the instructions given below:
- 37.4.2** Each section shall maintain record of files opened during the calendar year in a file register as prescribed vide appendix 22 of the manual of office procedure. While opening a new file the Section Officer, or AAO in case of an Institute, will have to record a certificate on the first page as indicated in para 37.2.1(i).
- 37.4.3** A part file may be opened if the main file on a subject is not likely to be available for some time and it is necessary to process a matter without waiting for its return. However, the part file has to be, merged with the main file as soon as possible. Movement of files and other papers shall be entered in the file movement register prescribed vide appendix 23 of the manual of office procedure.
- 37.4.4** Files shall be recorded after action on the issues considered in the file has been completed. However , files of a purely ephemeral nature such as casual leave records or circulars of temporary nature containing papers of little reference or research value may be destroyed after one year without being formally recorded.

**37.4.5** The first step in recording of files is their categorization depending on importance and reference value. Therefore, in the beginning, categorization of files may be done by ADG/Director/Deputy Secretary at the headquarters and Director/SAO in the institutes.

**37.4.6** There are following three categories of recorded files.

(i) Category 'A' meaning 'keep and microfilm/digitize'- This category covers

(a) Files of historical importance such as those listed in part 'B' of Appendix 25 of manual of office procedure.

(b) Files which have to be permanently preserved for administrative purposes ( vide part 'A' of appendix 25 of manual of office procedure) and which have to be microfilmed/digitized because they contain:

- .a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum.

or

- material likely to be required for frequent reference by different parties.

(ii) Category 'B' meaning 'keep but do not microfilm'- This category covers files which have to be permanently preserved for administrative purposes ( vide part 'A' of appendix 25 of manual of office procedure) but do not warrant microfilming.

(iii) Category 'C' meaning 'keep for specified period only' - This category includes files of secondary importance and having reference value for limited period not exceeding 10 years, these are the files which have not fallen either in Category 'A' or 'B'

**37.4.7 Recording of files is to be done in the following manner :**

To begin with the recording of old files may be done at the level of ADGs/Director/Deputy Secretary/Under Secretary/SAO/AO/AAO who may begin with say 10 files a day, and with time they may find it possible to screen more number of files per day. Once the back log is clear the recording may be done at the level of SO/AAO/Assistant.

**37.4.8** Recording is to be, done in the following manner :

**(A) Action to be taken in the section**

- (i) indicate the appropriate category of record and in the case of category 'C' also specify the retention period and the year of destruction on the file cover;
- (ii) where necessary, revise the title of the file so that it describes adequately the contents at that stage;
- (iii) get the file indexed in the manner indicated in para 107, chapter XII of the manual of office procedure unless it is retained for less than 10 years from the date of closing ;
- (iv) extract from the file, copies of important decisions, documents, etc. as are considered useful for future reference and add them to the standing guard file/precedent book ;
- (v) remove from the file all superfluous papers such as reminder, acknowledgements, routine slips, working-sheets, rough drafts, surplus copies etc. and destroy them;
- (vi) complete all references and, in particular, mark previous and later references on the subject on the file cover;
- (vii) pass on the file to the record clerk;

**(B) Action to be taken in the record section**

The record clerk shall take following action :

- (i) complete column 4 and 5 of the file register and correct the entry in column 2 where necessary';
- (ii) enter the file number in column 2 of the register for watching progress of recording ( Appendix 24 of the manual of office procedure)
- (iii) write the word 'recorded' prominently in red ink across the entries in the file movement register;
- (iv) indicate the year of review on the file cover in respect of category 'C' files;
- (v) Prepare fresh covers, where necessary with all the entries already made thereon;

**37.4.9(a)** To ensure that the files are neither prematurely destroyed, nor kept for periods longer than necessary, instructions contained in record retention schedule should be followed

(b) Recorded files should not be kept in the section for more than one year after which they should be transferred to the departmental record room.

(c) The departmental record room should maintain a record review register as per appendix 30 of the manual of office procedure .

- (d) A category 'C' file should be reviewed on the expiry of the specified retention period (reckoned with reference to the year of closing) and weeded out unless it is required to be retained for valid reasons.
- (e) Category 'A' and Category 'B' files should be reviewed on attaining the 25<sup>th</sup> year of their life in consultation with the National Archives of India.
- (f) Beginning in January 2011, and each year thereafter, the departmental record room should send to the sections concerned, the files due for review in that year, in 4 lots in January, April, July, September.
- (g) Files received in the section for review should be examined by the Section Officer concerned and those files which are no longer required should be marked for destruction. Other files should be marked for further retention. Files having a bearing on departmental/court proceedings should not be destroyed until required.
- (h) After review the files should be returned to the departmental record room.
- (i) The departmental record officer should transfer category 'A' and 'B' files surviving the review undertaken at the 25<sup>th</sup> year of their life to the national archives.
- (j) Files marked for further retention should be restored in the record room after making the required entries in the record review register in the case of category 'C' files. Files marked for destruction should be destroyed by the departmental record officer.

**37.5.** Each institute should have a designated record room and a designated record clerk,. A note issued by the National Archives of India on the minimum requirements of a record room is available on ICAR website and may be referred to. Expenditure on account of furnishing of record room and other activities connected with recording of files etc. may be met from sanctioned budget grant for office expenses.

**37.6** While at first, consigning files for record may seem a difficult task to the Head of Department, or even a boring one, it is a task that has to be done and it is a task which become easy as we go through it and get accustomed to the kind of records we are dealing with and the procedures that are prescribed for it. Each Director should keep a target of taking a decision on recording of files in respect of at least 20 files per day, and the Director would himself/herself notice that as the first two-three weeks pass, his/her own speed on disposing of such files would increase.

**( ICAR No. 6(4)/2010-W.S. dated 19.10.2010**

## **Chapter No.38:**

### **Right to Information Act 2005**

It is an important Act under which all citizens shall have the right to information subject to the provision of the Act. A copy of this Act is at **Appendix-XXX**.

Some important provisions given under various Section of this Act are as follows :

#### **Section - 2 :Definitions-**

- (f) "Information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

#### **Section-4 -Obligation of public authorities-** (1) Every public authority shall,

- (a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated. ;
- (b) publish within one hundred and twenty days form the enactment of this Act,-

- (i) the particulars of its organization, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof ;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible to public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;
- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;

- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form ;
  - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;
  - (xvi) the names, designations and other particulars of the Public Information Officers;
  - (xvii) such other information as may be prescribed; and thereafter update these publications every year;
- (c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- (d) Provide reasons for its administrative or quasi- judicial decisions to affected persons.
- (2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of Clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications including internet, so that the public have minimum resort to the use of this Act to obtain information.
- (3) For the purposes of sub-section (1) every information shall be disseminated widely and in such form and manner which is easily accessible to the public.
- (4) All material shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in the local area and the information should easily be accessible, to the extent possible in electronic format with the Central Public Information Officer\or State Public Information Officer, as the case may be,

available free or at such cost of the medium or the print cost price, as may be prescribed.

**EXPLANATION-** For the purposes of sub sections (3) and (4), “disseminate” means making known or communicated the information to the public through notice boards, newspapers public announcement, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

**8. Exemption from disclosure of information - (1)** Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,-

- (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
- (b) Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- (c) Information , the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

- (f) information received in confidence from foreign Government;
- (g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes.;
- (h) information which would impede the process of investigation or apprehension or prosecution of offenders;
- (i) cabinet papers including records of deliberations of the Council of Ministries , Secretaries and other officers;

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

- (j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer of the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which can not be denied to the parliament or a state legislature shall not be denied to any person.

(2) Notwithstanding anything in the official Secrets Act, 1923 (19 of 1923) nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of Clauses (a), (c) and (i) of sub-section (1) any information relating to any occurrence, event or matter which has taken place occurred or happened twenty years before the date on which any request is made under Section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

In addition the Central Information Commission (CIC) gives decisions on the cases filed by the information sections.

A book namely “**Important Decisions of Central Information Commission**” compiled by ISTM has been up-loaded on ICAR’s website vide Council’s circular dated 3.11.2010 under the “**RTI Act with the heading “ RTI-important Decisions of CIC”**” which may be seen/referred for guidance particularly by the Officers dealing with the implementation of the RTI Act.

## **Chapter No. 39:** **RFD/ISO:9001 Certification**

### **Results-Framework Document**

#### **Background**

Pursuant to the announcement made in the President's address to both Houses of the Parliament on June 4, 2009, Prime Minister approved the outline of the Performance Monitoring and Evaluation System (PMES) for Government Departments vide PMO I.D. No. 1331721/PMO/2009-Pol dated 11.9.2009.

#### **Performance Monitoring and Evaluation System**

This is a system to both 'evaluate' and 'monitor' the performance of Government departments. Evaluation involves comparing the actual achievements of a department against the annual targets. In doing so, an evaluation exercise judges the ability of the department to deliver results on a scale ranging from excellent to poor. Monitoring involves keeping a tab on the progress made by the departments towards their annual targets.

Performance Monitoring and Evaluation System takes a comprehensive view of departmental performance by measuring performance of all schemes and projects (iconic and non-iconic) and all relevant aspects of expected departmental deliverables. As a result of this comprehensive evaluation of all aspects relevant to citizen's welfare, this system provides a unified and single view of departmental performance. By focusing on areas that are within the control of the department, PMES also ensures fairness and high levels of motivation. The working of the PMES can be divided into following three distinct periods during a fiscal year:

Beginning of the year (by April 1): Design the Results-Framework Document (RFD)

During the year (after six months-Oct 1): Monitor progress against agreed targets

End of the year (March 31): Evaluate performance against agreed targets

Under PMES, each department is required to prepare a Results-Framework Document.

### **Results-Framework Document**

The Results-Framework Document provides a summary of the most important results that a department/ministry expects to achieve during the financial year. This document has two main purposes:

- a) To move the focus of the department from process-orientation to result-orientation, and
- b) To provide an objective and fair basis to evaluate department's overall performance at the end of the year.

A Results-Framework Document is essentially a record of understanding between a Minister representing the people's mandate, and the Secretary of a Department responsible for implementing this mandate. This document contains not only the agreed objectives, policies, programs and projects but also success indicators and targets to measure progress in implementing them. To ensure the successful implementation of agreed actions, RFD may also include necessary operational autonomy.

The RFD seeks to address three basic questions:

- (a) What are ministry's/department's main objectives for the year?
- (b) What actions are proposed by the department to achieve these objectives?

- (c) How would someone know at the end of the year the degree of progress made in implementing these actions? That is, what are the relevant success indicators and their targets which can be monitored?

### **Format of Results-Framework Document**

The RFD should contain the following six sections:

- Section 1 Ministry's/department's Vision, Mission, Objectives and Functions.
- Section 2 *Inter se* priorities among key objectives, success indicators and targets.
- Section 3 Trend values of the success indicators.
- Section 4 Description and definition of success indicators and proposed measurement methodology.
- Section 5 Specific performance requirements from other departments that are critical for delivering agreed results.
- Section 6 Outcome /Impact of activities of department/ministry

### **Section 1: Ministry's/Department's Vision, Mission, Objectives and Functions**

This section provides the context and the background for the Results-Framework Document. Creating a Vision and Mission for a department is a significant enterprise. Ideally, Vision and Mission should be a byproduct of the strategic planning exercise undertaken by the department. Both concepts are interrelated.

