

Rule of ARS Examination, detailed plan, examination procedure, eligibility qualifications and syllabus etc.

RULES (ARS)

The rules for the Agricultural Research Service (ARS) Examination - 2012 to be held by the Agricultural Scientists Recruitment Board are published for general information.

1. CONDITIONS OF ELIGIBILITY

Nationality: *A candidate must be either:-*

- (i) a citizen of India, or
- (ii) a citizen of Nepal, or
- (iii) a citizen of Bhutan, or
- (iv) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda, the United Republic of Tanzania, (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

2. AGE LIMITS:-

A candidate seeking admission to the **ARS Examination** must have attained the age of **21 years** but not have attained the **age of 32 years as on 01-08-2012**. In service candidates of ICAR less than 45 years in age as on **01-08-2012** will also be eligible to appear subject to possession of prescribed qualifications. In service candidates of the State Agricultural Universities less than 35 years in age as on **01-08-2012** will be eligible to appear for ARS subject to possession of prescribed qualifications.

The upper age limit prescribed above will also be relaxable:-

- (i) Upto a maximum of five years if a candidate belongs to SC or ST
- (ii) Upto a maximum of 3 years in the case of candidates belonging to Other Backward Classes, who are eligible to avail of reservation applicable to such candidates.
- (iii) For Physically Challenged candidates, the upper age limit will be relaxable upto a maximum of 10 years. Candidates belonging to SC, ST and OBC are also covered under the Physically Challenged category will be eligible for grant of cumulative age relaxation under both the categories.
- (iv) For ARS the upper age limit for the candidates holding Ph.D. degree will be 35 years. Consequently the upper age limit for SC/ST/OBC/Physically Challenged candidates holding Ph.D. degree will be relaxable by a further period of 3 years. Thus, the maximum limit for SC/ST candidates in such cases will be 40 years, for OBC candidates 38 years and for Physically Challenged candidates 45 years. In such cases the candidates should have obtained Ph.D. degree on or before **01-08-2012**, which is the reckoning date for age determination.

Contd.....2/-

- (v) Up to a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989.
- (vi) To other bonafide displaced persons/repatriates of Indian origin / Defence Services Personnel/Border Security Force Personnel etc. as per the existing instructions of the Government of India on the subject.

Save as provided above, the age limits prescribed can in no case be relaxed.

3. EDUCATIONAL QUALIFICATIONS:-

A candidate for the Agricultural Research Service must hold a Master's degree or equivalent in the concerned subject with specialization as defined in **Annexure-V completed on or before 31.10.2012** from any Indian University incorporated by an Act of Central or State Legislature in India or other educational institution established by an Act of Parliament or declared to be deemed University under Section 3 of the University Grants Commission Act, 1956 or he/she must have qualification from a foreign University recognized as equivalent by the Government of India.

The candidates having Master's degree from a foreign University must attach a certificate of equivalence and recognition of that degree issued by the University Commission/ Govt. of India.

NOTE-I:- A candidate who has appeared in an examination the passing of which rendered him or her eligible to appear at this examination but has not been informed of the result may apply for the admission to the examination. Such candidates will be admitted if otherwise eligible, but the admission would be deemed to be provisional subject to cancellation if he or she does not produce Master's degree or the provisional degree certificate alongwith the application for the ARS Mains Examination on or before the date of ARS Main Examination i.e. 23.06.2013. The candidate is required to submit the attested copies of the Master's Degree/Provisional Degree Certificate and marksheets / transcripts alongwith the application for the Mains Examination to the Board on or before the date of ARS Main Examination i.e. 23.06.2013 failing which he or she will not be allowed to attend the interview/viva-voce.

NOTE-II:- In ARS the scientist will be placed in the same discipline in which he/she has qualified the ARS Preliminary examination and no request for change of discipline will be entertained.

NOTE-III:- The candidates selected for appointment to the posts in Veterinary Sciences disciplines will be entitled to Non Practicing Allowance as admissible under the rule of Indian Council of Agricultural Research and subject to fulfillment of the conditions of entitlement as prescribed by the Council.

4. FEE:-

The candidates seeking admission to ARS Examination must pay to the Board a fee of Rs. 480/- (Rs. Four hundred eighty only) plus registration charge of Rs. 20/- (Rs. Twenty only).

All candidates will pay registration fee of Rs. 20/-

Contd.....3/-

WOMEN CANDIDATES AND THE CANDIDATES BELONGING TO SCHEDULE CASTE/SCHEDULE TRIBE/PHYSICALLY CHALLENGED CATEGORIES ARE EXEMPTED FROM PAYMENT OF EXAMINATION FEE ONLY. NO FEE EXEMPTION IS, HOWEVER, AVAILABLE TO OBC CANDIDATES AND THEY ARE REQUIRED TO PAY THE REGISTRATION FEE IN FULL.

Details of fee charges to be paid:

Sl. No.	Category of candidate	Examination fee	Registration fee	Total
1	General / OBC	Rs. 480/-	Rs. 20/-	Rs. 500/-
2	Woman/ Schedule Caste/ Schedule Tribe/ Physically Challenged	Nil	Rs. 20/-	Rs. 20/-

Physically challenged persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Services/Posts to be filled in the results of this examination on the basis of the standards of medical fitness for these Services/Posts (including any concessions specifically extended to the physically challenged).

NOTE I: Notwithstanding the aforesaid provision for fee exemption, a physically challenged candidate will be considered to be eligible for appointment only if he (after such physical examination as the Government or the appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to Physically challenged candidates by the Government.

NOTE II: APPLICATIONS NOT ACCOMPANIED BY THE PRESCRIBED FEE (UNLESS REMISSION OF FEE IS CLAIMED) SHALL BE SUMMARILY REJECTED.

NOTE III: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any subsequent examination or selection.

5. (a) **Number of Attempts:-**

The number of attempts for appearing in the Agricultural Research Service Examination will be limited to **FOUR** for all candidates (whether M.Sc./Ph.D.) including the in-service candidates of I.C.A.R. However, this restriction will not apply to SC and ST candidates, who are otherwise eligible.

Note-I :-

The number of attempts made by the candidates prior to Agricultural Research Service examination 1996 will not be taken into account for counting the number of attempts made.

Contd.....4/-

Note-II :-

An attempt at a Preliminary Examination shall be deemed to be an attempt at the Examination. Notwithstanding the disqualification/cancellation of candidature, the fact of appearance of the candidate at the examination will count as an attempt.

(b) Restrictions on applying for the Examination:-

- i. "A candidate who has already qualified ARS examination in the earlier year will not be eligible to compete in the subsequent examinations conducted by ASRB for the same discipline in which he/she has earlier qualified. However, there is no bar to reappear for an ARS selected candidate in the subsequent ARS examination in a discipline different than the one in which he/she has already qualified".
 - ii. "Only such candidates who have been declared as qualified by the ASRB in the ARS Preliminary Examination to sit for the ARS – Main Examination in a particular year shall be permitted to appear in the ARS – Main Examination of that year".
6. The decision of the Board as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
 7. No candidate will be admitted to the examination unless he/ she holds a certificate of admission from the Board.
 8. Any attempt on the part of a candidate to obtain support for his candidature by any means may disqualify him for admission to the examination.
 9. A candidate must be in good mental and bodily health and free from any physical defects likely to interfere with the discharge of his duties as an officer of the service. A candidate, who after such physical examination as the Indian Council of Agricultural Research may prescribe, is found not to satisfy these requirements will not be appointed. Candidates selected by the Board may be required to undergo physical examination. Candidates will be required to pay the fee for the Medical Examination as prescribed by the Government of India for such category of the posts.
 10. **No person:-**
 - (a) Who has entered into or contracted a marriage with a person having a spouse living or
 - (b) Who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the service.

Provided that the Indian Council of Agricultural Research, may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
 11. Brief particulars relating to the service to which recruitment is being made through this Examination are stated in **Annexure-VI**.

DETAIL PLAN OF EXAMINATION (ARS)

Two separate competitive written examinations followed by Viva-voce shall be conducted as per the following plan of examinations:-

	Examination	Max. Marks	Duration
1.	(a) Preliminary-ARS (Objective Type)	150	2 hours
	(b) ARS – Main (Descriptive Type)	240	3 hours
	(c) Viva-voce	60	

2. (a). Preliminary ARS Examination Paper:-

Preliminary ARS Examination shall have one paper of 150 marks with all objective questions to be solved in 2 hours (Two hours), from the respective professional subject(s) for which candidate has opted.

Minimum qualifying marks required in Prelim- ARS Examination:

Category of candidate	Minimum qualifying marks	
	Prelim ARS	Main ARS
General / OBC	60%	55%
SC / ST / Physically Challenged Person	50%	50%

1/3 marks will be deducted for each wrong answer in Prelim ARS Examination (Objective Type). The examination will be held in 33 centres as given in Annexure-I. This is a qualifying examination and marks scored will not be counted for final selection.

(b). ARS – Main Examination Paper:-

ARS – Main Examination Paper will have only one paper of 240 marks to be completed in 3 hours duration. The paper shall be divided in three parts A, B and C. Part 'A' will consists of 40 (forty) questions of 2 (two) marks each. In this part, answers required will be of very short, not exceeding 10 (Ten) words at the most. Part 'B' will have 20 (twenty) questions of 5 (five) marks each requiring one or two paragraphs and/or graphic explanation. All questions in part 'A' and 'B' will be compulsory.

Part 'C' will have 6 (six) essay type or descriptive type questions which are all compulsory. Each question will carry 10 (ten) marks and may have two or more parts. Answers are required to be written in the space provided below the question. In no case extra sheets will be provided.

The candidates clearing Mains Examination will be called for Viva-voce in the ratio 1:5 subject to minimum 55% are obtained by General / OBC candidates and 50% marks are obtained by SC / ST / PC candidates in ARS Mains Examination (Subjective type). Reserved candidates who qualify after availing relaxed standard and/or age relaxation shall render themselves ineligible for UR posts. They will be eligible only for the posts which are reserved in respective category in a particular discipline. The final selection of candidates will be made on the basis of marks obtained in the ARS – Mains Examination and Viva-voce and will be recommended for appointment as Scientists in the Indian Council of Agricultural Research in the pay scale of Rs. 15,000-39,100 plus Research Grade Pay (RGP) of Rs. 6,000/-

The candidates will be interviewed by a Board of competent and unbiased experts in the respective disciplines, who will have before them a record of his/her career. The object of the viva-voce is to assess his/her suitability for the Service for which he/she has competed. The viva-voce is intended to supplement the written examination for testing the general and specialized knowledge and abilities of the candidate. The candidate will be expected to have taken an intelligent interest not only in his/her own state or country, as well as in modern current of thought and in new discoveries, which should rouse the curiosity of well-educated youth.

The technique of the viva-voce is not that of strict cross-examination, but of a natural, though directed and purposive conversation intended to reveal the candidate's mental qualities and his/her grasp of problems. The Board will pay special attention to assessing the intellectual curiosity, critical powers of assimilation, balance of judgment and alertness of mind, the ability for social cohesion, integrity of character, initiative and capacity for leadership and scientific research.