Vision is an idealized state for the department. It is the big picture of what the leadership wants the department to look like in the future. Vision is a long-term statement and typically generic and grand. Therefore a vision statement does not change from year to year unless the department is dramatically restructured and is expected to undertake very different tasks in the future.



**Column 1: Select Key Departmental Objectives**

From the list of all objectives, select those key objectives that would be the focus for the current RFD. It is important to be selective and focus on the most important and relevant objectives only.

**Column 2: Assign Relative Weights to Objectives**

Objectives in the RFD should be ranked in a descending order of priority according to the degree of significance and specific weights should be attached to these objectives. The Minister in-charge will decide the *inter se* priorities among departmental objectives and all weights, including the weight of mandatory indicators, must add to 100.

**Column 3: Specify Means (Actions) for Achieving Departmental Objectives**

For each objective, the department must specify the required policies, programmes, schemes and projects. Often, an objective has one or more policies associated with it. An objective represents the desired “end” and associated policies, programs and projects represent the desired “means” and actions to be taken to achieve the objective. The latter are listed as “actions” under each objective.

**Column 4: Specify Success Indicators and Units**

For each of the “action” specified in Column 3, the department must specify one or more “success indicators.” They are also known as “Key Performance Indicators (KPIs)” or “Key Result Indicators (KRIs).” A success indicator provides a means to evaluate progress in implementing the policy, programme, scheme or project. Sometimes more than one success indicator may be required to tell the entire story.

### Column 5: Assign relative Weights to Success Indicators

If we have more than one action associated with an objective, each action should have one or more success indicators to measure progress in implementing these actions. In this case we will need to split the weight for the objective among various success indicators associated with the objective.

### Column 6: Specify Targets/Criteria value for Success Indicators

The next step is to choose a target for each success indicator. Targets are tools for driving performance improvements. Target levels should, therefore, contain an element of stretch and ambition. However, they must also be achievable. The target should be presented as per the five-point scale given below:

Excellent	Very Good	Good	Fair	Poor
100 %	90%	80%	70 %	60 %

### Section 3: Trend values of the success indicators

For every success indicator and the corresponding target, RFD must provide target values and actual values for the past two years and also projected values for two years in the future as given in Table 2.

**Table 2:** Trend Values for Success Indicators

Objective	Actions	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
Objective 1	Action 1							
	Action 2							
	Action 3							
Objective 2	Action 1							
	Action 2							
	Action 3							
Objective 3	Action 1							
	Action 2							
	Action 3							



### Section 6: Outcome / Impact of activities of department/ministry

This section should contain the broad outcomes and the expected impact the department/ministry has on national welfare. It should capture the very purpose for which the department/ministry exists.

**Table 5:** Outcome/Impact of activities of department/ministry

S. No.	Outcome / Impact	Jointly responsible for influencing this outcome/ impact with the following organization (s)/ departments/ministry(ies)	Success Indicator (s)	Unit	2011-2012	2012-2013	2013 - 2014	2014-2015	2015-2016

### Evaluation Methodology

At the end of the year, the achievements of the government department are compared with the targets and the composite score is determined. The Raw Score for Achievement is obtained by comparing the achievement with the agreed target values. The Weighted Raw Score for Achievement is obtained by multiplying the Raw Score with the relative weights. Finally, the Composite Score is calculated by adding up all the Weighted Raw Scores for achievements.

The Composite score shows the degree to which the government department in question was able to meet its objectives.

This Composite Score will reflect the degree to which the department was able to achieve the promised results.

<b>Departmental Rating</b>	<b>Value of Composite Score</b>
Excellent =	100% - 96%
Very Good =	95% - 86%
Good =	85 - 76%
Fair =	75% - 66%
Poor =	65% and below

## **RFD Process and Timelines**

### **A. Beginning of the Year**

- At the beginning of each financial year, with the approval of the Minister concerned, each Department will prepare a Results-Framework Document (RFD) consistent with these guidelines.
- To achieve results commensurate with the priorities listed in the RFD, the Minister in-charge will approve the proposed activities and schemes for the Ministry/Department. The Ministers In-charge will also approve the corresponding success indicators (Key Result Areas-KRAs or Key Performance Indicators-KPIs) and time bound targets to measure progress in achieving these objectives.
- Based on the proposed budgetary allocations for the year in question, the drafts of RFDs will be completed by 5<sup>th</sup> of March every year. To ensure uniformity, consistency and coordinated action across various Departments, the Cabinet Secretariat will review these drafts and provide feedback to the Ministries/Departments concerned. This process will usually be completed by March 31<sup>st</sup> of each year.
- The final versions of all RFDs will be put up on the websites of the respective Ministries by the 15<sup>th</sup> of April each year.
- The Results Framework of each Department/Ministry will be submitted to the Cabinet Secretariat, by the 15<sup>th</sup> April of each year. It will take into account budget provisions and in particular the Outcome Budget. The Results-Framework Documents will be drawn up in such a manner that quarterly monitoring becomes possible. Quarterly reports will be submitted to the Cabinet Secretariat.

**B. During the Year**

- After six months, the Results Framework as well as the achievements of each Ministry/Department against the performance goals laid down at the beginning of the year, will be reviewed by the High Power Committee (HPC) on Government Performance consisting of the Cabinet Secretary, Finance Secretary, Expenditure Secretary, Secretary (Planning Commission), Secretary (Performance Management) and, if required, the Secretary of the Department concerned. At this stage, the Results-Framework Documents may have to be reviewed and the goals reset, taking into account the priorities at that point of time. This will enable to factor in unforeseen or *force majeure* circumstances such as drought conditions, natural calamities or epidemics. The report of the High Power Committee on Government Performance will be submitted to the Prime Minister, through the concerned Minister, for further action as deemed necessary.

**C. End of the Year**

- At the end of the year, all Ministries/Departments will review and prepare a report listing the achievements of their ministry/department against the agreed results in the prescribed format. This report will be required to be finalized by the 1<sup>st</sup> of May each year.
- After scrutiny by the Cabinet Secretariat, these results will be placed before the Cabinet for information by 1<sup>st</sup> of June each year.

### **Implementation of Results-Framework Document in DARE/ICAR**

- Establishment of RFD Coordination Unit at ICAR Hqrs.
- Constitution of RFD Steering Committee, RFD Core Committee and RFD Screening Committee at DARE/ICAR
- Constitution of RFD Committees and RFD Cells in Responsibility-Centres (RCs) and Responsibility-Sub centres (RSCs)

The Results-Framework Document system has been implemented in DARE/ICAR at three levels:

Level 1: RFD system in DARE/ICAR → Since 2009

Level 2: RFD system in RCs i.e. SMDs → Since 2010

Level 3: RFD system in RSCs i.e. Institutes → Since 2010

**Chapter No. 40:****Guidelines on Joint Consultative Machinery of ICAR**

With the object of promoting harmonious relations and securing the greatest measure of co-operation in matters of common concern and with further object of increasing their efficiency of the service between the Indian Council of Agricultural Research in its capacity as “Employer” and the General Body of its “Employees”, the ICAR have established a Joint Council Scheme in the Indian Council of Agricultural Research.

The Rules/Guidelines Of the Joint Council Scheme of ICAR are at **Appendix-XXXI**.

**Chapter No. 41:**

**Disposal of References from Members of Parliament & other VIPs/Guidelines framed in pursuance of Rule 20 of the CCS(Conduct) Rules 1964 as extended to the ICAR employees.**

**41.1: Disposal of References from Members of Parliament & other VIPs**

- (1) Communications received from Members of Parliament/VIPs should be attended to promptly.
- (2) Where a communication is addressed to a Minister, it should , as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued over the signature of an officer of the rank of Secretary only.
- (3) Where, however, a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions ( including nationalized banks) Division/ Branch in charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matters, however, the officer should have prior approval of higher authorities before sending a reply. It should, however, be ensured that the minimum level at which such replies are sent to Members of Parliament /VIP is that of Under Secretary and that also in a polite letter form only.
- (4) Normally information sought by a Member of Parliament should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament.

- (5) As far as possible, in corresponding with Members of Parliament/VIPs pre-printed or cyclostyled replies should be avoided.
- (6) In case a reference from an ex-Member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of the Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. However, the lowest level at which reply could be sent, should be that of an Under Secretary and that too in a polite letter form only.

**41.2: Guidelines framed in pursuance of Rule 20 of the CCS(Conduct) Rules 1964 as extended to the ICAR employees.**

In order to curb the tendency on the part of ICAR employees for bringing political pressure or outside influence for furthering their service matters which attracts the provisions of Rule 20- of CCS ( Conduct Rules, 1964), the following instructions are to be kept in view:-

- (a) No notice shall be taken of a representation on service matter submitted by an outsider or a relative of an employee
- (b) Whenever an outsider makes a representation for furthering the service interests of an employee of the Council, it will be assumed that it is being done at the instance of the employee concerned. In the interest of discipline, displeasure of the Council shall be conveyed to the employee concerned for violating the Conduct Rules. If the same is repeated, a warning shall be issued and further repetition shall invite disciplinary proceedings:

- (c) An employee shall make representation through his/her superior officer. It will be incumbent on the superior office to forward the representation to the authority concerned without delay. No notice shall, however, be taken of a representation received by an authority if the same has not been routed through the concerned superior officer. In the interest of discipline, displeasure of the Council shall be conveyed to the employee concerned for overstepping the appropriate channels of correspondence. If the same is repeated, a warning shall be issued and further repetition shall invite disciplinary proceedings.
- (d) The copies of correspondence indicating use of political and outside influence by the Council's employee in violation of the provisions of the said rules, may be kept in the personal file of the employee concerned and this fact may be taken into account while writing his/her Annual Confidential Report. This will be without prejudice to other steps that may be taken for violation of provision of Conduct Rules.

**( ICAR No. 21(7)/97-Per.IV dated 28-4-1997)**

- (e) Despite existing ICAR instructions, a large number of communications from the public representatives/outside authorities are continued to be received in respect of service matters such as posting, transfer etc. of the employees of ICAR. There is no decline in the references from Members of Parliament or State Legislature/other political/outside agencies. It is obvious that any high dignitary or Member of Parliament or any outside agency sponsors the case of an ICAR employee only when he/she is approached or pressed and therefore ,all employees are advised that they should desist from bringing political/outside pressure in furtherance of their service matters.

**( ICAR No. 38(2)/2002-Per.IV dated 15.2.2002)**

- (f) Despite existing instructions, there are instances where scientists have arranged VIP references to further their prospects for appointment to higher posts in the Council which is in utter disregard to the Council's orders, and an affront to the personal dignity of the officials when they themselves have full fight to represent in regard to their service matters through the official channels available to them for redressal of their grievances. Therefore, it is reiterated that if any high dignitary or Member of Parliament or legislature or any outside agency sponsors the case of any ICAR employee, it is obvious that he/she has been approached or pressed to do so. If, therefore, any reference is received on behalf of any ICAR employee from dignitary/Member of Parliament or legislature, it would be assumed that it has been taken up only at the instance of the concerned ICAR employee.

**( ICAR No. 38(2)/2002-Per.IV dated 24.1.2003)**

**41.3 Consolidated Guidelines framed in pursuance of Rule 20 of the CCS(Conduct) Rules 1964**

**41.3.1** Rule 20 of the CCS (Conduct Rules) provides that no government servant shall bring or attempt to bring any political or outside influence to bear upon the authority to further his/her interest in respect of service matters. Guidelines to this effect have been issued by the Council from time to time.

**41.3.2** The procedure to be followed in such cases, including the various aspects of the action to be taken is given below:-

- (a) If any high dignitary or Member of Parliament or legislature or any person or agency external to the immediate supervisory levels of the employees concerned sponsors the case of any ICAR employee, it is obvious that he/she has been approached or pressed to do so by the employee, either directly or indirectly. If

therefore, any reference is received on behalf of any ICAR employee from a high dignitary/Member of Parliament or legislature or anyone extraneous to the line of hierarchy about the employee in question it would be assumed that it has been taken-up only at the instance of the concerned ICAR employee.

- (b) The dossiers being maintained by the ICAR Headquarters on all employees who have violated Rule 20 of CCS (Conduct Rules) shall reflect the names of all such employees, giving details of the source from which influence has been exerted, and the number of occasions on which such pressure has been brought to bear on the individual service matters of the incumbent.
- (c) The copies of the correspondence indicating use of political and outside influence in violation of provision of above rule will be kept in the personal file of the employee concerned.
- (d) An advice shall be issued to the ICAR employee for violation of Rule 20 of the CCS (Conduct) Rules. A copy of the advice may be placed in the CR dossier of the employee concerned.
- (e) If after issue of advice as at para (d) above, incident of repetition of the violation of Rule 20, CCS of Conduct Rules occurs a second time, a written warning should be issued to him/her by the appropriate disciplinary authority and a copy thereof should be placed in his/her C.R. dossier.
- (f) If despite the issue of warning, an ICAR employee violates the provisions of Rule 20 of CCS Conduct Rules, disciplinary action

should be initiated against him by the appropriate disciplinary authority under the CCS(CCA) Rules. As per prevailing procedure

status of the disciplinary action should be indicated to the DPC while giving the vigilance status/clearance for the candidate.

- (g) It should be the duty of the concerned Dy. Secretary/Under Secretary at ICAR headquarters dealing with establishment/personnel matters of the concerned employee to ensure that the papers relating to action taken against the ICAR employees viz. advice, warning and disciplinary proceedings for violating CCS( Conduct) Rules are kept in Personal File and Annual Confidential Report of the concerned officer in the manner stated above.
- (h) In the ICAR institutes it shall be the responsibility of the Director to arrange to maintain dossiers on such cases as is being done in the headquarters and keep copies of advice/warnings/recordable warnings in the personal file and ACR of the officers found violating the above said rule.
- (i) While considering the cases of employees for training, deputation and transfers; details of whether the concerned employee has indulged in violation of Rule 20 of CCS ( Conduct) Rule or not will also be taken into consideration.
- (j) While considering the cases of promotion/assessment etc., a consolidated statement will be placed before the DPC/Assessment Committee by the member secretary of the DPC on the basis of the CR files of the candidates concerned as to whether the officer has at any time been issued a recordable warning.

- (k) Officers processing cases for training, deputation and transfers in the Hqrs., and in the case of Institutes, the Director and Officers in charge of Administration shall be responsible to ensure that clearance in respect of all these aspects is sought from the concerned Institute /Establishment /Personnel Division at the Hqrs., as the case may be.

**(ICAR No. 38(2)/2002-Per.IV dated 27.7.2005)**

**chapter No. 42:**

**Instructions regarding regularization of Casual Labourers**

Daily paid Labour should not be engaged after adopting Casual Labourers ( Grant on Temporary Status and Regularization) scheme of Govt. of India 1993 by ICAR in 1994.

**(ICAR No. 4(5)/2011-W.S. dated 28-12-2011)**

The general Terms and conditions for employment of Casual Labour and .the scheme for grant of temporary status and regularization of casual workers is at **Appendix-XXXII.**

**chapter No. 43:**

**Guidelines of Guest House charges /Hostel facilities.**

The following room rent charges will be applicable in respect of various types of accommodation for serving and retired officers of NARS(ICAR/SAUs) on official visit and private visit.

**Room rent charges in respect of various types of accommodation at the International Guest House, NASC and Ganga International Guest House, IARI, New Delhi.**

S.No.	Category	Single Bed Room P/Day	Double Room P/Day	Suit P/Day
1.	Serving and retired officers of NARS (ICAR/SAUs) on private visit	Rs. 300/-	Rs. 400/-	Rs. 500/-
2.	Serving and retired officers of NARS (ICAR.SAUs) on official visit.	Rs. 500/-	Rs. 800/-	Rs.1000/-
3.	Serving officers of Central Govt./State Govt./Autonomous organization/PSUs on official or private visit	Rs. 600/-	Rs. 1000/-	Rs. 1200/-
4.	Private visitors i.e. other than ICAR, SAUs Central or State Govt. etc.	Rs. 1500-	Rs. 2000/-	Rs. 3000/-
5	Foreign visitors (SAARC countries)	Rs. 2000/-	Rs.3000/-	Rs. 3500/-
6.	Foreign visitors other than SAARC countries	Rs. 3000/-	Rs. 4000/-	Rs.5000/-

**Room rent charges in respect of various types of accommodation at the Guest Houses other than International Guest House, NASC and Ganga International Guest House, IARI, New Delhi.**

	Category	AC Bed Room		Non AC Bed Room		Suite	
		Class 'A' cities	Other cities	Class 'A' cities	Other cities	Class 'A' cities	Other cities
1	Serving and retired officers of NARS (ICAR/SAUs) on private visit	Rs. 100/-	Rs. 75/-	Rs. 50/-	Rs. 40/-	Rs.150/-	Rs. 100/-
2	Serving and retired officers of NARS (ICAR.SAUs) on official visit.	Rs.250/-	Rs.125/-	Rs. 150/-	Rs. 75/-	Rs. 350/-	Rs.250/-
3	Serving officers of Central Govt./State Govt./Autonomous organization/PSUs on official or private visit	Rs.300.-	Rs.150/-	Rs.200/-	Rs.100/-	Rs.400/-	Rs.300/-
4	Private visitors i.e. other than ICAR, SAUs Central or State Govt. etc.	Rs.350/-	Rs.250/-	Rs.300/-	Rs.150/-	Rs.450/-	Rs.350/-
5	Foreign visitors (SAARC countries)	Rs.1500/-	Rs.1400/-	Rs.1300/-	Rs.1200/-	Rs.1700/-	Rs.1600/-
6	Foreign visitors other than SAARC countries	Rs.2500/-	Rs.2250/-	Rs.2000/-	Rs.1750/-	Rs.3000/-	Rs.2750/-

Dormitory accommodation @ Rs. 50/- per day.

**(ICAR No. 17-1/2004-E&M dated 2-11-2010)**

### chapter No. 44:

**Fee payable to the Advocates/Honorarium to the non-official members of various Committees/remuneration payable to various functionaries employed in connection with the Examination/Tests**

#### 44.1 Fee payable to the Advocates

Revised schedule of Advocates for handling the case before all courts/tribunals is as under:-

Sl.No.	Courts	Place	Rates
1	CAT & High Court	Metro Cities (like Delhi, Mumbai, Kolkata, Chennai)	Rs. 15000/- + expenses as actual
2.	CAT & High Court	Other than metro cities	Rs. 14000/- + expense as actual
3	Labour Courts/CGITs/Subordinate Courts.	All over India	Rs. 10000/- +expenses as actual

The revised schedule of fee for Advocate-on-Record conducting cases before Hon'ble Supreme Court is as under :-

Sl. No.	Item	Rates
1	Fee for Advocate-on-Record	Rs. 3000/-
2	Fee for Drafting S.L.P	Rs. 4000/-
3	Fee for Drafting Misc. Application/replies	Rs. 2000/-
4	Clerkage	10% on drafting
5	Expenses	At actual
6	Fee for appearance with Sr. Advocate	Rs. 1500/- per hearing
7	Fee for appearance without Sr. Advocate	Rs. 5000/- per hearing
8	Conference with Sr. Advocate	Rs. 500/- per conference subject to maximum 4 conferences in a case

While making payment to advocates following may be kept in view:

- (i) For handling cases in High Court /CAT/Labour Courts/CGITs/Subordinates Courts, half of the fee shall be payable after filing of petition/reply/written statement and remaining half of the fee shall be payable after conclusion of case and on production of the copy of the judgment/order by the advocate.
- (ii) For handling cases in Supreme Court, fee for last hearing may be paid after conclusion of the case and on production of the copy of judgment/order. Fee for other heads may be paid from time to time.

**( ICAR No./ 2(7)/99-Law dated 14-6-2010)**

#### **44.2 Honorarium to the non-official members of various Committees**

The following rates of enhanced honoraria of Experts/Advisors of the committees of ICAR will be admissible.

Sl.No.	Name of the Committee	Rates of Honorarium
1	IRC (erstwhile SRC)	Rs/ 1000/-
2	QRT	Rs. 1000/-
3	Scientific Panel	Rs. 1000/-
4	Board of Management/Institute Management Committee (Non Official Members	Rs. 1000/-
5	Committees ( Experts/Advisors) of A.S.R.B	Rs. 2000/- (

Further the instructions of grant of honorarium to the official members for their participation in DPC/Assessment Committees stands withdrawn.)

**( ICAR No. 10(13)/1997-CDN(A&A) dated 17.9.2009)**  
**( ICAR No. 14-2/2001-Estt.IV dated 22.2.2008)**

**Note(1)**

Honoraria to the Non-Official Members of Governing Body and ICAR Society for attending the meetings of ICAR Society are as follows:-

Sl.No.	Name of the High Powered Committee	Rate of Honorarium
1.	Governing Body of ICAR Society	Rs. 2000/- per person per day of sitting
2	ICAR Society Annual General Meeting ( AGM)	Rs. 2000/- per day

**( ICAR No. 10(3)/97-CDN(A&A) dated 26.12.2012)**

**Note(2)**

Honoraria payable to experts/ eminent persons coming as Guest faculty to the Central Training establishments will be admissible as follows:

- i) The pattern followed by the Department of Personnel & Training and Lal Bahadur Shastri National Academy of Administration, Mussoorie for the purpose of grant of honorarium payable to experts/ eminent persons coming as guest faculty will be made applicable to all other Central Training establishments for Group A Services;
- ii) An honorarium of Rs. 500/- ( Rs. five hundred ) per session may be paid to serving officers;
- iii) For non-serving officers, an honorarium of Rs. 1000/- (Rs. one thousand) per session may be paid;
- iv) When experts/ eminent resource persons are invited as guest faculty, the remuneration fee or honorarium up to an amount of Rs. 4000/- ( Rs. Four thousand ) per session may be paid, only if there are reasons that justify

such payment, which should be duly recorded in writing by the Head of the Training Institutions or Academy; and

- v) The present instructions under FR 46 B, which provide for an annual ceiling of Rs. 5000/- for honorarium to Govt. employees, stands amended for in-service guest faculty to provide for a ceiling of upto 30 days or 60 sessions in a year, whichever is lower.