NOTE:-

Syllabus for Preliminary ARS Examination and ARS Main Examination is available on ICAR website www.icar.org.in and ASRB website www.asrb.org.in

3. Examination Procedure:-

- (i) The Preliminary ARS Examination is a qualifying examination. Candidates qualifying in the preliminary ARS Examination only will be allowed to appear in the ARS – Main Examination.
- (ii) Candidates who obtain such minimum qualifying marks in the written ARS - Main examination as may be fixed by the Board in their discretion shall be summoned for VIVA-VOCE for the Agricultural Research Service. After the Viva-Voce the candidates will be arranged by the Board in the order of merit in each category (professional subject-wise) as disclosed by the aggregate marks finally awarded to each candidate. Candidates who obtain such minimum aggregate marks in the written papers and Viva-Voce without fixing any minimum marks in Viva-Voce as may be fixed by the Board in their discretion shall be recommended for appointment to ARS in accordance with the number of vacancies intimated by the Council under each discipline. Based on the merit, the candidates belonging to reserved categories i.e. SC/ST/OBCs are also eligible to be considered against the unreserved vacancies, if no relaxation in age and no relaxation in qualifying marks either in Prelim ARS or in Main ARS or in both has been availed by such reserve category candidates. If any concession in age and relaxation in qualifying standard is availed, such candidates will be eligible for consideration only against vacancies reserved for them.
- (iii) **Rules for Tie-Breaker:-** Wherever the two or more candidates have secured equal aggregate marks (marks in written ARS Main Examination + Viva-voce) the merit of the candidates shall be determined by applying the following Tie-Breaker Rules.
 - (a) Candidate securing more marks in the written ARS Main Examination will be ranked higher.
 - (b) In case where the marks mentioned at (a) above are equal, the candidate senior in age will be ranked higher.

- (iv) Candidates belonging to the scheduled castes or the Scheduled Tribes may be recommended by the Board by a relaxed standard to make up the deficiency in the reserved quota subject to the relevant instructions on the subject and also subject to the fitness of these candidates for appointment to the Agricultural Research Service irrespective of their ranks in the order of merit at the examination.
- (v) There is no provision for maintaining the select panel and therefore, the vacancies against which the recommended candidates do not join will not be filled up. The backlog vacancies will be filled up from the subsequent examinations.
- (vi) The form and manner of communication of the result of the examination to individual candidates shall be decided by the Board in their discretion and the Board will not enter into correspondence with them regarding the result.
- (vii) Recommendation by the Board for appointment in the ARS will not be binding unless the Indian Council of Agricultural Research are satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the Service.

4. **GENERAL INSTRUCTIONS:-**

- (a) Question paper can be answered either in English or in Hindi.
- (b) Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answer for them.
- (c) If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- (d) Marks will not be allotted for mere superficial knowledge.
- (e) Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.

Eligibility qualifications for Entry- level ARS disciplines

Code.No.	Discipline	Eligibility qualifications
01	Agricultural Biotechnology	Master's degree in Agriculture/ Biotechnology/ Molecular Biology & Bio-Technology/ Genetic Engineering/ Botany Plant Sciences/ Life Sciences with specialization in Plant Biotechnology.
02	Agricultural Entomology	Master's degree in Agriculture/ Entomology/ Zoology/ Sericulture/ Apiculture/ Plant Protection with specialization in Agricultural Entomology.
03	Agricultural Microbiology	Master's degree in Agricultural Microbiology/ Microbiology
04	Genetics & Plant Breeding	Master's degree in Agriculture/ Agricultural Botany/ Plant Breeding or Genetics or Genetics and Plant Breeding.
06	Nematology	Master's degree in Agriculture Nematology/ Entomology/ Plant Pathology/ Zoology/ Plant Protection with specialization in Nematology.
07	Plant Biochemistry	Master's degree in Plant Biochemistry/ Agricultural Biochemistry/ Biochemistry with specialization in plants.
08	Plant Pathology	Master's degree in Agriculture/ Botany/ Life Sciences/ Plant Protection with specialization in Plant Pathology/ Mycology.
09	Plant Physiology	Master's degree in Agriculture/ Plant Physiology/ Botany with specialization in Plant Physiology.
10	Seed Science & Technology	Master's degree in Agriculture/ Seed Science/ Seed Technology or Seed Science and Technology.
12	Fruit Science	Master's degree in Pomology/ Agriculture or Horticulture with specialization in Fruit Sciences/ PHT (Horticulture).
13	Spices, Plantation & Medicinal & Aromatic Plants	Master's degree in Agriculture/ Horticulture/ Botany with specialization in Spices/ Plantation Crops and/ or in Medicinal and Aromatic Plants/ PHT (Horticulture).
14	Vegetable Science	Master's degree in Olericulture/ Vegetable Sciences/ Agriculture or Horticulture with specialization in Vegetable Sciences/ PHT (Horticulture).
19	Animal Physiology	Master's degree in Veterinary/ Animal Sciences with specialization in Animal Physiology.
20	Animal Reproduction & Gynaecology	Master's degree in Veterinary/ Animal Sciences with specialization in Animal Reproduction and Gynaecology.

Code No.	Discipline	Eligibility qualifications
21	Dairy Chemistry	Masters degree in Dairy Chemistry/ Veterinary/ Animal Sciences with specialization in Dairy Chemistry.
22	Dairy Microbiology	Master's degree in Dairy Microbiology/ Veterinary/ Animal Sciences with specialization in Dairy Microbiology.
26	Poultry Science	Master's degree in Poultry Sciences/ Veterinary/ Animal Sciences with specialization in Poultry Sciences.
27	Veterinary Medicine	Master's degree in Veterinary Medicine/ Veterinary Preventive Medicine/ Veterinary Clinical Medicine.
34	Aquaculture	Masters degree in Aquaculture/ Fishery Sciences/ Marine Biology/ Aquatic Biology with specialization in Mariculture/ Aquatic Environmental Management/ Aquatic Ecology/ Inland Aquaculture.
35	Fisheries Resource Management	Master's degree in Fishery Sciences/ Fisheries Resource Management/ Marine Biology/ Aquatic Environmental Management/ Aquatic Biology with specialization in Fisheries Resource Management/ Fish Population Dynamics/ Fishery Hydrography/ Ecosystem Management/ Aquatic Ecology.
36	Fish Process Technology	Master's degree in Fishery Sciences/ Fish Processing Technology/ Post Harvest Technology/ Industrial Fisheries with specialization in Fish Harvest and Processing.
37	Fish Nutrition	Master's degree in Fishery Sciences with specialization in Fish Nutrition and Fish Physiology/ Feed Technology/ Fish Nutrition and Biochemistry.
38	Fish Health	Master's degree in Fishery Science/ Marine Biology with specialization in Fish Health/ Fish Pathology and Microbiology.
39	Fish Genetics & Breeding	Master's degree in Fishery Science/ Marine Biology with specialization in Fish Genetics and Breeding/ Fish Biotechnology.
40	Agricultural Chemicals	Master's degree in Agriculture/ Agricultural Chemicals/ Organic Chemistry with specialization in Agricultural Chemicals.
41	Agricultural Meteorology	Masters degree in Agricultural Meteorology/ Agricultural Physics with specialization in Agricultural Meteorology.
42	Agroforestry	Master's degree in Forestry/ Agroforestry/ Botany/ Agronomy/ Horticulture with specialization in Agroforestry.

Code No.	Discipline	Eligibility qualifications
44	Environmental Sciences	Master's degree in Environmental Science/ Agro-forestry/ Agriculture Physics/ Agriculture with specialization in Environmental Science.
45	Soil Sciences	Masters degree in Agriculture/ Soil Sciences/ Agricultural Chemistry/ Agricultural Physics with specialization in Soil Physics and Soil & Water Conservation/ Soil Fertility/ Soil Microbiology/ Soil Chemistry/ Water Science & Technology
46	Agricultural Business Management	Master's degree in Agricultural Business Management/ Agricultural Marketing/ Business Management with specialization in Agricultural Business/ Fisheries

		Business Management.
47	Agricultural Economics	Master's degree in Agricultural Economics/ Dairy Economics/ Veterinary Economics/ Fisheries Economics with specialization in Agriculture.
48	Agricultural Extension	Master degree in Agricultural Extension/ Veterinary Extension/ Dairy Extension/ Fisheries Extension/ Home Science Extension/ Agriculture Communication in Agricultural Sciences/ Rural Development/ Rural Management.
49	Agricultural Statistics	Master's degree in Agricultural Statistics/ Statistics with specialization in Agriculture.
52	Agricultural Structures and Environmental Management	Master's degree in Agricultural Engineering with specialization in Agricultural Structures/ Aquaculture Engineering.
54	Agricultural Process Engineering	Masters degree in Agricultural Engineering with specialization in Agricultural Process Engineering/ Food Process Engineering/ Dairy Engineering/ Post Harvest Technology.
55	Food Technology	Master's degree in Food Science/ Food Technology/ Food Science and Technology/ Post Harvest Technology/ Dairy Technology.

Brief particulars relating to the Agricultural Research Service:-

1. Candidates selected for appointment to the Service will be appointed as Scientists in the Service on probation for a period of two years which may be extended, if necessary.
2. Candidates selected on the basis of the competitive examination shall be required to undergo an intensive course of study and training for a specified period.
3. On successful completion of the prescribed training, a candidate will be posted anywhere in India according to the Research priorities of the Council. He will be liable to serve at the initial place of posting at least for a period of five years before seeking transfer on what so ever ground from that place / station.
4. Every trainee shall be required to execute a bond to serve the Council (ICAR) for a minimum period of 4 years from the date of appointment including the period of training. Failure to serve the ICAR for the stipulated period will render the candidate liable to refund to the Council a sum of Rs. 1,25,000/- (Rupees one lakh twenty five thousand only)
5. Any trainee found to be guilty of unbecoming conduct will be liable to be discharged even before completion of the period of training. Such a trainee will be liable to refund full amount of the emoluments paid to him / her during training period.
6. If in the opinion of the ICAR the work or conduct of the officer on probation is unsatisfactory or shows that he is unlikely to become efficient, the ICAR may discharge him forthwith. On completion of the period of probation or any extension, if it is found that a candidate is not fit for permanent appointment, he / she may be discharged.
7. Conditions of service, leave, pension, provident fund etc. for the members of service shall be as determined by the Council.
8. A Scientist is liable to serve anywhere in India or abroad.
9. Those candidates who have already been awarded Ph.D. / M. Phil Degree or have been granted certificate of admissibility to the award of the said research degree before joining ARS – 2010 shall be granted 5/2 advance increments on production of the necessary documents on appointment.

FORM OF CERTIFICATE PRESCRIBED

Form of Certificate as prescribed in M.H.A., O.M. No. 42/21/49-N.G.S., dated 28-1-1952, as revised in Dept. of Per. & A.R., Letter No. 36012/6/76-Estt. (SCT) dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari* _____
Son/daughter* of _____ of village/town* _____
in District/Division* _____ of the State/Union Territory*
_____ belongs to the _____

Caste/Tribe* which is recognized as a _____
Scheduled Caste
Scheduled Tribe*
under:-

- * The Constitution (Scheduled Castes) Order, 1950.
- * The Constitution (Scheduled Tribes) Order, 1950.
- * The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976].

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- * The Constitution (Dadra and Nagar haveli) Scheduled Tribes Order, 1962.

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- * The constitution (Pondicherry) Scheduled Castes Order, 1964.
- * The constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- * The Constitution (Goa, Daman and Diu) Scheduled Caste Order, 1968.
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- * The Constitution (Sikkim) Scheduled Castes Order, 1978.
- * The Constitution (Sikkim) Scheduled Tribes order, 1978.
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.
- * The Constitution (Scheduled Tribes) Order Amendment Act, 1991.
- * The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* of Shri/Shrimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe* _____ which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* _____ issued by the _____ Dated _____

3. Shri/Shrimati*/Kumari* _____ and/*or his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____

Signature _____
 Designation _____
 (With Seal of Office)

Place _____ State _____
 Date _____ Union Territory _____

NOTE:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.**

[G.I., Dept. of Per.&Trg., O.M. No. 36033/28/94-Estt. (SCT), dated 23-11-1995]

This is to certify that Sh / Smt. / Kumari _____
son / daughter of Sh. _____ of Village
_____ District / Division _____ in the
_____ State _____ belongs to the
_____ community which is recognized as a Backward class
under :-

- * (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part I, Section I, No. 186, dated the 13th September, 1993.
- * (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated 19-10-94, published in the Gazette of India, Extraordinary, Part I, Section I, No. 163, dated 20-10-1994.
- * (iii) Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part I, Section I, No. 88, dated 25-5-1995.

Shri _____ and/or his family ordinarily reside(s) in the
_____ District/Division of the _____ State. This is also to
certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in
Column 3 of the Schedule to the Government of India, Department of Personnel and Training.
O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993.

**District Magistrate,
Deputy Commissioner Etc.**

Dated _____

SEAL _____

*Strike out whichever is not applicable.

- NB : (a) The term ' ordinarily ' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- (b) Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not

sufficient).

PHYSICAL REQUIREMENTS FOR THE CHALLENGED CANDIDATES

For being considered against the vacancies for the category of physically challenged persons, the challenged persons should have disability of 40% or more. However, such candidates shall be required to meet one or more of the following physical requirements/abilities which may be necessary for performing the duties in the concerned post:-

1. Work performed by manipulating (with fingers).
2. Work performed by pulling and pushing.
3. Work performed by lifting.
4. Work performed by kneeling and crouching.
5. Work performed by bending.
6. Work performed by sitting (on bench or chair).
7. Work performed by standing.
8. Work performed by walking.
9. Work performed by seeing.
10. Work performed by hearing / speaking.

AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
(Indian Council of Agricultural Research)
PRELIMINARY AGRICULTURAL RESEARCH SERVICE EXAMINATION – 2012
APPLICATION FORMAT



(To be filled in by the candidate in his/her own handwriting)

(A)	ARS Examination Discipline	Code No.

(B)	Name of Centre for Preliminary ARS Examination	Code No.

(C)	Name of Centre for ARS Main Examination	Code No.

(D) Category to which belongs (Please tick in the applicable box/boxes)	SC	ST	OBC	GEN	PC

(E) Date of Birth	Date	Month	Year

(F)

Male	Female

(G) Citizen of India

Yes	No

(H) Details of the fee paid.	Name of the Bank and Branch	Demand Draft / Pay Order No. & Date	Amount in Rs.

(1) Name (In Capital Letters in English)

[illegible]

(2) Father's Name (In Capital Letters in English)

[illegible]

(3) Address for Correspondence

Pin Code _____

(4) E-mail (Compulsory) _____

(5) Mobile No. _____ Tel. No. with STD code _____

(6) State to which belongs:

(7) Number of attempts made earlier for ARS: _____

Contd.....2/

(8) Are you seeking age relaxation: Yes ☐ No ☐

If yes, on which grounds: _____

(9) Particulars of examinations passed

Examination level	Class or Division	OGPA %	Year of Passing	Subject taken / Title of thesis at M. Sc. / Ph.D.	Name of the University / Board
Name of Degree					
Matriculation level (10 th)					
Intermediate level (12 th)					
Graduation level					
Post Graduation level					
Doctorate					

(10) (a) University from which passed Master's Degree _____

(b) Field of specialization in Master's Degree _____

(c) Date of completion of Master's Degree _____

(11) If you have at any time been employed, give details including present employment.

Designation of post held and description of work	Period with exact dates		Full address of employer	Whether employment is Under Govt./ ICAR/ Scientific Institution
	From	To		
		Till date		

(12) Have you ever been debarred or disqualified by the ICAR/ASRB or any Public Service Commission from any of their examination/selections? If so, give details:

DECLARATION TO BE SIGNED BY THE CANDIDATE:

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the Board. I have read the provisions in the Notification for ARS Examination - 2012 carefully and I hereby undertake to abide by the same. I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, etc. prescribed for admission to the examination.

I have informed my Head of Office / Department in writing that I am applying for this examination (if applicable).

DATE _____

PLACE _____

SIGNATURE OF THE CANDIDATE

Prescribed proforma of requisition for Senior Scientist/ Principal Scientist

Name of the Institute :-

I	Requisition for recruitment to the post of : Senior Scientist () at-----				
II	Brief particulars of the Posts				
Designation	Pay scale/Band*	Class & Service	No of posts Sanctioned		
Senior Scientist (--- -----)	Pay band-4 i.e. Rs. 37,400--67,000 + RGP Rs.9,000/-	A.R.S.	Permanent	Temporary	Total
			0	--	0

*Higher initial pay may be recommended by the ASRB for specially qualified and experience candidates.

III	(a) Number of vacancies for which this requisition is being sent	Permanent	Temporary	Total
		0	-	0
	(b) How have the vacancy arisen and since when	As per revised cadre strength.		
	(c) If vacancy is permanent whether it is to be filled up on permanent or temporary basis.	Permanent basis		
	(d) If a vacancy is temporary, how long it is expected to last irrespective of period for which it has been sanctioned.	N.A.		
IV	Break-up of the vacancies in column III above.			
(a)	(i) Reserved for SC and not to be treated as unreserved if no such suitable candidates are available.	RESERVATION ORDERS ARE NOT APPLICABLE VIDE COUNCIL'S LETTER NO. 1(13)/89 - PER. IV DATED 5-7-94.		
	(ii) Reserved for SC but to be treated as reserved for ST if no suitable SC candidates are available.			
	(iii) Reserved for SC but to be treated as unreserved if no suitable SC/ST candidates are available.			
	(iv) Reserved for ST but to be treated as reserved for SC if no suitable candidates are available.			

	(v) Reserved for ST but to be treated as Unreserved if no suitable SC/ST candidates are available				
	Total				
(b)	(i) Reserved Under the quota prescribed by Govt. for BCO/SSCO who were commissioned during the emergency on temporary basis in the Armed Forces on or after 1.11.1962 and released later according to the phased Programme/invalided out of service owing to a disability attributable to or aggravated by military service.				
	(ii) Reservation of (b) (i) above for				
	(iii) SC	N.A.			
	(iv) ST	N.A.			
(c)	Unreserved vacancies	One	Total	-	--
Total of (a) (b) (i) & (c) above should tally with Column III (a) above				-	--
Note:- The number of vacancies indicated against column iv(b) (ii) for which no suitable SC or ST candidates become available will be treated as reserved for general candidates belonging to the category of BCO/SSCO. If no such candidates are available, the reserved vacancies will be treated as unreserved.					
V (a)	Have recruitment rules for the post been approved by the ASRB				
(b)	If so, please quote the number and date of				
	(i) The Board's letter				
	(ii) The notification promulgating the rules				
(c)	If according to the rules, proportion of vacancies, should be filled up by direct recruitment please state clearly whether :-				
	(i) The present vacancy or vacancies fall in the direct Recruitment quota.				The vacancy is to be filled up by selection on all India basis
	(ii) All vacancies filling in the direct Recruitment quota have been included				
	(iii) If the answer to (ii) above is in the negative please state clearly the number of vacancies not being reported and the reasons there of.				

(d)	If the recruitment rules provide for other method being tried before report to direct recruitment, please indicate clearly the action taken in this behalf.	
(VI)	Particular of persons who last held the posts regularly against the vacancies in Column (a) above.	
(a)	Name : Nil	
(b)	Reference number and date of the Board's letter No. Nil	
(VII)	If any adhoc interim arrangement were on have been made to fill up the vacancies mentioned in Col.III(a) above, pending selection by the Board please state.	
(a)	The names of the person so appointed, the date and duration of their appointment and their age, qualifications experience etc.	N.A.
(b)	Whether the ASRB were consulted in making the adhoc arrangements mentioned in (a) above, if so, the number and date of ASRB's letter.	N.A.
(c)	If the answer to (b) is in the negative, please state reasons for which a reference to the ASRB was not made.	N.A.
Note:-	(If necessary, this information may be given, in the form above or in enclosure, duly signed by the officer who signs the requisition).	
(VIII)	(a) Is the post pensionable or Non-Pensionable?	(a) The Council follows the Pension Rules as formulated and circulated by Govt. of India vide D.O letter No. 38/16/2001 – P&PW (A) dated 09.12.2003 and subsequent clarification of OM No. 28/30/2004 – P&PW (B) dated 26.07.2005 & 28.10.2009.
	(b) Are there any Provident Fund or other benefits, and if so, please specify.	(b) ICAR General Provident Fund
	(c) Any special concessions such as free quarters, light, water etc.	(c) In the matter of residential accommodation, medical facilities etc., the selected candidate, will be governed by the rules of the Institutes to which he is posted.
(IX)	Period of Probation	The selected candidates will be governed by the provisions of Rule 14 of ARS Rules.

[illegible]

(a)	Age limit, if any	The maximum age limit is 47 years as on the last date prescribed for receipt of application from persons in India.
(b)	Are the age limits relaxable for SC/ST and other special categories.	There shall be no maximum age limit for the ICAR employees.
(c)	Are the limits and the relaxation under (a) & (b) above in accordance with the prescribed recruitment rules? If not, please state reasons for the deviation.	
(XV)	Any other requirement or conditions not covered by the above columns.	As per provisions of A.R.S. Rules.
(XVI)	If this requisition is being sent in response to any reference from the Board, please quote their latest reference.	
(XVII)	If direct recruitment was made previous by for identical posts, please quote. (i) Your latest reference number & date (ii) The ASRB's latest reference number & date.	N.A.
(XVIII)	Name address and telephone number of the representative of the ICAR/Department. Who will be deputed to assist the ASRB at the interview?	D.G., ICAR or his nominees.
(XIX)	Name of the officer of the ASRB with whom the requisition has been discussed	N.A.

()
Deputy Secretary (P)
Indian Council of Agricultural Research
Signature of the Officer sending the requisition.

F.No. -Per-II
Place :- New Delhi
Dated the October, 2011

*In case it has been decided that any of the vacancies should not be filled, full details thereof, together with the period for which these are to be held in abeyance, may be given separately in an annexure to be signed by the officer signing this requisition.

.NOTE :- All Answers in the requisition form should be given in not be dashes and dots. No column should be left blank.

APPENDIX - III

Details of qualifications prescribed for direct recruitment for the posts of Scientist, Senior Scientist, Principal Scientist, Head of Division, Project co-ordinators, Zonal co-ordinators and RMPs



भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डा0 राजेंद्र प्रसाद मार्ग, नई दिल्ली 110001

टेलिफोन : 23382686

ई-मेल : jravi_icar@yahoo.co.in

F.No. 8(1)/2007-Per.IV

26th April, 2012

To

- (i) Chairman and Members, Agricultural Scientists' Recruitment Board (ASRB), New Delhi
- (ii) All the Directors of ICAR Institutes / Project Directorates / National Research Centres / Bureaux / Zonal Project Directors / Project Coordinators

Sub : **Revised model qualifications for Scientists and Research Managers in the ICAR system**

Sirs,

Consequent upon the introduction of the UGC pay package for the Scientists in ICAR w.e.f. 1.1.1986 the Council had prescribed the model qualifications and experience for various scientific positions vide Council's letter no. 8(3)/95-Per.IV dated 6th February, 1995 and as subsequently amended vide letters of even number dated 7.11.2007 read with 9.5.2008 and 20.11.2008.

With the adoption of the revised UGC pay package and its Career Advancement Scheme, consequent on revision of pay scales of Central Government Employees on the recommendations of the VI Central Pay Commission, a need was felt to revise and realign the existing model qualifications and experience for scientific positions comparable with teaching positions in the Universities.

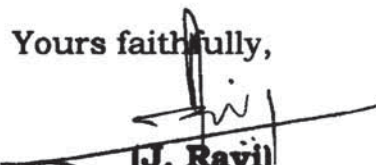
The Union Agriculture Minister & President of the ICAR Society had constituted a 'Review Committee on ARS' with Dr. R.S. Paroda, former Director General, ICAR and Secretary (DARE) as Chairman, which inter-alia considered this issue also. These revised qualifications have been recommended for adoption, with some fine-tunings by the Committee on ARS.



The same has been considered and approved by the Governing Body at its meeting held on 4th February, 2012 and the revised model qualifications and experience for various scientific positions are at Annexure-I of this circular.