**( DOPT No. 13024/2/2008-Trg.1 dated 3.3.2009)  
(ICAR Endtt. No. 21-3/2010-CDN dated January, 2010)**

#### **44.3 Remuneration payable to various functionaries employed in connection with the Examination/Tests**

		Rate admissible for single session in(Rs)	Rate admissible for two session or full day in(Rs)
Coordinator Supervisor (wherever appointed)		160/-	240/0
Supervisor		95/-	190/-
Assistant Supervisor		70/-	145/-
Invigilator		65/-	120/-
Clerk		48/-	95/-
Group 'D' Staff	Mofussil Centres	32/-	32/-
	Delhi Centre	38/-	38/-

#### **PG and Higher Level Examinations**

Paper Setters	Rs. 800/- per question paper
Moderators	Rs. 400/- per Question Paper
Evaluators	Rs. 10/- per script

**Other exams for post of officers ' level like Section Officer.  
Administrative Officer, Technical Officer etc.**

Paper Setters	Rs. 480/-/- per question paper
Moderators	Rs. 400/- per Question Paper
Evaluators	Rs. 6/- per script

**Lower level exams. like Assistant Technical Assistant, UDC, LDC etc.**

**(i) For objective type question paper**

Paper Setters		Rs. 10/- per item,/question
Moderators		Rs. 6/- per item/question
Evaluators	a) For 200 questions	Rs. 0.80 per paper
	b) For 150 Question	Rs. 0.70 per paper
	c) For 100 question	Rs. 0.50 per paper

**ii) For descriptive type questions (Essay/Letter only )**

Paper Setters		Rs. 250 to Rs. 400/- per paper depending on the duration/standard etc. of the question paper .
Evaluators	a) Single language	Rs. 8/- per paper
	b) Double language	Rs. 15/- per paper

**ICAR No. 13(1)/2002-Per.IV dated 27.2.2007)**

**chapter No. 45:**  
**Guidelines on 'Works'**

For execution of Civil works the ICAR has adopted Manual on Policies & Procedures for procurement of works in ICAR issued by Ministry of Finance, Govt. of India. The delegation of powers for execution of Civil works has also been revised by the ICAR as follows:-

S.No.	Description	Existing powers (Rs. in lakhs)	Revised powers (Rs. in lakhs )
1.	Sanction of work without approval of IMC to the Directors of ICAR Institutes/PD's/ NRC's/ZPD's	25.00	50.00
2	Sanction of work with approval of IMC to the Directors of ICAR Institutes/PD's/NRC's/ZPD's	75.00	150.00
3	Sanction of work by DDGs/SMD's	Nil	300
4	Approval of DG, ICAR	More than Rs. 75.00	More than Rs. 300.00

These powers will be subjected to approval of works in EFC of the Institute , availability of funds, approval of Plans & Estimates by competent authority & concurrence of F.,A.O/Sr. F.A.O. at Institute level and F.A. ( DARE)/ICAR in case of sanction by DDG's /D.G.

The powers of Directors of the institute /PD's/NRC's /ZPD's for carrying out any repairs or any small works, either departmentally or through any outside agency is enhanced to Rs. 10.00 lakh ( from the existing Rs. 5.00 lakh) in each case where in-house engineering expertise is available, subject to that the items under petty original works be taken after ensuring allocation of funds under the 'Capital head'.

All civil works in ICAR shall be executed as per Manual on Policies and Procedure for Procurement of Works issued by M.O.F. Govt. of India. This manual is available on website of M.O.F. and can be downloaded for reference.

**(ICAR Letter No. 3(14)/2007-EC dated 5<sup>th</sup> Dec., 2011)**

**chapter No. 46:**

**Guidelines on telephone facilities/use of official cars /newspaper facilities etc. to the eligible officers of ICAR**

**46.1: Guidelines on telephone facilities**

For regulating telephone facilities in the office as well as at the residences of the officers, the ICAR has been following guidelines/instructions issued by the Ministry of Finance, Department. of Expenditure from time to time. The land line telephone connection in the office have been provided to the officers/Section etc. as per necessity. As regards the facility of land line telephone connection at the residences , the entitled categories of Govt. employees are as follows:

Sl.No	Rank/Designation
1	Secretary to the Government of India and equivalent rank
2	Additional Secretary and Joint Secretary to the Government of India
3	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India
4	Director and Deputy Secretary to the Government of India and equivalent rank
5	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)

In ICAR, the officers equivalent to the rank/designation given above are entitled to telephone facility at the residences. Ceiling on number of calls allowed

on official account to officers in the telephones provided at their residences was also fixed vide Deptt. of Expdr. Ministry of Finance O.M. No. 7(14)/C&V/2006 dated 8.6.1982. Subsequently when the facility of Cellular phones became available in the market, the Deptt. of Expenditure, Ministry of Finance vide its OM No. 5(3)E.Coord./2002 dated 1.1.2003 extended the facility of Cellular phone to Secretary level officers of the Central Government. Changes in the field of telecommunication and major technological advancements has brought internet, mobile facilities to the domain of common people. Therefore it became imperative that Govt. officers adapt to the changing trends. Keeping this in view and the technology available in the field of communication, the existing instructions on the subject have been reviewed by the Government. The existing entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers to the Government of India and broadband facility at home has been converged into a single package. Accordingly in supersession of Deptt. of Expenditure , Ministry of Finance OM No. 7(8)-E.Coord./82 dated 8.6.82, OM No. 5(3)/E-Coord./2002 dated 1.1.2003, OM No. 7(3)E-Coord./2003 dated 14.1.2004, 26-2-2004 and 5-4-2004, single package has been provided to the Govt. officers vide Deptt. of Expdr. Ministry of Finance OM No. 7(14)/C&V/2008 dated 14-11-2006, 14<sup>th</sup> April 2007 and dated 9th July, 2007.

Sl.No	Rank/Designation	Ceiling Amount
1	Secretary to the Government of India and equivalent rank	Rs. 2800/- per month
2	Additional Secretary and Joint Secretary to the Government of India	Rs. 2000/- per month
3	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India	Rs. 1800/- per month
4	Director and Deputy Secretary to the Government of India and equivalent rank	Rs. 1500/- per month
5	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 800/- per month

Subsequently Ministry of Finance, Deptt. of Expenditure vide its O.M. No. 24(5)E.Coord./2012 dated 11<sup>th</sup> May 2012 allowed use of data card for Internet purposes subject to the following conditions:

- (i) No Data-Card ( Hardware etc. ) would be provided by the office and only reimbursement for data use, through data card, will be allowed on submission of bill.
- (ii) The User has the liberty to choose any operator/plan beneficial to them.
- (iii) Re-imburement would be allowed for one data card connection only.
- (iv) There would be no separate ceiling for the internet through data card and the reimbursement will be allowed to the entitled officer according to the ceiling/guidelines/clarification laid down vide this Department's OMs No. 7(14)/C&V/2006 dated November 14<sup>th</sup>, 2006, dated April 14<sup>th</sup> 2007 and dated July 9<sup>th</sup> 2007. As such, the maximum monthly reimbursable amount towards charges on residential telephone/mobile /broadband /data card use (for internet purposes), to a category of a officer will be as under:-

Sl.No	Rank/Designation	Ceiling Amount
1	Secretary to the Government of India and equivalent rank	Rs. 2800/- per month
2	Additional Secretary to the Government of India and equivalent rank	Rs. 2500/- per month
3	Joint Secretary to the Government of India and equivalent rank	Rs. 2000/- per month
4	Director and Deputy Secretary to the Government of India and equivalent rank	Rs. 1500/- per month
5	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 800/- per month

Accordingly the ICAR allowed re-imbusement to the officers at ICAR headquarters as follows:- w.e.f. 01-04-2012

Sl.No.	Designation	Amount
1.	D.G, ICAR & Secy. (DARE)	Rs. 2800/- (with Broadband)
	D.G, ICAR & Secy. (DARE)	Rs. 2400/- (without Broadband)
2.	Secy. ICAR & A.S. DARE, F.A. DARE/ICAR	Rs. 2500/- (with Broadband)
	Secy.ICAR & A.S. DARE, F.A. DARE/ICAR	Rs. 2100/- (without Broadband)
3	Deputy Directors General	Rs. 1800/- (with Broadband)
	Deputy Directors General	Rs. 1400/- (Without Broadband)
4	Asstt.Dir. Gen., Director, &Dy. Secy.	Rs. 1500/- (with Broadband)
	Asstt.Dir. Gen., Director, &Dy. Secy.	Rs. 1100/- (without Broadband)
5	Below the rank of Dy.Secy.	Rs. 800/-

#### 46.2 Telephone facilities at ICAR Institutes.

The entitlement of residential telephone at the National and other Institutes will be as under:-

#### NATIONAL INSTITUTES

Sr. No.	Designation of the officer	No. of telephones to be given	
I	Director	One	With STD facility either at residential or office.
II	Joint Directors	One each	
III	Project Directors/Coordinators	One each	
IV	Chief Administrative Officer	One	
V	Chief Finance & Accounts Officer/Sr. Finance & A/c Officer	One	
VI	Telephones to be given on the basis of functional necessity at the Director's discretion	Five	

OTHER INSTITUTES		
I	Director	One
II	Sr. Administrative Officer/Administrative Officer	One
III	Sr. Fin.& Accounts Officer/Finance & Accounts Officer	One
IV	Telephones to be given on the basis of functional necessity at the Director's discretion	One

**NRCs/PROJECT DIRECTOR/COORDINATORS RESEARCH CENTRES**

Director/Coordinators/Head of one Zonal Research Centers One

(ICAR No. 12(1)/90-CDN(A&A) dated 13.9.1990

(ICAR No. 12(1)/90-CDN(A&A) dated 24.12.1990)

**Note(1):**

The Criteria as follows will be used for providing telephone facilities to the AF&AO/AAO who are heading Finance and Administration respectively at the Institutes/NRCs/ZCs/PDs etc.:-

Sr.No.	Designation of officers	No. of residential Telephone connections without STD facility.
1	National Institutes	1
	Chief Admn. Officer/Sr. Admn. Officer/Admn. Officer who is Head of Admn. Chief F&A.O/Sr. F & AO/F&AO who is Head of Finance	1
2	Other Institutes	
	Sr.A.O/AO/AAO who is Head of Admn. Sr.F&AO/F&AO/AFAO who is Head of Finance	1 1
3	NRCs, Zonal Coordinators/PDs etc.	
	(i) Sr.AO/AO/AAO who is Head of Admn. ii) Sr. F&AO/F&AO/AFAO who is Head of finance	1 1

(ICAR No. 12(1)/98-CDN(A&A) dated 15.1.2004)

### Reimbursement of Telephone bills at ICAR Institutes

The Council allowed following officers of the ICAR institutes in view of MOF OM No. 7(14)/C&B/2006 dated 10.4.2007, the reimbursement of telephone bills as per the monetary ceilings given below :

Sr. No.	Ranks /Designation	Maximum Ceiling amount reimbursable (Per month)
1.	Directors of IARI, IVRI, NDRI, CIFE and NAARM	1800
2	Director of other ICAR Institutes/PDs/NRCs and Jt. Directors of IARI, IVRI, NDRI, CIFE and NAARM	1500
3	Zonal Coordinators	1500
4	CAO/CF&AO	1500
5	SAO/SF&AO.AO/F&AO/AAO/AF&AO ( who is Head of the Administration & Head of Finance	800
The amount reimbursable will be reduced by Rs. 400/- if the officer in the scale of Rs. 12000-16500 and above does not have broadband facility at his residence.		

The number of officers eligible for reimbursement/payment of telephone charges as per above monetary ceiling shall be regulated as per ICAR OM No. 12-1/90-CDN(A&A) dated 13.9.90 and 12-1/98-Cdn(A&A) dated 15.1.2004.

**( ICAR No. 12-1/98-CDN(A&A) dated 1/6/2007**

### Telephone facilities to Hostel Wardens:

The facility of residential telephone with STD may be provided to the Scientists as Chief Hostel warden or one of the Wardens identified subject to the following conditions:-

This facility should be provided as long as the official performs the said additional duty;

The warden should have the residence in the vicinity of the hostel.

The facility should be restricted to Wardens of students hostels only and not in the case of general HRD/Training hostels

The money ceiling of reimbursement of telephone charges will be regulated as per Council's OM No. 12(1)/98-Cdn(A&A) dated 1<sup>st</sup> June, 2007.

**(ICAR No. 12(1)/98-Cdn(A&A) dated 10.9.2007)**

#### **46.2 Use of official cars**

- i) The Secretary, ICAR and the Directors of Research Institutes who are the Heads of the Departments in respect of Council's Headquarter and Research Institutes respectively are entitled to the facilities of use of official car to the extent admissible to the Heads of the Departments of the Central Government as per Ministry of Finance O.M. No. 3(16)/E.II(A)/84-(3) dated 21<sup>st</sup> February.1985. In addition to these officials, the Chairman, ASRB and the Deputy Directors General at Council's Headquarters are also entitled to the facility of use of official car as admissible to the Officers of the rank of joint Secretary to the Govt. of India as per Ministry of Finance OM. No. 3(16)/E.II(A)/84-(1\_ dated 20<sup>th</sup> February, 1985.

**( ICAR No. 17-5/85-Cdn.(A&A) dated 25.10.1985)**

- ii) As per para 3 of the O.M. No. 1(2)/2009-Cash II dated 29.8.2008 issued by the Ministry of Finance, Officers drawing grade pay of Rs. 10000/- & Rs. 12000/- and those in the HAG + Scale, who are entitled to the use of official car in terms of O.M. No. 20(5)-E-II(A)/93 dated 28.01.94 shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs. 7000/- p.m. plus dearness allowance thereon.

In view of these facts all the Directors of the Institutes are requested to strictly adhere to the guidelines of said O.M. and take into account both the criteria of Grade Pay as well as entitlement to use the official vehicle for drawing Transport Allowance at enhanced rates. If one of the criteria is missing as stated then incumbent will continue to draw Transport Allowance at ordinary rates.

**( ICAR No. 1(2)/2009-Cash II dated 12.5.2009)**

- iii) in case where official car is attached to the post such as Directors of ICAR Institutes, Joint Directors of Deemed University and other similar posts, the incumbent would not be entitled to exercise option to draw Transport allowance by claiming that he would not use the official car.

**(ICAR No. 24(1)/2008-CDN(A&A)dated 10.7.2009)**

Transport facilities to the employees of the ICAR Institutes:

Employees of the ICAR institutes will be allowed free transport for undertaking the following Journeys

- (i) Journeys between the institutes and the Agricultural Farms.
- (ii) Journeys for medical treatment of the employees and their families living within the Institutes premises provided the Institutes are located away from the town/cities, and the illness of the employees or their families is acute and sudden and the nearest Govt/Government recognized hospitals for medical reimbursement purposes is more than 5 Kms from the Institutes.

Subsidized transport will be provided to the employees of the Institutes who are in receipt of a basic pay upto Rs. 500/- per mensem, for journeys undertaken by them between the towns and the Institutes, provided:-

They are living in towns which are located at a distance of 8 Kms or more from the institutes;

- (ii) They are not getting city compensatory allowance which is provided partly as reimbursement of the higher cost of transport in classified towns/cities; and
- (iii) The transport facilities existing for the general public are either inadequately developed or very costly.

The employees fulfilling the above conditions will be provided subsidy at the rate of Rs. 7.50 per head per mensem, if they are in receipt of a basis salary up to Rs. 250/- per mensem, and Rs., 10/- per head per mensem if they are drawing a basic pay of above Rs. 250/- but not more than Rs. 500/- per mensem. After making allowance for this subsidy, the rates of recovery from the employees will be so fixed that full cost of recurring expenditure like oil, insurance, driver's salary and repairs etc. are recovered and that the only further subsidy from the Institute is the capital subsidy in the form of cost of vehicles.

No subsidy will be allowed to the staff drawing a basic pay of more than Rs. 500/- per mensem. Full cost of providing transport will be recovered from them.

There is no objection to the use of the institute's vehicles for providing transport to the school going children, provided:-

- (i) The children who make use of these facilities are living within the Institute's premises away from towns by more than 8 Kms and schooling facilities are not available within a radius of 8 Kms. from the Institute; and

- (ii) The rates of recovery are fixed in such a manner that full cost of the recurring expenditure is borne by the employees and there is no subsidy in actual transport expenditure.

**(ICAR No. 4(41)/75-Reorgn.(Adm) (Per.IV) dated 28.8.76)**

### **46.3 Newspaper facilities**

As per ICAR letter No. 2(13)/92-Lib dated January 18,2002 issued in pursuance of the Ministry of Finance, Deptt. of Expenditure O.M. No. F.1(16)-EII(A) dated 13.9.96 the entitlement of officers for reimbursement of bills in respect of Newspapers purchased by them at their residence is as under w.e.f. 1<sup>st</sup> December 2001

Sl.No.	Designation of the post	Maximum number of Indian Newspapers
1.	Director General, ICAR & Secretary DARE	No limit
2.	Deputy Director General/Additional Secretary, DARE & Secretary ICAR/Additional Secretary & Financial Advisor, DARE/ICAR	3
3.	Joint Secretary/Joint Secretary level officers	2
4.	Director/ADG/Deputy Secretary /Principal Scientist/ Sr. Scientist/Under Secretary/Section Officer or Equivalent and above in all categories.	1

The officers would have the option to purchase the Indian Newspapers of their choice. The reimbursement in respect of the Newspapers may be made on production of Bill/Cash Memo by the concerned Officer but in respect of Director

General, ICAR & Secretary, DARE/Deputy Directors General/Additional Secretary, DARE & Secretary ICAR/Additional Secretary & Financial Advisor, DARE/ICAR, the bills can be paid directly by the Government/Council to the newspaper agency if so desired by the officer. The Officers will have the option to either return the old newspapers or to make a deduction from the reimbursement bill @ 15% for retaining such Newspapers. No reimbursement in

respect of Magazines/Periodicals may, however, be allowed as these may not be permitted on individual basis but could be purchased by the Library of the Council and supplied to the officer on circulatory basis.

A copy of the above mentioned letter has also been endorsed to all Director/Project Directors of ICAR Institutes for regulating the newspaper facilities accordingly.

**chapter No. 47:****Establishment of 'Agriculture Centre'**

A Society under the name 'The Agriculture Centre' has been registered to be developed as a Centre for like-minded people to come and interact on agricultural issues, and issues related thereto, as well as become a centre for performing arts, specially traditional folk and rural arts that emanate from or are centered on agricultural themes. Eventually, the centre will also have sports facilities such as gym, swimming pool, a library, and restaurant, Bar etc. The membership is open to all serving or retired scientists of ICAR and other officers of ICAR of the level of Deputy Secretary and above, NARS including State Agricultural universities, other scientific organizations, GOI, other private individuals and institutions connected with agriculture. (This is a private, non-official society).

**(NASC-Notice dated 20.1.2011)**

The rates of Membership are as follows:

**Membership fee**

Sr .No	Category	Entry fee	Recurring fees																
1	I Scientists of ICAR	<table border="1"> <tr> <td colspan="2">Serving Officers</td> </tr> <tr> <td>DG</td> <td>Rs. 4500</td> </tr> <tr> <td>DDG/ND, NAIP, Director, IARI, IVRI/NDRI, CIFE/NAARM/NIAM/VC, CAU</td> <td>Rs. 4000</td> </tr> <tr> <td>Director of Institute/NRC/Directorate/ Joint Director, IARI, IVRI, NDRI/CIFE/NAARM/NIAM/ZPD/ADG/Pr.Sci. /PC/NC/HoD/HoRs</td> <td>Rs. 3500</td> </tr> <tr> <td>Sr. Sci</td> <td>Rs. 3000</td> </tr> <tr> <td colspan="2">Scientist-one day's gross salary subject to minimum of Rs. 2500</td> </tr> <tr> <td colspan="2">Retired Officers</td> </tr> <tr> <td colspan="2">One day's gross pension subject to a minimum of Rs. 2500</td> </tr> </table>	Serving Officers		DG	Rs. 4500	DDG/ND, NAIP, Director, IARI, IVRI/NDRI, CIFE/NAARM/NIAM/VC, CAU	Rs. 4000	Director of Institute/NRC/Directorate/ Joint Director, IARI, IVRI, NDRI/CIFE/NAARM/NIAM/ZPD/ADG/Pr.Sci. /PC/NC/HoD/HoRs	Rs. 3500	Sr. Sci	Rs. 3000	Scientist-one day's gross salary subject to minimum of Rs. 2500		Retired Officers		One day's gross pension subject to a minimum of Rs. 2500		Rs. 200/- per month or Rs. 2000/- per annum
Serving Officers																			
DG	Rs. 4500																		
DDG/ND, NAIP, Director, IARI, IVRI/NDRI, CIFE/NAARM/NIAM/VC, CAU	Rs. 4000																		
Director of Institute/NRC/Directorate/ Joint Director, IARI, IVRI, NDRI/CIFE/NAARM/NIAM/ZPD/ADG/Pr.Sci. /PC/NC/HoD/HoRs	Rs. 3500																		
Sr. Sci	Rs. 3000																		
Scientist-one day's gross salary subject to minimum of Rs. 2500																			
Retired Officers																			
One day's gross pension subject to a minimum of Rs. 2500																			

Sr. No	Category	Entry fee	Recurring fees
2	I Other officers of ICAR of the level of Dy. Secretary and above.	<p>Serving Officers</p> <p>Secy./FA Rs. 4500</p> <p>Others One day's gross salary subject to a minimum of Rs. 2500</p> <p>Retired Officers One day's gross pension subject to a minimum of Rs. 2500</p>	Rs. 200/- per month or Rs. 2000/- per annum
3	N Scientists of NARS (other than ICAR)	<p>VC Rs. 6000</p> <p>Dean/Director/Professor Rs. 5250</p> <p>Asso. Professor Rs. 4500</p> <p>Asstt. Professor-one and a half day's gross salary subject to minimum of Rs. 3750</p> <p>Retired Officers One and a half day's gross pension subject to a minimum of Rs. 3750</p>	Rs. 200/- per month or Rs. 2000/- per annum
4	N Other officers of NARS of the level of Dy. Registrar and above ( other than ICAR)	<p>Registrar Rs. 5250</p> <p>Dy. Registrar Rs. 4500</p> <p>Retired Officers One and a half day's gross pension subject to a minimum of Rs. 3750</p>	Rs. 200/- per month or Rs. 2000/- per annum
5	S Scientists of other organizations e.g. CSIR, DBT, DST, DRDO, ISRO, IMD/Atomic Energy) (serving or retired)	Rs. 7500	Rs. 200/- per month or Rs. 2000/- per annum

Sr. No	Category	Entry fee	Recurring fees
6	G Other officers of GOI including all India Services of the level of Deputy Secretary and above (serving or retired)	Rs. 7500	Rs. 200/- per month or Rs. 2000/- per annum
7	P Private individuals not exceeding 15% of total strength at any time *	Rs. 20000/- for three years	• Rs. 200/- per month or Rs. 2000/- per annum
8	C Institutional membership a) CGIAR Institutions b) Scientific Institutions	\$ 3000 Rs. 20000/-	\$ 200/- per annum # Rs. 5000/- per annum #

- Not to be considered or invited for the time being (1- year moratorium which can be lifted by Ex. Com. only).