This shall come into force with immediate effect.

Yours faithfully,


(J. Ravi)
Director (Pers.)

Encl : As above

Copy for information to :-

1. Sr. PPS to DG, ICAR
2. PPS to Secretary, ICAR
3. All DDGs and ND (NAIP) / ADGs, ICAR headquarters
4. DS(P), US(P), ICAR
5. Per. I / Per. II / Per. III and Assessment Unit, ICAR
6. President, ARSS Forum, Old NBPGR building, Pusa, New Delhi - 110 012.
7. Shri Hans Raj, Infm. System Officer for ICAR website
8. CDN section for giving index number
9. Guard file

REVISED ELIGIBILITY QUALIFICATIONS FOR VARIOUS SCIENTIFIC AND MANAGEMENT POSTIONS OF INDIAN COUNCIL OF AGRICULTURAL RESEARCH.

Designation & Pay Band of the Post	Qualifications & Experience prescribed for the post.
<p>1. <u>SCIENTIST</u></p> <p>(Pay Band-3 of ₹15600-39100 with RGP of ₹6000)</p> <p>2. <u>SENIOR SCIENTIST</u></p> <p>(Pay Band-4 of ₹37400-67000 with RGP of ₹9000)</p>	<p>Master's Degree in the Relevant Subject.</p> <p><u>Essential</u></p> <p><i>a) For Disciplines other than Engineering subject</i></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 ₹15600-39100 with Grade Pay of ₹ 5400 / ₹ 6000 / ₹ 7000/ ₹8000 having made contribution to research / teaching / extension education as evidenced by published work / innovations and impact.</p> <p><i>b) For Engineering disciplines</i></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 ₹ 5400 / ₹ 6000 / ₹ 7000/ ₹8000 having made contribution to research /teaching / extension education as evidenced by published work /innovations and impact.</p>

<p>3. Principal Scientist (Minimum pay of Rs. 43000 in the Pay Band of ₹37400-67000 with RGP of ₹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 ₹15600-39100 with Grade Pay of ₹ 5400 / ₹ 6000 / ₹ 7000/ ₹8000 having made contribution to research / teaching / extension education as evidenced by published work / innovations and impact.</p> <p><u>Desirable</u></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><u>Essential</u></p> <ul style="list-style-type: none"> (i) Doctoral degree in the relevant subject including relevant basic sciences. (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 ₹15600-39100 with Grade Pay of ₹5400 / ₹6000/ ₹7000 / ₹8000 and 2 years as a Senior Scientist or in an equivalent position in the Pay Band - 4 of ₹ 37400-67000 with Grade Pay of ₹8700 / ₹ 9000. (iii) The candidate should have made contribution to research / teaching / extension education as evidenced by published work/innovations and impact. <p><u>Desirable :</u></p> <p>Specialization (to be defined)</p>
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<p>4. Head of the Division / Head of Regional Station (Minimum pay of ₹43000 in the Pay Band-4 of ₹37400-67000 with RGP of ₹10000)</p>	<p>Note: Specialization (to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> (i) Doctoral degree in the relevant subject including relevant basic sciences. (ii) At least 2 years experience as Principal Scientist/ Professor or in an equivalent position in the pay band-4 of ₹37400-67000 with Grade Pay of ₹10000. (iii) Evidence of publications / activities / contributions to suggest that the candidate has a broad vision /perspective on agricultural research. <p><u>Desirable :</u></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>5. Project Coordinator / Joint Directors of Institutes other than National Institutes / Deemed Universities. (Minimum pay of ₹43000 in the Pay Band - 4 of ₹37400-67000 with RGP of ₹ 10000)</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> (i) Doctoral degree in the relevant subject including relevant basic sciences. (ii) At least 3 years experience as Principal Scientist/Professor or in an equivalent position in the pay band-4 of ₹37400-67000 with Grade Pay of ₹10000. (iii) Evidence of publications /activities / contributions to suggest that the candidate has a broad vision / perspective on agricultural research

<p>6. ADG/Directors of ICAR Institutes other than National Institutes/Deemed Universities/ZPD and JD of National Institutes</p> <p>(Minimum pay of Rs. 43000 in the Pay Band - 4 of ₹37400-67000 with RGP of Rs. 10000)</p>	<p><u>Desirable :</u></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><u>Essential</u></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 ₹37400-67000 with grade pay of ₹10000.</p> <p style="text-align: center;">OR</p> <p>An eminent scientist having proven record of Scientific contribution working in a reputed organisation/ institute having at least 15 years experience in the relevant subject.</p> <p>iii) Evidence of publication / activities contribution 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><u>Desirable :</u></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>
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**7. DDG/Director, NAARM /
ND, NAIP**

(Rs. 75000/- fixed)

Essential

- (i) A Doctoral degree in the relevant subject including relevant basic sciences.
- (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 ₹37400-67000 with grade pay of ₹10000 out of which 3 years experience should be in a Research Management Position or 5 years experience in positions specified below

OR

An eminent Scientist having proven record of scientific contribution working in a reputed Organization/ Institutes 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:-

- (a) Heads of Divisions at ICAR Institutes.
 - (b) Heads of Regional Stations of ICAR Institutes.
 - (c) Project Coordinator.
 - (d) Zonal Coordinator(service rendered prior to 27.01.2009)
 - (e) Joint Directors of Institutes other than National Institutes /DUs
- (iii) Evidence of contribution to research / teaching / extension education as supported by published work/innovations and impact.

Desirable :

The candidate should have demonstrated scientific leadership and skill in research

	<p>management with a broad vision and perspective of agricultural research.</p>
<p>8. Directors of National Institutes with Deemed to be University status</p> <p>(₹75000/- fixed + ₹5000 p.m. as Special Allowance)</p>	<p><u>Essential</u></p> <p>i.) A 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 ₹ 37400-67000 with grade pay of ₹10000 out of which 3 years experience should be in a Research Management Position or 5 years 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 / Institutes 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</p>

	<p>by published work/innovations and impact</p> <p><u>Desirable :</u></p> <p>The candidate should have demonstrated scientific leadership and skill in research management with a broad vision and perspective of agricultural research.</p>
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Renewal of Tenure for Research Management Positions

APPLICATION FOR RENEWAL OF TENUE FOR RESEARCH MANAGEMENT POSITIONS

1. Name :
2. Date of Birth :
3. Designation and Address :
4. Date of Appointment to the present post :
5. Educational Career :

Degree/Diploma/Certificate	Class/Grade	University/Board/Institute	Year
Doctorate			
Mastres' Degree/B.Tech or equivalent			
Bachelors' degree or equivalent			
Matriculation/School Leave Certificate/Higher Secondary/PUC			

6. a) Major field of the highest degree and the one lower to that
- b) Specialisation in highest degree
- c) Title of the thesis
 - i) Ph.D
 - ii) M.Sc.
7. Additional qualification /training acquired in India and/or abroad; (List of all part- time and short-term Training, not included in educational Career. Give dates, duties and duration of course).
8. Complete service record of the various posts held starting with your present post .list in reverse order every employment you have had.

Name of Institute	Actual place of work	Designation	Pay Scale & Basic pay	Period from to	Reason for leaving	Nature of duties actually performed
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9. Membership of societies(indicate)
Also if any position/office held)
10. Awards/Recognition received
(Give details)
11. Publications during the tenure(Attach a list in proper form)
 - a) Research Journals
 - b) Technical Journals
 - c) Popular Articles
 - d) Reports/Reviews
 - e) Technical Bulletins
 - f) Books
 - g) Papers presented in Conference
12. Indicate Contributions made during the tenure
In planning new Research Programmes or
modifying/improvement of ongoing programmes.
13. The exact role played in supervising implementations
of research projects, the specific problems identified
and recommendations/action taken, if any, for solving
such problems.
14. Contributions made in monitoring and evaluating the
Progress of the projects (Give details).
15. Details of projects/Centres visited.
16. Contributions made in compilation and documentation
of research results of the projects in the form of reports,
review papers , brochures, etc. including comprehensive
review of problems of research management and constraints
observed in executing of programmes.
17. Contribution to Institutionals/Infrastructural development
(Physical, Plant and Professional)
18. Furnish a Self-appraisal in not exceeding 250 words
bringing out your achievements and shortfalls, if any,
during the tenure.

19. Whether you faced any constraints in carrying out your Work. If so, give details.
20. Furnish a write up not exceeding 250 words about the about the reasons why you want renewal of the tenure and what are the tasks/objectives you would get for yourself if the tenure is renewed.
21. Any other relevant information.

Signature :
Name :
Designation :

The minimum educational/trade qualifications for different functional groups of technical personnel

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhavan, Dr. Rajendra Prasad Road

New Delhi – 110001

F.No.19(10)/2004- Estt.IV

Dated 24th February, 2006

To

The Directors/Project Directors of the ICAR Research Institutes/
NRCs/Bureaux

Sub: Amendment in Technical Service Rules - regarding

Sir,

Reference is invited to para 7.4 of the Handbook of Technical Services - 4th Edition, according to which the model qualifications for different functional groups of technical employees are given in Appendix IV. These were notified vide letter No. 18(1)/97-Estt.IV dated 3.2.2000. To overcome the difficulties arising out of the implementation of these qualifications, it has been decided by the GB of the Council to amend the model qualifications to the extent indicated in the Annexure. The amendments will come into force with immediate effect.

2. The qualifications prescribed for the following groups are applicable only for the purpose of merit promotion (vide para 6.1 of the Handbook of the Technical Services - 4th Edition) of Council's employees in position as on 3rd February, 2000 :-

- (i) Sub-Group 'Other staff' in Group IV – "Library/Information/Documentation Staff."
- (ii) Group V - "Photographers"
- (iii) Group VI - "Artist"
- (iv) Sub-Group 'Production' in Group VII "Press & Editorial Staff".

3. The merit promotion in accordance with the qualifications amended vide Annexure, shall take effect from or after the date of issue of these instructions. Henceforth, vacant posts in the above groups are not to be filled. Related activities may be outsourced in the light of instructions contained in para 8 of GI, MF OM No. 7(2)/F Co-ord/2005 dated 23.11.2005 and other instructions/guidelines issued by Govt/ICAR from time to time. The market by its very nature keeps evolving according to emerging business opportunities. With some effort at vendor development by the concerned institutes, there may be no difficulty in outsourcing the work in accordance with the revised GFRs.

Contd.....2/-

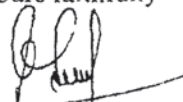
4. Promotion against 33 1/3% posts in grade T-1 as provided in para 7.1 of the Handbook of Technical Services (4th Edition) shall continue to be made keeping in view the alternate qualifications contained in ICAR letter No. 7(10)/78 Per III dated 27.1.1979, read with letter No. 7(11)/83-Per.III dated 22.8.1984 as further clarified vide letter No. 19-7/2000-Estt IV dated 7.11.2003.

5. It has also been decided to amend para 6.5 (a) & (b) of Handbook on Technical Services (4th Edition) and para 2(iii)(a) & (b) of Council's Notification No. 18-1/97 Estt IV dated 3.2.2000 in the following manner :-

Existing Provision	Revised Provision
<p><u>Para 6.5 (a) & (b) and Para 2 (iii) (a) & (b) of Notification No. 18-1/97 Estt IV dated 3.2.2000</u></p> <p>(a) Those technical personnel who are working in T-7 grade (Rs 10,000-15,200) and have not been assessed for T-8 grade would be eligible for assessment to T-9 (Rs 12,000-16,500) grade after completion of 7 years of service in T-7 grade.</p> <p>(b) Those technical personnel who have already been placed in T-8 grade (Rs 10,000-15,200) will be assessed for T-9 (Rs 12,000-16,500) after completion of 5 years of service in grade T-8.</p>	<p>The technical personnel working in Grade T-7 and Grade T-8 and T (7-8) grade may be considered for merit promotion to grade T-9 after they have rendered service of seven years in grade T-7, or combined service of seven years in grade T-7, T-8 and T (7-8) as on 3.2.2000 and thereafter.</p>

Hindi version will follow.

Yours faithfully



(S.P. SANWAL)

UNDER SECRETARY (TS)

Qualifications for different Functional Groups

Group I - Field/Farm Technicians

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change.
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	Bachelor's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised university.
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	Master's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised University.

Group II- Laboratory Technicians :

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change.
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	Bachelor's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised university.
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	Master's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised University.

Group-III – Workshop Staff including Engineering Workshop Staff

CATEGORY I	
Existing Qualification	Amended Qualification
<p>Matriculate with at least one year certificate from recognized institution in the relevant field.</p> <p>* In the case of Drivers following qualifications have been prescribed:</p> <p>(i) Matriculation pass qualification from a recognized Board;</p> <p>(ii) Possession of a valid and appropriate driving licence from prescribed Govt. authority (the candidate will have to pass the practical skill test to be taken by an appropriate Committee of the Institute / Hqrs.</p> <p><u>Desirable qualification:</u></p> <p>(i) One year trade certificate in the relevant field from ITI; or</p> <p>(ii) Experience of driving in a recognized Institution; or</p> <p>(iii) Experience of motor mechanic work</p> <p>Note:- Such Group 'D'/ Supporting Staff borne on the regular establishment of the Institute/ Hqrs. Concerned who were deployed continuously and uninterruptedly as drivers and completed not less than a period of one full year on such continuous deployment as on 29th June, 1996 viz. the date of reclassification of the post of Driver, and who were otherwise, in all respect, fulfilling the eligibility for the post of Driver as per qualification in force immediately prior to 29th June 1996, would as a special one time relaxation be treated as eligible Departmental candidates for selection along with sponsored candidates for the post of Driver at the respective Institute / ICAR Hqrs.</p>	<p>No change.</p>
CATEGORY II	
<p>Bachelor's degree in the relevant field or equivalent qualifications from a recognized university</p>	<p>Bachelor's degree/Three years diploma in the relevant field or equivalent qualification from a recognised university</p> <p>(**)For Drivers/Mechanics for staff cars/jeeps/tractors/motorcycles/Scooters/ HTV & LTV: Following qualifications have been prescribed :</p>

	(i) Matriculation pass qualification from a recognised Board; (ii) Possession of a valid and appropriate driving license from the prescribed Govt. authority(the candidate will have to pass a practical skill test to be taken by an appropriate Committee of the Institute/Hqrs. (iii) 5 years experience.
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	Master's Degree in the relevant field or equivalent qualifications from a recognised university. Or (***)Bachelor's Degree in the relevant field or equivalent qualification from a recognised university with at least five years relevant experience.

* Prescribed vide Council's letter No. 17-1/97-Estt.IV dated 18.7.2000.

** Applicable for merit promotion under para 6(i) of the Handbook of Technical Services, 4th Edition. No direct recruitment in the sub-group 'Drivers and Mechanics for staff cars/ Jeeps/ tractors/ motor cycles/ scooters/HTV/LTV is to be made in Category II.

*** Applicable to Council's employees in position as on 3.2.2000 for the purpose of merit promotion under para 6(i) of the Handbook of Technical Services, 4th Edition.

Note : Qualifications for Drivers (and such of the Telephone Operators who are holding the post in Technical Category on personal basis) have not been prescribed in Category-III because it has been decided to consider them for merit promotion only upto T-5 grade of Category II and not beyond that.

Group IV – Library/Information/Documentation Staff :

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change.
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	<u>Essential Qualifications :</u> Bachelor's Degree in Library Science/ Library & Information Science or equivalent qualification from a recognised university. <u>Desirable Qualification :</u> (i) Experience of working in the relevant

	field in a University/Institute/Council or any other organisation of repute. (ii) Knowledge of one foreign language <u>* For other staff</u> i) Bachelor's Degree ii) 3 years experience
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	<u>Essential Qualifications :</u> Master's Degree in Library Science/ Library & Information Science or equivalent qualifications from a recognised university . <u>Desirable Qualification :</u> (i) Experience of working in University/Institute/Council or any other organisation of repute in the relevant field (ii) Knowledge of one foreign language <u>* For Other Staff</u> Master's Degree in Economics/Statistics from a recognised university.

* Applicable to Council's employees in position as on 3.2.2000 for the purpose of merit promotion under para 6.1 of the Handbook of Technical Services(4th edition). Direct recruitment in this functional group with the qualifications indicated for the sub group 'other staff' is not to be made in future.

Group –V : Photography Staff :

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change.*
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	<u>Essential Qualifications :</u> (i)*Matriculate with at least five years experience in the trade <u>Desirable Qualifications :</u> i) Bachelor's Degree in Photography or equivalent Diploma in Photography ii) Experience of write-ups on Photographic features.

CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	<u>Essential Qualifications :</u> (i)*Bachelor's Degree in Photography or equivalent Diploma in Photography (iv) At least 5 years experience in the trade in a supervisory capacity <u>Desirable Qualifications :</u> Experience of write-ups on photographic features

* Applicable to Council's employees in position as on 3.2.2000 for the purpose of merit promotion under para 6.1 of the Handbook of Technical Services(4th edition).

Direct recruitment in Group V- "Photography Staff" is not to be made in future. All activities are to be outsourced.

Group –VI – Artist

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	* Bachelor's Degree in the field of Fine Arts/Commercial Art/Applied Art or equivalent qualification from a recognised university.
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	i) * Master's Degree in the field of Fine Arts/Commercial Art/Applied Art or equivalent qualification from a recognised university ii) Minimum 5 years experience in the relevant field.

* Applicable to Council's employees in position as on 3.2.2000 for the purpose of merit promotion under para 6.1 of the Handbook of Technical Services(4th edition).

Direct Recruitment in Group VI 'Artists' is not to be made in future. All activities are to be outsourced.

Group-VII- Press and Editorial Staff

A. Editorial Staff

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	<p>Essential Qualifications</p> <p>Bachelor's Degree from a recognised University in agriculture or any branch of science/social science relevant to agriculture or equivalent qualification from a recognised University, with three years experience of science writing and science journalism as evidenced by published material.</p> <p><u>Desirable Qualification:</u></p> <p>Diploma in Journalism.</p> <p>For Language Assistants/Translators</p> <p><u>Essential Qualification :</u></p> <p>Bachelor's Degree in the concerned language or equivalent qualification from a recognised university, with three years experience in science writing and science journalism in the concerned language as evidenced by published material.</p> <p>Desirable Qualification</p> <p>Diploma in Journalism</p>
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	<p><u>Essential Qualifications</u></p> <p>Master's Degree in agriculture or any branch of science/social science relevant to agriculture or equivalent qualification from a recognised University with five years experience of science writing and science journalism in the concerned language as evidenced by published material.</p>

	<p><u>Desirable Qualification:</u></p> <p>Bachelor's degree in Journalism or equivalent Diploma in Journalism.</p> <p>For Language Assistants/ Translators</p> <p><u>Essential Qualification</u> Master's Degree in the concerned language or equivalent qualification from a recognised university, with five years experience in science writing and science journalism, in the concerned language, as evidenced by published material.</p> <p><u>Desirable Qualification :</u></p> <p>Bachelor's degree in Journalism or equivalent Diploma in Journalism</p>
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For posts pertaining to Production, Publicity and Public Relations under the Press and Editorial staff

B. Production

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	<p>(*) i) Bachelor's degree or equivalent qualification from recognised University</p> <p>ii) Diploma in printing technology or 2 years post-graduate diploma in Book Publishing with specialisation in Book Production.</p> <p>iii) 3 years experience in the line.</p>
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	<p>(*)i) Bachelor's degree or equivalent qualification from a recognised University</p> <p>ii)Diploma in Printing Technology or 2 years Post-Graduate diploma in Book Publishing with specialisation in Book Production.</p> <p>iii)7 years experience in the line</p>

*Applicable to Council's employees in position as on 3.2.2000 for the purpose of merit promotion under para 6.1 of the Handbook of Technical Services, 4th Edition. Hereafter, direct recruitment is not to be made in Group VII(B)-Production. All activities are to be outsourced.

C. Publicity

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change.
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	<p>Essential Qualifications</p> <p>i) Bachelor's Degree in the relevant field or equivalent qualification from a recognised university.</p> <p>ii) 3 years experience in the relevant field</p> <p>Desirable Qualifications: Bachelor's degree in Journalism or Public Relations/ equivalent diploma in Journalism or Public Relations.</p>
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	<p>Essential Qualifications :</p> <p>i) Master's Degree in the relevant field or equivalent qualification from a recognised university</p> <p>ii) Bachelor's Degree in Journalism/Public Relations/equivalent diploma in Journalism or Public Relations.</p> <p>iii) 3 years experience in the line. Minimum experience will be 7 years and 10 years for lateral entry to posts carrying scales of pay of Rs.10,000-15,200 and Rs.12,000-16,500 respectively.</p>

Group-VIII – Medical and Paramedical Staff

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change.
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	No change.
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	No change.

Group-IX House Keeping Staff

CATEGORY I	
Existing Qualification	Amended Qualification
Matriculate with at least one year certificate from recognized institution in the relevant field.	No change.
CATEGORY II	
Bachelor's degree in the relevant field or equivalent qualifications from a recognized university	No change.
CATEGORY III	
Master's degree in the relevant field or equivalent qualifications from a recognized university.	No change.

Direct recruitment of technical employees limited to the posts

Field/Farm Technicians

1. Farm Superintendent
2. Superintendent(Dairy)
3. Dairy Farm Superintendent
4. Farm Manager
5. Dairy Manager
6. Dairy Cattle Manager
7. Assistant Farm Superintendent
8. Assistant Superintendent(Dairy)
9. Junior Farm Manager
10. Junior Garden Superintendent
11. Field Supervisor
12. Field Assistant
13. Junior Field Assistant
14. Fieldman
15. Farm Assistant
16. Herbarium Assistant
17. Nursery Assistant
18. Senior Cattle Supervisor
19. Horticultural Supervisor
20. Forester
21. Stockman
22. Veterinary Officer
23. Veterinary Assistant
24. Senior Technical Assistant
25. Technical Assistant
26. Rice Production Training Asstt.
27. Agricultural Asstt.
28. Botanical Asstt.
29. Extension Asstt.
30. Entomological Asstt.
31. Horticultural Asstt.
32. Livestock Asstt.
33. Physiological Asstt.
34. Plant-Protection Asstt.
35. Seed Exchange Asstt.
36. Assistant Seed Production
37. Senior Soil Asstt.
38. Field Plantation and Store Asstt.
39. Junior Survey Asstt.
40. Taxidermist
41. Agricultural Assistant-cum-Investigator
42. Field Investigator
43. Inspector

44. Junior Soil Surveyor
45. Land Surveyor
46. Area Supervisor
47. Bee-Keeper
48. Insect Collector
49. Insect Collector Tender
50. Surveyor
51. Agricultural Inspector
52. Deputy Ranger
53. Research Asstt.
54. Garden Superintendent
55. Field Inspector
56. Research Asstt.
57. Garden Superintendent
58. Field Inspector
59. Senior Veterinary Asstt.Surgeon
60. Mate
61. Head of Farm Operations and Management
62. Village Extension Officer
63. Training Asstt.
64. Junior Superintendent
65. Junior Field Asstt-cum-Curer
66. Senior Farm Asstt.
67. Animal House Keeper
68. Artificial Insemination Technician
69. Senior Training Asstt.