# for 2 cards; a third and further card can be offered on payment of \$ 100/-

Rs. 2500 per annum

Note: i) Except in the case of private individuals and institutional membership, instead of recurring fee of Rs. 200/- per month/Rs. 2000/- per year, a one-time payment may be made as follows:

- a) for retired persons - Rs. 30000/-
- b) for serving officials Rs. 50000/-

- ii) Guest charges Rs. 20/- per visit upto 4 guests at one time.  
Rs. 50/- per guest per visit for next 4 guests at one time
  
- iii) Maximum guests allowed at one time =8  
\* \*
  
- iv) Outstation membership is open to categories I, N, S and G only; in case of outstation members monthly/annual fee will be at 50% of normal rate, one-time payment will be at full charges.

## **Chapter No. 48:**

### **Miscellaneous**

#### **48.1 Parliamentary Procedures**

Manual of Parliamentary Procedures in Govt. of India brought out by the Ministry of Parliamentary Affairs is a compilation of the procedures to be followed by the Government Departments in handling different items of Parliamentary work. Chapters 3-8 of this Manual give detailed procedure on Parliament Questions, Laying of papers on the table of the House Motions, Official Statements, Short Duration Discussions & Resolutions, President's Address, Budget & Assurances. The extracts of the above mentioned important chapters are given in **Appendix-XXXII-A**

#### **48.2: Staff Cars:**

**Purchase--** The purchase of the staff car will be made through the Director-General , supplies and Disposals, with the prior approval of the Secretary of the concerned Administrative Department. When the purchase is proposed to be made from an unapproved source, the advice of the Ministry of Transport should be sought.

**Control and use --** The staff car will be under the control of an officer not below the rank of an Under Secretary. That officer will be the controlling officer in respect of the cars and be responsible for the proper use, care and maintenance of the cars and for regulating its journeys.

**Maintenance of records--** To exercise proper control over the cars, the controlling officer shall maintain the following records, viz.--

- (1) A Logbook in Form S-263
- (2) A Record of repairs and replacements;
- (3) A Register showing consumption of petrol; and
- (4) An inventory of the equipment.

**Use of Staff Car for non-duty purposes--** Staff cars should be used for official journeys only within headquarters. However, staff cars when not required for official journeys, may be permitted to be used on non-duty journeys, viz. (i) occasional journeys performed by officers from their residence to office and vice versa and (ii) urgent visits to hospitals, to a limited extent by Gazetted Officers not below the rank of a Deputy Secretary. The use of staff cars is not permissible for journeys to places of entertainment, public amusements, parties and pleasure trips etc.

Staff cars should not be used for official journeys outside headquarters for which T.A. is admissible except on the written sanction of the Secretary to the Ministry.

**Charges payable for non-duty journeys--** When the staff car is used for non-duty journeys, charges for its use shall be recovered at the following rates:-

Rs. 4.50 per km for small staff car (not more than 16 hp)

Rs. 6.00 per km for a big staff car ( more than 16 hp)

Rs. 3.00 per hour as detention charge.

Charges at the above rate would be recoverable for distance covered by a staff car from the time it leaves office/garage till it returns to office/garage. The detention charge will be leviable if the car is detained for non-duty

purposes irrespective of the detention of the car being within or outside the normal working hours of the staff car. The period of detention will be noted by the officer concerned in the Logbook and the detention charges will be recoverable on the basis of the actual period.

**Use of Staff Car between residence and office by Senior Officers--**

In case of officers of the level of Joint Secretary and above, who have been provided with the facility of staff car for commuting between office and residence on prescribed payment basis under this Ministry's O.M. No. 20(5)-EII(A)/93, dated 28-1-1994, an option may be given to them either to avail themselves of the existing facility or to switch over to the payment of 'Transport Allowance, as admissible under these orders. In case they opt for the latter, they may be paid the allowance at rates as applicable to them, subject to the condition that the existing facility of staff car shall be withdrawn from the date they opt for the allowance. In case they opt for the former, the allowance shall not be admissible to them and they would not be required to make any payment for the facility of staff car between residence and office.

***[G.I. M.F. O.M. No. 21(1)/97-E.II(B) dated the 3<sup>rd</sup> October, 1997]***

**Use of Staff Car for private purposes by Secretaries, etc.--**

Officers of the rank of Secretary to the Government of India and above,/Chief Executives of Statutory or Autonomous Bodies may be allowed to use the Staff Car for private purposes upto the distance of 500 Km per month on payment of charges at the following rates:-

	<b>Car with Air-conditioners</b>	<b>Others</b>
	Rs	Rs.
For cars up to 16 hp	560 p.m.	440 p.m.
For cars above 16 hp	700 p.m.	560 p.m.

The above charges are to be recovered every month from the salary of the officers who avail of this facility. Half-yearly period of April-September and October -March will be taken into account to adjust monthly excesses against shortfalls and the additional kilometreage over a half yearly period may be charged at the rates prescribed for non-duty journeys.

**Taking family in the staff car on tour--** An officer, proceeding on tour in a staff car with the approval of the competent authority, shall not take his family members with him unless permitted to do so in exceptional case by an officer not below the rank of joint Secretary/Head of the Department. In such cases, the officer concerned shall pay for the use of the staff car at the rates prescribed below-

Rs. 4.50 per km for a small staff car ( less than 16 hp.)

Rs.6.00 per km for a big staff car ( more than 16 hp.)

Rs. 3.00 per hour as detention charge.

**T.A. to Chauffeurs/Drivers of Staff Car--**

In the case of Chauffeurs of Staff Cars who cannot return to their headquarters the same day and the journey involves absence of at least one night from their headquarters they shall be entitled to draw daily allowance as admissible under the rules in addition to overtime allowance.,

A Driver who performs a local journey or journey on tour in a staff car in his charge, may draw Travelling Allowance under ordinary rules as admissible to other Central Government employees if the journey does not

involve the absence of one night from his headquarters. But the drawl of T.A. by staff Car Drivers for the journey mentioned above will be, subject to the condition that no OTA would be payable for the period with reference to which Daily Allowance has been drawn. The Drivers will, however, have the option to draw either OTA or Daily Allowance on any day on which such journeys have been performed.

**(Staff Car Rules)**

**Approved Models for use of Staff Cars-**

Premier Padmini, Maruti 800, Maruti Vans (with high/flat roofs), Gypsy and Premier NE-118 can be purchased to be used as Staff Cars. Purchase of air-conditioned vehicles for use as Staff cars is not permissible.

**( G.I. M.F. O.M. No. 3(11)-E.II(A)/94 dated the 28<sup>th</sup> August, 1995.}**

**Ambassador ISZ 1800** has been brought on the Rate Contract of DGS&D. Accordingly, this model has been included in the list of approved models of cars to be purchased for use as staff cars.

**( G.I. M.F. O.M. No. 3(11)-E.II(A)/94 dated the 4<sup>th</sup> March, 1996.}**

In addition to the above models, Maruti Esteem VX (MPI) has also been included as an approved AC Staff Car for use by the Ministers and Officers of the level of Secretary to the government of India and above.

**( G.I. M.F. O.M. No. 3(4)-E.II(A)/99 dated the 24<sup>th</sup> July 2003.}**

TATA Indigo GLX has also been included in the list of approved models of staff car ( in AC category) to be purchased through DGS&D rate contract.

It is reiterated that the approved models of AC category of staff cars can be used only by the Ministers and Officers of the level of Secretary to the Government of India and above

**( G.I. M.F. O.M. No. 3(4)-E.II(A)/99 dated the 11<sup>th</sup> December 2003.)**

**Installation of air-conditioners in staff cars used by officers of the level of Secretary to the Government of India and above.--**

The undersigned is directed to invite attention to this Ministry's U.O. No. 3(1)-E-II(A)/84, 27-3-1984 regarding ban on installation of air-conditioners in staff cars and U.O. No. 3(1)-E.II(A)/9\84, dated 7-11-1985 wherein it was mentioned that air-conditioners may be installed in the staff cars used by the Ministers, if it is so desired by them.

2. The question of providing air-conditioners in the staff cars used by Secretary level officers and above in the Government of India has been considered. Secretary level officers have to frequently move out of their office premises to attend Inter-ministerial and other meetings. Protocol and representational obligations also often necessitate their wearing formal clothes which make travel onerous in the absence of air-conditioners in the staff cars used by them. Keeping in view these considerations, it has been decided that air-conditioners may be provided in the staff cars used by officers of the level of Secretary to Government of India and above, if so desired by them.

**48.3 Territorial Army and Home Guards**

**A. Territorial Army**

Territorial Army is India's second line of defence. It has to play an important and useful role for the defence of the country in an emergency as also during natural calamities etc.

**Permission to join Territorial Army-** Permission should be granted to Government employees to join Territorial Army and necessary facilities should also be provided to them for this purpose. However, in the case of employees who are engaged in operational or maintenance duties, the permission will be subject to the exigencies of public service. Such of the Government servants as are holding key posts and who cannot be released during an emergency, need not be permitted to join Territorial Army.

**Interview and Medical Examination--**

At the time of actual recruitment/commissioning, any individual will be required to report for interview and medical examination. The period of absence on this account should be treated as casual leave or to the extent that casual leave is not due as Special casual leave.

**Training--**

There are two types of training Units, viz. Provincial and Urban. Government servants were allowed to join Urban Units of the Territorial Army only. However, this position was modified and the Government servants were allowed to join the provincial Units of the Territorial Army also.

Members of the Urban Units have to undergo recruit training for 32 days and thereafter annual training for a period of not less than 30 days and not more than 60 days. The recruit and the annual training in the case of Urban Units can be imparted on a part-time basis, in the morning or in the evening, outside the normal office hours except when embodied for camps of not less than four consecutive days or two periods of three consecutive days. Government servants joining the Urban Units of the Territorial Army

will, thus, not be required to be absent from duty for a period exceeding one week in a year so far as training is concerned.

The period of training involved in Provincial Units which is imparted on whole-time basis in a camp for a continuous period of three months in the first training year and for a period of two months in subsequent years during which the civil Government servant concerned will have to be away from his civil post, will be treated as duty.

#### **Pay during training--**

During the period of training in Urban Units which will be mostly outside office hours, Government servants will receive pay and allowances according to their ranks. Military pay and allowances received by them will be in addition to their civil emoluments.