Laboratory Technicians

1. Laboratory Technician
2. Senior Operator
3. Senior Equipment Operator
4. Project Operator
5. Machine Operator
6. Plant Attendant
7. Sprayer Technician
8. Senior Laboratory Asstt.
9. Clinical Laboratory Asstt.
10. Anaesthesia Asstt.
11. Technological Asstt.
12. X-Ray Asstt.
13. Analytical Asstt.
14. Agronomical Asstt.
15. Biochemical Asstt.
16. Cartographic Asstt.
17. Junior Cartographic Asstt.

18. Chemical Asstt.
19. Microbiological Asstt.
20. Mycological Asstt.
21. Weaving Asstt.
22. Operator(Electrical)
23. Setter and Spinner
24. Computer Operator
25. Senior Computer Operator
26. Demonstrator
27. Cytological Asstt.
28. FSR Operator/Junior Equipment Operator/EP Operator/LNP
29. Mike Tester
30. Wool crater

Workshop Staff(Including Engineering Staff)

1. Manager(Experimental)
Spinning and Weaving Mill
2. Senior Engineer(Electronic)
3. Engineer
4. Engineer(Instruments)
5. Maintenance Engineer
6. Refrigerator Engineer
7. Workshop Engineer
8. Mechanical Engineer
9. Electrical Engineer
10. Farm Engineer
11. Instrument Physicist
12. Junior Instrumentalist
13. Assistant Engineer
14. Workshop Superintendent
15. Maintenance Supervisor
16. Supervisor
17. Superintendent(Electrical and Mechanical)
18. Superintendent(Instruments)
19. Engineering Asstt.
20. Senior Mechanic
21. Mechanic
22. Boiler Mechanic
23. Machinist
24. Farm Mechanic
25. Electrician-cum-Tubewell Mechanic
26. Senior Mill Mechanic
27. Machine Man
28. Driller
29. Technician

30. Foundary Asstt.
31. Fitter
32. Boiler Attendant
33. Moulder
34. Pattern maker
35. Welder
36. Latheman
37. Metal Maker
38. Instrument Maker
39. Mill Wright
40. Senior Operator Driver
41. Electrical Foreman
42. Fabric Production Foreman
43. Assistant Foreman
44. Chargeman
45. Senior Glass Blower
46. Composer
47. Draftsman
48. Senior Workshop Physicist
49. Maintenance Assembly Asstt.
50. Printing Incharge
51. Executive Engineer(Civil)
52. Senior Draftsman
53. Pump Driver

**Stopping of direct recruitment to the technical posts by
the ICAR Institutes****List of Technical Posts which have been declared as Dying Cadre****Field/Farm Technician**

1. Junior Manager
2. Field Officer
3. Assistant Manager
4. Assistant Field Assistant
5. Curer
6. Herbarium Keeper
7. Senior Stockman
8. Senior Veterinary Asstt.
9. Veterinary Compounder
10. Junior Technical Asstt.
11. Stock Asstt.
12. Senior Block Asstt.
13. Junior Observer
14. Abstractor
15. Potato Inspector
16. Media Surveyor
17. Insect Collector and Setter
18. Butcher
19. Village Level Worker
20. Enumerator
21. Stock-cum-Compounder
22. Sample Sorter
23. Junior Farm Superintendent
24. Research technical Asstt.
25. Tailor
26. Senior Asstt.(Farm)
27. Skin Diver
28. Milk Recorder
29. Senior Officer(Survey)
30. Assistant Farm Management Officer
31. Junior Asstt.(Farm)

Laboratory Technician

1. Equipment Operator
2. Operator
3. Laboratory Asstt.
4. Junior Laboratory Asstt.
5. Senior Chemical Asstt.

6. Junior Chemical Asstt.
7. Electronic Computer Operator
8. Assistant Electronic Computer Operator
9. Junior Computer Operator
10. Senior Key Punch Operator
11. Punch Card Operator
12. Tester
13. Spinner

Workshop Staff(Including Engineering Staff)

1. Senior Instrument Physicist
2. Senior Engg. Supervisor
3. Engineering Supervisor
4. Mechanical Supervisor
5. Electrical Supervisor
6. Overseer
7. Assistant Overseer
8. Chief Mechanic
9. Head Mechanic
10. Driller-cum-Mechanic
11. Junior Mechanic
12. Senior Machinist
13. Tubewell Mechanic
14. Skilled-Mechanic
15. Refrigerator Mechanic
16. Assistant Mechanic
17. Instrument
18. Senior Fitter
19. Technical Mistry
20. Biolerman
21. Plumber
22. Refrigerator Asstt.
23. Air Cooler/Air Conditioner Mechanic
24. Junior Mechanical Asstt.
25. Projectionist
26. Head Gas Man
27. Gas Mistry
28. Pump Man
29. Mistry
30. Tin Smith
31. Senior Carpenter
32. Head Carpenter
33. Carpenter
34. Black Smith
35. Mason

36. Turner
37. Senior Electrician
38. Electrician
39. Junior Electrician
40. Air-conditioning Supervisor
41. Greaser
42. Glass Blower
43. Cage Repairer
44. Wireman
45. Senior Aero-Draftsman
46. Head Draftsman
47. Tubewell Operator/Pump Operator/Pumpset Driver/Pump Driver/Pump Man/Pump House Operator/Generator Operator
48. Driver(Light and Heavy vehicles)
49. Tracer
50. Transport Officer
51. Offset Machine Operator
52. Junior Engineer
53. Agricultural Mechanic
54. Senior Technician
55. Workshop Fitter
56. Foreman

APPENDIX - VIII

Mode of recruitment and eligibility criteria for various administrative posts in ICAR

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN : NEW DELHI

F.No 33(14)/2012-Estt.I

Dated the 12th March, 2013

To



The Directors of all the ICAR Institutes/NRCs/PDs/Bureaux

Subject: Recruitment Rules for the post of Skilled Support Staff (SSS) in ICAR system - reg.

Sir,

Recruitment Rules for the post of Skilled Support Staff to facilitate regularization of Casual Labourers with Temporary Status only were issued vide Annexure II of the Council's letter no. 14(1)/2008-Estt.I dated 03.8.2011. Since the Recruitment Rules did not cover the provision of filling up of the post on Direct Recruitment basis (from open market), requests were received for making provision for filling up the post from open market on DR basis also.

The matter has been examined in the Council and accordingly a consolidated revised recruitment rules for the post of Skilled Support Staff to be filled on direct recruitment basis and also by regularization of casual labourers with temporary status, duly approved by the Competent Authority, are hereby notified for information, guidance and necessary action of all concerned.

These recruitment rules come into force with immediate effect.

Yours faithfully,

(K.N. Choudhary)
Deputy Secretary (Admn.)

Encl.: As above

Copy for information to:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
2. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PS to FA, DARE/ICAR
3. Secretary (SS), CJSC, Hyderabad; Secretary (SS), HJSC, ICAR, New Delhi
4. Media Unit, ICAR with the request to upload RRs on the ICAR website.
5. Guard File / Spare Copies

**REVISED RECRUITMENT RULES FOR THE POST OF
SKILLED SUPPORT STAFF**

1.	Name of the post	Skilled Support Staff
2.	Classification	Group 'C', Non-ministerial, Non-Gazetted
3.	Pay Band and Grade Pay / Pay Scale	Pay Band-1 Rs. 5200-20200 + Grade Pay of Rs.1800/-.
4.	Whether Selection Post or Non-selection Post	Not applicable
5.	Age limit for direct recruitment	<p>18-25 years (Relaxation in upper age shall be allowed to Scheduled Caste / Scheduled Tribe / OBC and any other category as per the instructions issued by the Government of India from time to time)</p> <p>Note I: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India.</p> <p>Note II: For regularization of casual labourers with temporary status age limit shall be as per DOPT's OM No. 5106/2/90-Estt.(C) dated 10.9.1993 duly endorsed vide ICAR letter no. 14(1)/2008-Estt.I dated 03.08.2011.</p> <p>Note III: In case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit the names.</p>
6.	Educational & other qualifications required for direct recruitment	Matriculation or equivalent pass OR ITI pass
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Two years
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	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.I dated 03.08.2011, if available at the Institute concerned.

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18/3/13*

10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Not applicable																									
11.	Composition of Departmental Promotion Committee for considering confirmation	<table border="1"> <tr> <th colspan="2">AT THE ICAR Hqrs.</th> </tr> <tr> <td>Director (A) or his Nominee</td><td>Chairman</td> </tr> <tr> <td>An officer not lower in status than Under Secretary nominated by Director (A))</td><td>Member</td> </tr> <tr> <td>An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</td><td>Member</td> </tr> <tr> <td>An outside expert not lower in status than Under Secretary nominated by Director (Admn.)</td><td>Member</td> </tr> <tr> <td>Dy. Secretary (A) or Under Secretary (A)</td><td>Member – Secy.</td> </tr> <tr> <th colspan="2">AT THE ICAR RESEARCH INSTITUTES</th> </tr> <tr> <td>Chief Admn. Officer/Sr. Admn. Officer, if there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director</td><td>Chairman</td> </tr> <tr> <td>An Officer not lower in status than Admn. Officer nominated by Director</td><td>Member</td> </tr> <tr> <td>An Officer not lower in status than AO belonging to SC/ST community nominated by Director</td><td>Member</td> </tr> <tr> <td>An Outside Expert not lower in status than AO nominated by Director</td><td>Member</td> </tr> <tr> <td>SAO/AO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Member – Secy.</td> </tr> </table>		AT THE ICAR Hqrs.		Director (A) or his Nominee	Chairman	An officer not lower in status than Under Secretary nominated by Director (A))	Member	An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member	An outside expert not lower in status than Under Secretary nominated by Director (Admn.)	Member	Dy. Secretary (A) or Under Secretary (A)	Member – Secy.	AT THE ICAR RESEARCH INSTITUTES		Chief Admn. Officer/Sr. Admn. Officer, if there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman	An Officer not lower in status than Admn. Officer 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	SAO/AO (in absence of such officer, an officer of equivalent status nominated by Director)	Member – Secy.
AT THE ICAR Hqrs.																											
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An officer not lower in status than Under Secretary nominated by Director (A))	Member																										
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member																										
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Dy. Secretary (A) or Under Secretary (A)	Member – Secy.																										
AT THE ICAR RESEARCH INSTITUTES																											
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An Outside Expert not lower in status than AO nominated by Director	Member																										
SAO/AO (in absence of such officer, an officer of equivalent status nominated by Director)	Member – Secy.																										



Indian Council of Agricultural Research
Krishi Bhawan, New Delhi – 110 114

F.No.14(1)/2008-Estt.I

Dated: June 8, 2011

To

The Directors of all the ICAR Institutes / Bureaux / PDs / NRCs / ZCUs.

Sub: Revised Recruitment Rules for the administrative posts – reg.


Sir / Madam,

The revised Recruitment Rules for the following posts as approved by the Competent Authority are hereby notified with immediate effect for the information, guidance and necessary action of all concerned:

1. Lower Division Clerk
2. Stenographer Grade III


Encl: As above

Yours faithfully,


(K.N. Choudhary)
Under Secretary (Admn.)
Tel.: 23386978

Copy to:-

1. All Officers/Sections of ICAR (including ASRB) at KB / KAB -I/II / NASC Complex.
2. Secretary (Staff Side), CJSC, ICAR.
3. Secretary (Staff Side), HJSC, ICAR.
4. Media Unit, ICAR, for placing this letter on Council's website.
5. Guard file / Spare Copies (10).


(K.N. Choudhary)
Under Secretary (Admn.)

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK IN ICAR SYSTEM

1.	Name of the post	<i>Lower Division Clerk</i>
2.	Classification	<i>Administrative Group 'C'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-1, Rs. 5200-20200 +Grade Pay of Rs. 1900/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>18-27 years</i>
6.	Educational & other qualifications required for direct recruitment	<p><i>(i) 12th Class or equivalent qualification from a recognized Board or University</i></p> <p><i>(ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</i></p> <p><i>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)</i></p>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Yes, to the extent indicated in Col.9</i>
8.	Period of Probation, if any.	<i>Two Years.</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p><i>(i) 85% of vacancies by direct recruitment through open competitive examination conducted by ICAR Hqrs/ ICAR Institutes. LDCs from the Central Government/ State Government Departments desiring transfer can also be appointed against the vacancies meant for direct recruitment.</i></p> <p><i>(ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs.1800 and who possess 12th 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</i></p>

		<p>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.</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 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>								
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As explained in Col.9 above.								
11.	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table><tr><td>Under Secretary (Admn.), ICAR</td><td>Chairman</td></tr><tr><td>One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</td><td>Member</td></tr><tr><td>An Outside Expert</td><td>Member</td></tr></table>	Under Secretary (Admn.), ICAR	Chairman	One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member	An Outside Expert	Member
Under Secretary (Admn.), ICAR	Chairman									
One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)	Member									
An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member									
An Outside Expert	Member									

		nominated by Director (Admn.)	
		Concerned Section Officer	Member Secretary
		AT THE ICAR RESEARCH INSTITUTES	
		Head of Division / CAO / SAO /Sr. Scientist nominated by Director	Chairman
		AO/ Any other officer of equivalent status nominated by Director	Member
		An Officer not lower in status than Class-I belonging to SC/ST community nominated by Director	Member
		An Outside Expert nominated by Director	Member
		AAO / Any other officer of equivalent status nominated by Director	Member - Secretary
12.	Remarks	<p>i. Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</p> <p>ii. Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</p>	

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No. 14(1)/2009-Estt.I

Dated the 27th November, 2012

To

The Directors of all the ICAR Institutes/NRCs/PDs/Bureaux

Subject: Recruitment Rules for the post of Upper Division Clerk in ICAR system –
reg.

Sir,

The revised recruitment rules in respect of the post of Upper Division Clerk in ICAR system duly approved by the Competent Authority are hereby notified for the information, guidance and necessary action of all concerned.

These recruitment rules come into force with immediate effect.

Yours faithfully,



(K.N. Choudhary)
Deputy Secretary (Admn.)

Encl.: As above

Copy for information to:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
2. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PS to FA, DARE/ICAR
3. All subject matter divisions of ICAR
4. Secretary (SS), CJSC, Hyderabad
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi
6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK
AT ICAR HEADQUARTERS

1.	Name of the post	Upper Division Clerk
2.	Classification	Administrative Group 'C'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-1, Rs. 5200-20200 + Grade Pay of Rs. 2400/-
4.	Whether Selection Post or Non-selection Post	Non-selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Not applicable
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<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 1st January, if the 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 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) & (b) above, by deputation of regular Lower Division Clerks 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) & (c) above by transfer on permanent absorption of regular UDC of ICAR Hqrs./Institutes.</p> <p>(e) Failing (a) (b) (c) & (d) above, vacancies may be filled in the lower grade of LDC under the provision of GFR 254.</p>										
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	In case of deputation, Upper Division Clerk (PB-1, Rs.5200-20200 + grade pay Rs.2400) as mentioned in the Column No.9 (b) & Lower Division Clerk (PB-1, Rs.5200-20200 + Grade Pay of Rs.1900) as mentioned in the Column 9 (c) above.										
11.	If a Departmental Promotion Committee exists what is its composition.	<table border="1"> <tr> <td>Deputy Secretary (A) ICAR, Hqrs.</td><td>Chairman</td></tr> <tr> <td>An Officer not lower in status than Under Secretary nominated by Director (Admn.)</td><td>Member</td></tr> <tr> <td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</td><td>Member</td></tr> <tr> <td>An outside expert not lower in status than Under Secretary nominated by Director (Admn.)</td><td>Member</td></tr> <tr> <td>Concerned Under Secretary / Section Officer (In-charge of Administration/Section)</td><td>Member Secy.</td></tr> </table>	Deputy Secretary (A) ICAR, Hqrs.	Chairman	An Officer not lower in status than Under Secretary nominated by Director (Admn.)	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member	An outside expert not lower in status than Under Secretary nominated by Director (Admn.)	Member	Concerned Under Secretary / Section Officer (In-charge of Administration/Section)	Member Secy.
Deputy Secretary (A) ICAR, Hqrs.	Chairman											
An Officer not lower in status than Under Secretary nominated by Director (Admn.)	Member											
An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member											
An outside expert not lower in status than Under Secretary nominated by Director (Admn.)	Member											
Concerned Under Secretary / Section Officer (In-charge of Administration/Section)	Member Secy.											

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK AT ICAR INSTITUTES

1.	Name of the post	Upper Division Clerk
2.	Classification	Administrative Group 'C'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-1, Rs. 5200-20200 + Grade Pay of Rs. 2400/-
4.	Whether Selection Post or Non-selection Post	Non-selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Not applicable
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p>(a) (i) 75% by promotion from the Lower Division Clerk at the respective Institute having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.</p> <p>(ii) Failing (a) above 25% by Limited Departmental Competitive Examination confined to the LDCs at the respective Institute who have completed five years regular service as on 1st January, if the 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 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) & (b) above, by deputation of regular Lower Division Clerks 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) & (c) above by transfer on permanent absorption of regular UDC of ICAR Hqrs/institutes.</p> <p>(e) failing (a) (b) (c) & (d) above, vacancies may be filled in the lower grade of LDC under the provision of GFR 254</p>										
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	In case of deputation, Upper Division Clerk (PB-1, Rs.5200-20200 + Grade Pay Rs.2400) as mentioned in the Column No.9 (b) & Lower Division Clerk (PB-1, Rs.5200-20200 + Grade Pay of Rs.1900) as mentioned in the Column 9 (c) above.										
11.	If a Departmental Promotion Committee exists what is its composition.	<table border="1"> <tr> <td>Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director</td><td>Chairman</td></tr> <tr> <td>An Officer not lower in status than AO nominated by Director</td><td>Member</td></tr> <tr> <td>An Officer not lower in status than AO belonging to SC/ST community nominated by Director.</td><td>Member</td></tr> <tr> <td>An outside expert not lower in status than AO nominated by Director</td><td>Member</td></tr> <tr> <td>AO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Member Secy.</td></tr> </table>	Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman	An Officer not lower in status than AO 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 Secy.
Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman											
An Officer not lower in status than AO 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 Secy.											

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI**

F.No. 14(1)/2009-Estt.I

Dated the 10th June, 2013

CORRIGENDUM

Reference Council's letter of even no. dated the 27th November, 2012 circulating therewith the revised recruitment rules for the post of Upper Division Clerk in ICAR System.

It is hereby notified for the information, guidance and necessary action of all concerned that the relevant column no. 9 in the detailed RRs for the post of UDC at ICAR Institutes may now be read as under:-

Col No. 9	Method of Recruitment whether by Direct Recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various modes	<p>(a) (i) 75% by promotion from the Lower Division Clerk at the respective Institute 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 1st January, if the 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 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) & (b) above, by deputation of regular Lower Division Clerks 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) & (c) above by transfer on permanent absorption of regular UDC of ICAR Hqrs/Institutes.</p> <p>(e) failing (a) (b) (c) & (d) above, vacancies may be filled in the lower grade of LDC under the provision of GFR 254</p>
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The other contents of the said recruitment rules for the post of Upper Division Clerk remains the same.


(K.N. Choudhary)
Deputy Secretary (Admn.)

Distribution:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
2. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PS to FA, DARE/ICAR
3. All subject matter divisions of ICAR
4. Secretary (SS), CJSC, Hyderabad
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi
6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No. 14(1)/2009-Estt.I

Dated the 6th December, 2012

To

The Directors of all the ICAR Institutes/NRCs/PDs/Bureaux

Subject: Revised Recruitment Rules for the post of Assistant in ICAR – reg.

Sir,

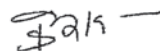
Reference ICAR letter of even number dated 02.07.2010 circulating therewith the recruitment rules for various administrative cadre posts including Assistants and subsequent amendments carried out vide ICAR Office Order No. 14(1)/2010-Estt.I dated 21.10.2010. The recruitment rules for the post of Assistants of ICAR Institutes have further been modified with the approval of Governing Body of ICAR in its 225th meeting held on 06.11.2012.

The revised and updated recruitment rules for the post of Assistants of ICAR Institutes and ICAR Headquarters are hereby notified for the information, guidance and necessary action of all concerned.

Further, the recruitment rules circulated vide ICAR letter of even number dated 04.12.2012 stands withdrawn.

A copy of this letter has also been uploaded at ICAR website (www.icar.org.in).

Yours faithfully,



(K.N. Choudhary)

Deputy Secretary (Admn.)

Encl.: As above

Copy for information to:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
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3. All subject matter divisions of ICAR
4. Secretary (SS), CJSC, Hyderabad
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi
6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

RECRUITMENT RULES FOR THE POST OF ASSISTANT AT ICAR HEADQUARTERS

1.	Name of the post	Assistant
2.	Classification	Administrative Group 'B' Non-Gazetted
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-3, Rs. 9300-34800 + Grade Pay of Rs. 4600/-
4.	Whether Selection Post or Non-selection Post	Non-selection
5.	Age limit for direct recruitment	20-27 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category).
6.	Educational & other qualifications required for direct recruitment	A Bachelor's degree from a recognized university.
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	Two years
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	(i) 75% by direct recruitment on the basis of open competitive examination. (ii) 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. (iii) 10% by Limited Departmental Competitive Examination confined to the UDCs of ICAR Hqrs who have completed 06 years regular service as on 1 st January, if the exam is notified in the first half of the calendar year, and 1 st July, if the exam is notified in the second half of the calendar year.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	Upper Division Clerks in PB-1 (Rs.5200-20200) + Grade Pay of Rs.2400.

11.	If a Departmental Promotion Committee exists what is its composition.	Director / Deputy Secretary to be nominated by Secretary, ICAR	Chairman
		An Officer 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
		An outside expert not lower in status than Under Secretary nominated by Secretary, ICAR	Member
		Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)	Member Secy.
12	Remarks	-	

RECRUITMENT RULES FOR THE POST OF ASSISTANT AT ICAR INSTITUTES

1.	Name of the post	Assistant
2.	Classification	Administrative Group 'B' Non-Gazetted
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/-
4.	Whether Selection Post or Non-selection Post	Non-selection
5.	Age limit for direct recruitment	20-27 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category).
6.	Educational & other qualifications required for direct recruitment	A Bachelor's degree from a recognized university.
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	Two years
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	(i) 50% by promotion from the Upper Division Clerks (UDCs) of the respective ICAR Institutes having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee. (ii) 25% by Limited Departmental Competitive Examination confined to the UDCs of the respective Institutes who have completed 06 years regular service as on 1 st January, if the exam is notified in the first half of the calendar year and 1 st July, if the exam is notified in the second half of the calendar year. (iii) 25% by direct recruitment on the basis of open competitive examination.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Upper Division Clerks in PB-1 (Rs.5200-20200) + Grade pay of Rs.2400.