During the period of training in Provincial Units Government servants will be entitled to military pay and allowances of the rank plus the difference between civil and military pay and allowances, if any, which will be charged against the ordinary head of expenditure to which the civil pay of the individuals concerned is debited.

#### **Treatment of period spent in camps--**

During the periods spent in camp, which will be of very short duration, the absence of Government servants from their civil posts should be treated as special casual leave, and they should be allowed to receive their civil pay and allowances in respect of this period in addition to pay and allowance which they might receive from the Defence Service Estimates.

**Treatment of period of military duty--**

The occasions on which the members of the Territorial Army might be called up for military duty in aid of civil power would be very rare because ordinarily regular troops would be available for this duty. Similarly, occasions when members of the Territorial Army would be embodied for supporting or supplementing the regular forces would be when the country is involved in an actual war. On such occasions, the absence of the Government servants from their offices should be treated as duty for the purpose of civil leave and pension. If a Government servant is on an incremental scale of pay, he will count his military service for increments in the time-scale of pay applicable to him in his civil post and also towards civil pension, in the same way as if he had put in that period of service in his civil employment. As regards leave, they will continue to be governed by the civil rules applicable to them before transfer to military service.

Under Rule 36 of the Fundamental Rules and Article 86 of the CSR, acting promotions may be made in place of Government servants who are called up for military duty in the above circumstances.

**Pay during military duty--**

Government servants whose rates of pay at the time they are called up for military duty are higher than the military pay and allowances to which they would be entitled in respect of military duty and received pay at the civil rates according to the 'next below rule', the difference between the civil pay and allowances and the military pay and allowances shall constitute a charge against the ordinary head of expenditure to which the civil pay of the individual concerned is debitable.

**{G.I., M.H.A. O.M. No. 25/19/49-Ests., dated the 07th July, 1950 and D.P. & A.R. O.M. No. 47/2/61-Ests.(A), dated the 7<sup>th</sup> June, 1961}**

**Proforma promotion under 'next below rule' admissible while on deputation to Territorial Army--**

Government of India have under consideration for some time the question of protecting the seniority and chance of promotion under the 'next below rule' of Government servants who join the Territorial Army and are on deputation there either on annual training or for course of instruction or during an emergency, etc. It has been decided that the period of service rendered by them with the Territorial Army may be treated as service outside the ordinary line for the purpose of proviso 2 to FR 30 (1) (now FR 22(II)); accordingly they will be entitled to proforma promotion in their parent Departments, under the 'next' below rule'. They will also get the seniority in the higher post to which they would otherwise be entitled if they had not been away for training etc., in the Territorial Army.

**( G.I. M.H.A. Memo No. 47/2/56-Estt.(A) dated the 20<sup>th</sup> January,1958.)**

**.B. Home Guards**

The Home Guards and Civil Defence are statutory voluntary organizations raised in the country at the instance of Government of India to assist Government agencies to meet various contingencies such as maintenance of law and order, essential services during emergency, relief and rescue work in disaster and so on. Members of this Organization are all volunteers within the age group of 18 to 50 years drawn from all walks of life and are trained in various disciplines to perform their roles effectively.

**Permission to join Home Guards Organization--**

Permission may be granted to Government servants to join Home Guards Organization and necessary facilities may also be provided for this purpose. However, Government servants holding key posts and who cannot be released during an emergency need not be permitted.

**Training--**

The normal period of training will be outside office hours. However, if, in an emergency, a Government servant who is enrolled as member of the Home Guards Organization is required by the Commandant-General to perform any duties and functions during office hours, the period of absence shall be treated as special casual leave. The Government servants concerned may also be permitted to receive, in addition to their civil pay, such allowances as may be prescribed for them under the Home Guard Rules. Government servants wishing to join the Home Guards may address their application to the Commandant-General, and submit them through proper channel for recommendations and onward transmission.

**Weightage/Preference in Recruitment--**

The Home Guards volunteers are trained in PT, unarmed combat, crowd, control, guard duty, patrolling, map reading, message writing, weapon training (.22 and .303 rifles) field craft, tactics, lathi drill, Law and Order duties, Fire-fighting and rescue, etc., and serve as auxiliary to police and Security Forces. As such their training may be useful in Groups 'C' and 'D' posts like Constables, Security Guards, Despatch Rider, Peons, Orderlies, Chowkidars, Firemen, Forest Guards. Similarly the Civil Defence volunteers who are trained in Rescue, Fire-Fighting, first-aid and casualty care, Nursing, Sanitation and Public Health, Messenger Duty, etc. may be preferred to posts like Nursing Attendant, Stretcher-bearer, Medical

Attendant, Vaccination/Inoculators, Health Visitors, Dresser, Postmen, Messenger, Despatch Rider and the like. Therefore, it has been decided that the Home Guards and Civil Defence volunteers who have rendered at least three years service in the organization and are trained in "Basic" and "Refresher" course in Home Guards and Civil Defence, may be given preference on account of these desirable qualifications for appointment to such Groups 'C' and 'D' posts where training received in Home Guards and Civil Defence is an added advantage for efficient performance of duties in those posts, provided those volunteers fulfill the essential qualifications of age, education and physical standard, etc., laid down for recruitment to those posts.

All the Departments/Ministries are requested to review the Recruitment Rules for the Groups 'C' and 'D' posts of the type mentioned

above including those covered by the D.P. & A.R., O.M. No. 2/92/73-Estt.(D), dated the 2<sup>nd</sup> August, 1975, with a view to amending the rules so as to include (1) 3 years service as Home Guards/Civil Defence volunteers and (2) training in atleast "Basic" and "Refresher" Courses in Home Guards and Civil Defence, as desirable qualification in case it is considered that this service/training is useful in performance of the duties of those posts.

(G.I. M.H.A. O.M. No. 25/1/49-Ests., dated the 10th January 1949, O.M. No. 47/3/59-Ests.(A) dated the 20<sup>th</sup> October, 1959, D.P. & A.R. O.M. No. 14034/5/82-Estt.(D), dated the 5<sup>th</sup> October, 1983 and even number, dated the 05th November 1983.)

#### **48.4 Passport and Emigration**

##### **A. Passport**

**Grant of 'No Objection Certificate'** for going abroad- while issuing 'No Objection Certificate' to a Government servant for going abroad for a particular object, the following points should be kept in view:-

The country to be visited

The object of the visit

The time of the visit

The nature of work the Government servant is handling in the Department and other subsidiary factors like general behavior, associations etc.

That there is no disciplinary/vigilance case is pending/contemplated against the official.

That there are no grounds to believe that the applicant could figure adversely on the security records of the Government.

##### **Authorities competent to issue 'No Objection Certificates'--**

The decision for the grant of 'No Objection Certificate' should be taken at the level of an officer not below the rank of Director/Joint Secretary to the Government or equivalent or Head of Office though he may be a rank lower than Director in Central Government. An Officer not below the rank of Under Secretary to the government or equivalent should be authorized to sign the 'No Objection Certificate'.

**Verification Certificate:**

Verification Certificate was one of the eleven alternatives for a financial guarantee required under Rule 6 of the Passport Rules, 1960. Requiring financial guarantee has been done away with by an amendment to these Rules effective from 1<sup>st</sup> November, 1985 and therefore calling for 'Verification Certificate' for issue of 'No Objection Certificate' is not necessary.

{M.E.A. Letter No. 401/40/83, dated the 20<sup>th</sup> May, 1986, addressed to Swamy Publishers}

**NOC is not must for Passport-- An intimation to the employer is enough--**

An Inter-Ministerial Committee established in the Cabinet Secretariat to review the system for issue of passports, made important recommendations to liberalize the issue of passports.

2. This Committee had also examined the requirement of NOC for Government employees and had noted that by making NOC obligatory, the passport system was placing the Government employees at a disadvantage vis-à-vis an ordinary citizen. It was also noted that obtaining an NOC for a field level employee may itself be a source of considerable delay and harassment. Considering that the right to hold a passport flows from the Fundamental Rights of a Citizen, the insistence on an NOC in case of Government servants may not be strictly legal. The Committee, therefore, recommended that an intimation by an employee to the employer that he is applying for a passport and a declaration, duly acknowledged by his Head of Office, to the effect that he has informed his employer of his intention to

apply for a passport, should be adequate for acceptance and processing of his case in normal course. However, in such cases, the passport should be issued on prior verification of citizenship and character only. Also the employer will always have an opportunity to issue directions to the employee not to proceed abroad and refuse leave should the circumstances warrant such an action, i.e. pendency of a disciplinary enquiry on grave charges, etc., apart from advising the RPO concerned not to issue passport on grounds to be specified.

3. Therefore, on the basis of Committee's recommendation, it has been decided that henceforth, if Central/State Government officials and employees of statutory bodies and Public Undertaking apply for the passports, passports would be issued on prior verification basis, if only such declaration is submitted. In case proper 'No Objection Certificate' is submitted, the passport will be issued without police verification.

**{G.I. Min. of Extl.Affairs. O.M. No. VI/401/40/83, dated the 9<sup>th</sup> July, 2002}**

#### **B. Emigration.**

No Government servant should apply for or seek emigration to any other country so long as he is in Government service. Therefore, the question of issuing 'No Objection Certificate' to such a Government servant does not arise.

**{G.I. Dept. of Per.& Trg. O.M. No. 28034/34/86-Estt.(A) dated the  
14<sup>th</sup> July, 1988}**

#### **48.5 Incentives for Hindi**

For the progressive use of Hindi in official work and to encourage the staff to work in Hindi, incentives are granted to the employees in the shape of cash awards for passing Hindi examinations (Language, Typewriting and Stenography examinations) through one's own efforts or by undergoing training at the training centres organized under the Hindi Teaching Scheme.

Detailed Scheme of the Central Government for incentives for Hindi is at **Appendix-XXXIII**.

#### **48.6 Rules for Display of National Flag.**

The National Flag is flown at different places on various occasions. Instructions on the proper usage/display of the national flag are contained in a Brochure- The Flag Code, India- Published by the Government of India . Extracts from the brochure relevant to Government offices are at **Appendix-XXXIV**

#### **48.7 Martyrs' Day (30<sup>th</sup> January)**

Every year, silence is observed and work and movement stopped for two minutes throughout the country at 11.00 a.m. on 30<sup>th</sup> January in memory of those who gave up their lives in the struggle for India's freedom. Instructions were issued annually indicating the procedure to be adopted. It has been decided to issue standing instructions in this letter, doing away with the need for issuing instructions annually on this subject.

2. The following procedure will give the observance of this day:-

- (i) Silence should be observed and work and movement stopped for two minutes throughout the country at 11.00 a.m. on 30<sup>th</sup> January every year.
- (ii) The silence should be observed in all State capitals and towns at 11.00 a.m. on the 30<sup>th</sup> January and should last for two minutes.
- (iii) A signal should be sounded at 11.00 a.m. on the hearing of which all persons should stand up and observe the silence. It would be more effective and impressive if persons could gather at one place for the two minutes' silence instead of each person standing alone in his room or any other place where he may be observing the silence. If the number of employees is large in any office, there may be more than one gathering. No effort need, however, be made to collect together if it may involve serious dislocation of work. For these two minutes all workshops and factories should stop work where practicable, the All India Radio should stop broadcasting and traffic on the road should come to standstill. Aeroplanes, ships and trains scheduled for departure at 11.00 a.m. should be detained for two minutes at their respective stations.
- (iv) At Delhi, a State function will be organized at Rajghat, from 10.44 to 10.56 a.m. Three bhajans 'Sumiran Karle Mere Mana', ' Veishnave Jana To Tene' and ' Raghupati Raghav Rajaram' in that order will be sung and this as equal would form part of the ceremony. At 10.50 a.m. floral tribute will be laid on Mahatma's Samadhi by the President. Inter-Service Guard of Honour, with 150 rank and file will

reverse arms and twelve buglers behind the Guard will sound the last post.

- (v) The State Government /Union Territory Government's Administrations, however, will have full discretion of laying down the details in the light of the ceremonies to be observed in Delhi vide sub paragraph (iv) above.
- (vi) The commencement and termination of the two minutes' silence should be indicated to the citizens by sound of Army guns ( where available) and sirens. To indicate the commencement of the two minutes' silence, sirens sounded from 10.50 hours till 11.00 hours and after the two minutes' silence is over, all clear sirens should again be sounded from 11.02 hours till 11.03 hours. This procedure may be adopted where sirens exist.

3. It is requested that suitable standing instructions may kindly be issued by the State Governments, Union Territory Governments/Administrations to all concerned to observe two minutes' silence in future in the manner indicated above. Any change in the procedure will be intimated to the State Government as and when it is made.

( G.I., M.H.A. O.M. No. 2/1/88-Public, dated the 19<sup>th</sup> December, 1988, circulated under O.M. No. 2/1/93 Public, dated the 19<sup>th</sup> January ,1993}

#### **48.8 Forms and Procedure of Communication**

The different forms of written communications in vogue and their uses are given in the Chapter VIII of the Manual of Office Procedure. The procedure

and channels of communications from the Government of India to various authorities are --

1. References to the Attorney-General of India
2. Reference to Constitutional /Statutory Authorities
3. References to the Comptroller and Auditor-General of India
4. References to the Union Public Service Commission
5. Correspondence with Union Territory Administration
6. Correspondence with State Governments
7. Correspondence with Lok Sabha and Rajya Sabha Secretariats
8. Correspondence with the Members of Parliament
9. Correspondence with Foreign Governments
10. Correspondence with Indian Missions abroad
11. Correspondence with Foreign Missions in Delhi
12. Correspondence with CAT on pending cases.

Procedure giving details of Forms & procedure of Communication is at Appendix-XXXV.

#### **48.9 Noting and Drafting**

Notes are written remarks recorded on a paper under consideration to facilitate disposal. It contains the précis of previous paper, the statement or analysis of the question or questions requiring decisions, suggestions on the course of action or orders passed thereon. The name, designation and telephone number of officer signing a note should be indicated below the dated signature. In recording the date, the month and the year should also be indicated.

**General Instructions on noting**

- (1) All notes should be concise and to the point. The production of extracts or paraphrasing of notes of others on the same file should be avoided.
- (2) While referring to the Running Summary of Facts, repetition of the facts should be avoided.
- (3) Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note, rather than reproducing the relevant provisions in the note.
- (4) When errors or opinions are criticized, the observations should be expressed in courteous and temperate language, free from personal remarks.
- (5) If the Branch Officer or higher officer has made any remark on a receipt, this should be first copied out and then the note should follow. Note should not be written on receipt itself except in very routine matters.
- (6) When there are several points requiring orders, each point should be noted upon and submitted to the Branch Officer separately. Such notes are called Sectional Notes and placed after the main notes in the file.
- (7) A note first written should not be pasted if any error has come to notice requiring modification. Such pasting is tantamount to mutilation of the record. Subsequent noting may be recorded indicating the reasons for the fresh note. It is also undesirable for an officer to make his subordinate to change his note..

### **Drafting**

It is the rough copy of the communication to be issued from an organization and drafting is the process of preparing this rough copy

#### **When to be prepared:**

Except when the line of action on a case is obvious, a draft will be prepared after orders have been passed by the competent officer indicating the terms of the reply to be sent.

A Branch Officer or a higher officer who has formulated his ideas on a case may himself prepare a draft and authorize its issue or submit it to the next higher officer for approval. In other cases a draft will be prepared by office,

#### **Wording of a draft:**

A draft should convey the exact intention of the orders passed in a language which should be clear concise and incapable of misconstruction. Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetitions whether of words, expressions or ideas, should be avoided. Communications of some length or complexity should generally conclude with a summary. A draft should have the needed stimulus to have the expected response from the addressee.

#### **General Instructions:**

A draft will be written or typed in half margin and on both sides of the paper. Sufficient space should be left between successive lines.

A slip bearing the words "Draft for Approval" should be attached to the draft. If two or more drafts are put up on a file, the drafts as well as the slips will be numbered "DFA I", "DFA II" and so on.

The number and date of the communication replied to or the last communication on the same subject should always be referred to.

The endorsement on a communication should also refer to the last communication on the subject received from or sent to the office to which the endorsement is addressed. Where it is necessary to refer to more than one communication or a series of communications, this should be done in the margin of the draft. The subject should always be quoted including reminders.

A draft should show clearly the enclosures. To draw the attention of the Typist, the Comparers and the Despatcher, a diagonal stroke should be made in the margin. The number of enclosures should be indicated at the end of the draft on the left bottom of the page.

If copies of an enclosure are available and not, therefore, typed, the fact should be clearly stated in the margin for the guidance of the Typist.

All drafts put up on a file should bear the number of the file. When two or more letters, notification, etc., are to issue from the same file on the same date to the same addressee, the serial number should also be given in addition in order to avoid confusion in reference.

Where State Governments or Ministries, etc., are consulted on any matter, time-limit for replies should ordinarily be specified.

The name, designation and telephone number of the officer over whose signature the communication is to issue, should be indicated on the draft. The officer concerned will initial on the draft in token of his approval.

*(Chapter IX, Notes on Office Procedure.)*

**Hints for preparation of Summary or Statement of cases for Secretary or Minister.**

It may be necessary to prepare a self-contained summary when cases are to be submitted to the Secretary or Minister. In such cases the following points may be carefully observed:-

A brief subject heading should be given in all such cases.

- (2) The summary should contain all facts without omission in chronological order
- (3) If the case concerns other Ministries or Departments, the summary should contain the recommendation of the Ministry or Department and in case of disagreement, the points of difference and the recommendation of the department concerned opinions of officers within the Department should not find mention.
- (4) The concluding paragraph should contain the recommendations of the sponsoring officer and solicit the decision of the Minister/Secretary.
- (5) The summary should be brief and self-contained. When the material is lengthy, much of it should be relegated to annexure or appendices, keeping the main summary brief.
- (6) Paragraph should be properly numbered.
- (7) The summary should be typed in single space in small paras, not exceeding 6 to 8 lines to enable easy reading at higher levels.

- (8) The annexure should be page numbered to facilitate location of the particular page to which attention may be drawn.
- (9) Marginal heading will be useful if the summary is lengthy.

**{ Chapter IX, Notes on Office Procedure }**

Details instructions on Noting & Drafting are at **Appendix-XXXVI**.

#### **48.10 Change of Name**

Every Government servant goes by his name as entered in the first page of his Service Book, which in turn is based on the name as entered in his school Certificate, produced by him at the time of recruitment. If a Government servant desires to adopt a new name or to effect modification in his existing name, the following procedure has to be gone through:-

- I. All cases of addition/deletion or change in name/surname  
A Government employee wishing to adopt a new name or to effect any modification in his /her existing name may do so, formally by a Deed changing his/her name . The sample Deed form is given in Annexure.

The execution of the Deed should be followed by publication or the change in a prominent local newspaper as well as in the Gazette of India at the Government employee's own expense.

- II. Addition/change in surname only on account of marriage/re-marriage of a female Government employee  
The following requirements may be met for this purpose:-

- (i) If the female Government employee desires a change, she should give a formal intimation to her appointing authority of her marriage and request for a change in her surname.
  - (ii) Particulars of the husband may be given for making necessary entries in the Service Book.
- III. Deletion of surname or reversion to maiden name on divorce/separation or death of the husband of female Government employee.

Change may be permitted if a female Government employee gives-

- (i) an intimation to the appointing authority regarding change in marital status; and
- (ii) a formal request for reversion to her maiden name.

**NOTE:-** There is no prescribed form for Items II and III

**( G.I. Dept. of Per. & Trg. O.M. No. 1901/1/87-Estt.(A), dated the 12<sup>th</sup> March,1987)**

**Deed Changing Name/Surname**

BY THIS DEED I, the undersigned.....(new name) now lately called.....(former name) employed as .....(Designation of the post held at the time by the Government servant) at .....( place where employed in the Ministry/Department of the Government of India) do hereby--

- 1 Wholly renounce, relinquish and abandon the use of my former name of .....and in place thereof assume from the date thereof the name of .....and so that I may hereafter be called, known and distinguished not by my former name of .....but by my assumed name of .....
  
- 2 For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealing and transactions private as well as public and upon all occasions whatsoever use and sign the name of .....as my name in place of and in substitution for my former name of .....
  
3. Expressly authorize and request all persons at all times hereafter to designate and address me by such assumed name of .....accordingly.

IN WITNESS WHEREOF I have hereunto subscribed my former and adopted names of .....and .....and affixed my seal this .....day of.....

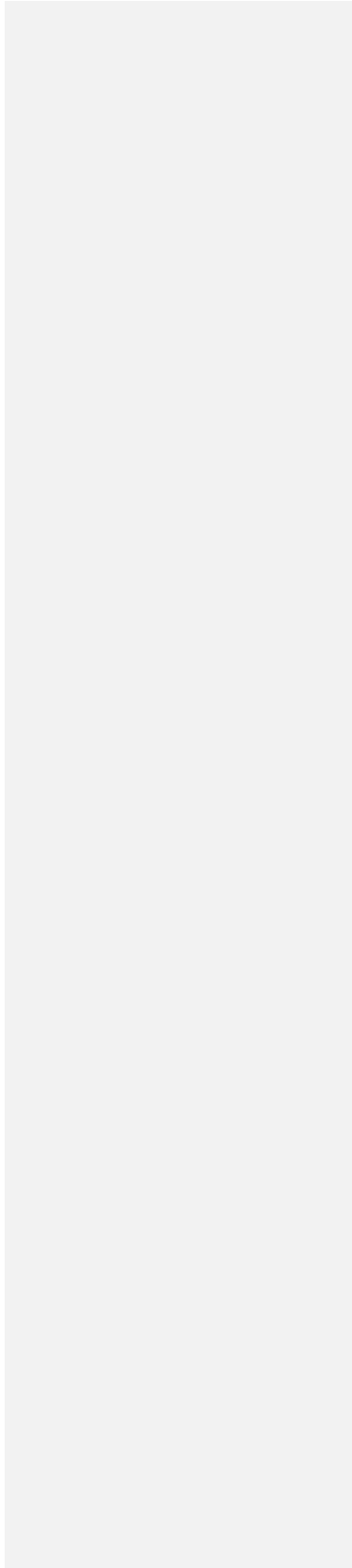
.....

.....

Signed and delivered by the above  
 named.....  
 formerly.....  
 in the presence of:

Witnesses: 1.

2.



.