11.	If a Departmental Promotion Committee exists what is its composition.	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 AO nominated by the Director of the respective institute.	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 AO nominated by the Director of the respective institute.	Member
		AO (in absence of such officer, an officer of equivalent status nominated by the Director of the respective institute.)	Member Secy.
12	Remarks	-	

RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

1.	Name of the post	<i>Section Officer</i>
2.	Classification	<i>Administrative Group 'B'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4800/-</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Not applicable</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p><i>a) 50% by promotion from amongst the Assistant having at least 6 years regular service in the grade at the ICAR Headquarters.</i></p> <p><i>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.</i></p> <p><i>Note: The Council shall have the authority to inter-change officers in a limited scale not exceeding five in number at a given time between officers of this grade who have completed at least 3 years of regular service in the grade und Administrative Officers of the Council.</i></p>
10.	In case of recruitment by promotion / deputation / absorption; grades from	<i>Assistant Grade (Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-)</i>

	which promotion / deputation / absorption is to be made.											
11.	If a Departmental Promotion Committee exists what is its composition.	<div>AT THE ICAR HEADQUARTERS.</div> <table><tr><td><i>Deputy Secretary (Admn.), ICAR</i></td><td><i>Chairman</i></td></tr><tr><td><i>An officer not lower in status than US nominated by Secretary, ICAR.</i></td><td><i>Member</i></td></tr><tr><td><i>An outside expert not lower in status than US nominated by Secretary, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>Under Secretary(Admn.)</i></td><td><i>Member Secretary</i></td></tr></table>	<i>Deputy Secretary (Admn.), ICAR</i>	<i>Chairman</i>	<i>An officer not lower in status than US nominated by Secretary, ICAR.</i>	<i>Member</i>	<i>An outside expert not lower in status than US nominated by Secretary, ICAR</i>	<i>Member</i>	<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR</i>	<i>Member</i>	<i>Under Secretary(Admn.)</i>	<i>Member Secretary</i>
<i>Deputy Secretary (Admn.), ICAR</i>	<i>Chairman</i>											
<i>An officer not lower in status than US nominated by Secretary, ICAR.</i>	<i>Member</i>											
<i>An outside expert not lower in status than US nominated by Secretary, ICAR</i>	<i>Member</i>											
<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR</i>	<i>Member</i>											
<i>Under Secretary(Admn.)</i>	<i>Member Secretary</i>											
12.	Remarks	---										

RECRUITMENT RULES FOR THE POST OF UNDER SECRETARY

	Name of the post	<i>Under Secretary</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Two years which may be extended at the discretion of the competent authority.</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>a. 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 recommendations of the Selection Committee.</i></p> <p><i>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.</i></p> <p><i>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 inter-change officers in this grade with the Senior Administrative Officers of Combined Administrative Cadre of ICAR on a limited scale not exceeding two in number at any time.</i></p>

11.	If a Departmental Promotion Committee exists what is its composition.		
		<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>
		<i>Director (P)</i>	<i>Member</i>
		<i>An outside expert not lower in status than Officers under consideration nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than Officers under consideration belonging to SC/ST community nominated by Secy., ICAR</i>	<i>Member</i>
		<i>Dy. Secretary or any other officer nominated by Secretary, ICAR</i>	<i>Member - Secretary</i>
12.	Remarks	--	

RECRUITMENT RULES FOR THE POST OF DEPUTY SECRETARY / CHIEF
ADMINISTRATIVE OFFICER

1.	Name of the post	<i>Deputy Secretary / Chief Administrative Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 7600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>By Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Not applicable</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>a. By promotion on selection basis amongst US/SAO in the Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.6600/- having rendered five years service in the grade after appointment thereto on regular basis.</i></p> <p><i>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 :</i></p> <ul style="list-style-type: none"> <i>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.</i> <i>ii. Atleast two and half years continuous and regular service as SAO in the grade pay of Rs.6600/- and combined</i>

		<p>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 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>												
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>DG, ICAR or his nominee</td><td>Chairman</td></tr><tr><td>Chairman, ASRB or his nominee</td><td>Member</td></tr><tr><td>Secretary, ICAR</td><td>Member</td></tr><tr><td>An outside expert nominated by DG, ICAR</td><td>Member</td></tr><tr><td>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</td><td>Member</td></tr><tr><td>Director (P) or an equivalent officer nominated by DG, ICAR</td><td>Member – Secretary</td></tr></table>	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
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													
12.	Remarks	<p>As notified vide Office Order No. 15(8)/2002-Estt.I dated 15.1.2003, the Officers will be designated as Deputy Secretary / Chief Administrative Officer as per their posting at ICAR Hqrs. / ICAR Institutes as the case may be.</p>												

RECRUITMENT RULES FOR THE POST OF DIRECTOR / REGISTRAR /
SECRETARY, A.S.R.B

1.	Name of the post	<i>DIRECTOR / REGISTRAR / SECRETARY, A.S.R.B</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8700/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection Post</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Not applicable</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion failing which by deputation</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>a. By promotion on selection basis of DS/CAO, 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</i></p> <p><i>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/-).</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. DS/CAO.</i></p> <p><i>c. Failing (a) & (b) above, by deputation of officers of All India Services and Central</i></p>

		<p><i>Civil Services including CSS services whose names appeared in the panel for Director.</i></p> <p><i>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.</i></p>	
11.	Period of deputation	Three years extendable upto 5 years.	
12.	If a Departmental Promotion Committee exists what is its composition.		
		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
13.	Remarks	--	



Indian Council of Agricultural Research
Krishi Bhawan: New Delhi

F.No. 14-5/2010-Estt.I

Dated: September 28, 2011

To,

The Directors of all the ICAR Institutes / Bureaux / PDs/ NRCs/ ZCUs

Subject: Recruitment Rules for the post of Joint Secretary (Administration)/ Senior Registrar

Sir/ Madam,

The Recruitment Rules for the post of Joint Secretary (Administration)/ Senior Registrar as approved by the Governing Body in its meeting held at New Delhi on 6.4.2011 is hereby notified for the information, guidance and necessary action of all concerned.

2. This comes into force with immediate effect.

Encls: As above

Yours faithfully,

(K.N. Choudhary)
Under Secretary (Admn.)
Ph.No. 23386478

Copy to:

1. All Directors / Deputy Secretaries/ Deputy Directors / Secretary, ASRB / CoE, ASRB / Under Secretaries, ICAR at KB/ KAB-I& II.
2. PPS to DG, ICAR / PPS to Secretary, ICAR / PS to FA, DARE/ICAR/ PS to Director (A)/ PA to US(A).
3. All SMDs, ICAR
4. PD, DIPA
5. Secretary (Staff Side), CJSC, ICAR
6. Secretary (Staff Side), HJSC, ICAR
7. Media Unit for placing this on ICAR's website.
8. Guard File / Spare Copies (5)

Recruitment Rules for the Post of Joint Secretary (Admn.)/ Senior Registrar

1.	Name of the post	Joint Secretary (Administration)/ Senior Registrar								
2.	Classification	Administrative Group 'A'								
3.	Scale of Pay	Pay Band-4, Rs.37400-67000 +Grade Pay of Rs. 10000/-.								
4.	Whether Selection Post or Non-selection Post	Not applicable								
5.	Age limit for direct recruitment	Not applicable								
6.	Educational & other qualifications required for direct recruitment	Not applicable								
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable								
8.	Period of Probation, if any.	Not applicable								
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p>By merit based selection in the manner indicated in the following paragraph from amongst Director / Registrar-cum-Joint Director (Admn.) of ICAR System, failing which by deputation of officers from Central Government / State Government/ UT/ Autonomous Bodies.</p> <p>The selection will be made by:</p> <ul style="list-style-type: none">i. Inviting applications from the eligible and willing candidates and,ii. Consideration of these applications by a Selection Committee consisting of: <table><tr><td>DG, ICAR</td><td>Chairman</td></tr><tr><td>Chairman, ASRB or his representative</td><td>Member</td></tr><tr><td>AS(D) & Secretary, ICAR</td><td>Member</td></tr><tr><td>Director, NIASM or any other Director of National Institutes of</td><td>Member</td></tr></table>	DG, ICAR	Chairman	Chairman, ASRB or his representative	Member	AS(D) & Secretary, ICAR	Member	Director, NIASM or any other Director of National Institutes of	Member
DG, ICAR	Chairman									
Chairman, ASRB or his representative	Member									
AS(D) & Secretary, ICAR	Member									
Director, NIASM or any other Director of National Institutes of	Member									

		ICAR	
		DDG, Education Division	Member
		An officer belonging to SC/ST (not lower than Pr. Scientist)	Member
		Director, DARE	Member-Secretary
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p>By selection 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 Band-3, Rs. 15600-39100+ Grade Pay of Rs. 7600/-.</p> <p>c) Failing (a) & (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 the Institutes or Headquarters of ICAR.</p> <p>d) Failing (a), (b) & (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 Band-4, Rs. 37400-67000+ Grade Pay of Rs. 8700/-</p> <p>Note: The period of deputation shall be three years and extendable upto 5 years.</p>	

11.	If a Departmental Promotion Committee exists what is its composition.	Selection Committee consisting of:	
		DG, ICAR	Chairman
		Chairman, ASRB or his representative	Member
		AS(D) & Secretary, ICAR	Member
		Director, NIASM or any other Director of National Institutes of ICAR	Member
		DDG, Education Division	Member
		An officer belonging to SC/ST (not lower than Pr. Scientist)	Member
		Director, DARE	Member-Secretary
12.	Remarks	-	

**RECRUITMENT RULES FOR THE POST OF ASSISTANT ADMINISTRATIVE
OFFICER AT ICAR INSTITUTES**

1.	Name of the post	<i>Assistant Administrative Officer</i>
2.	Classification	<i>Administrative Group 'B'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>21 to 30 years [The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category]</i>
6.	Educational & other qualifications required for direct recruitment	<p><u><i>Essential</i></u> <i>Graduation in any discipline from a recognized university with working knowledge of Computer.</i></p> <p><u><i>Desirable</i></u> <i>1. Experience of administrative work in Central or State Government Deptt./ Autonomous Bodies / Public Sector Undertakings in Grade Pay of Rs.4200/- or equivalent.</i> <i>2. MBA Degree</i></p>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>2 years only in case of Direct Recruits.</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p><i>a) 75% by promotion</i> <i>b) 25 % by Limited Departmental competitive examination confined 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.</i> <i>c) Failing (a) and (b) above by deputation from the ICAR Institutes/ Hqrs. from amongst the officials eligible as per 10 below. The deputation will be for a period not</i></p>

		exceeding 3 years. d) Failing (a), (b) & (c) above by Direct recruitment in accordance to the qualifications prescribed under Col. 6 above by Interview at the concerned Institute level.												
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Promotion of Assistants [Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-] at the respective Institute having 5 years of regular service in the grade.												
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td colspan="2">AT THE ICAR RESEARCH INSTITUTES</td></tr><tr><td>CAO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Chairman</td></tr><tr><td>SAO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by Director</td><td>Member</td></tr><tr><td>An Outside Expert not lower in status than AO nominated by Director</td><td>Member</td></tr><tr><td>AO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Member - Secretary</td></tr></table>	AT THE ICAR RESEARCH INSTITUTES		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
AT THE ICAR RESEARCH INSTITUTES														
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													
12.	Remarks	<p>iii. Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</p> <p>iv. Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</p>												

RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER

1.	Name of the post	<i>Administrative Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 5400/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>21 to 30 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category)</i>
6.	Educational & other qualifications required for direct recruitment	<i>Graduate of a recognized university securing not less than 55% marks in the final degree examination or equivalent and working knowledge of computer.</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>Two years for both promotees as well as direct recruits</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>a) 60% by promotion</i> <i>b) 40% by direct recruitment</i> <i>Note: The Council shall have the authority to inter-change officers on a limited scale not exceeding five in a number at a given time between this grade of officers and Section Officers in the Council having completed at least three years of regular service in the grade.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>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.</i> <i>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</i>

		<i>with two years regular service in the grade. The deputation shall be for a period not exceeding three years.</i> <i>c) Failing (a) & (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. The deputation will be for a period not exceeding three years.</i>													
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td colspan="2"></td></tr><tr><td><i>Secretary, ICAR or his nominee</i></td><td><i>Chairman</i></td></tr><tr><td><i>An Officer not lower in status than US nominated by Secretary, ICAR.</i></td><td><i>Member</i></td></tr><tr><td><i>An Outside expert not lower in status than US nominated by Secretary, ICAR.</i></td><td><i>Member</i></td></tr><tr><td><i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR.</i></td><td><i>Member</i></td></tr><tr><td><i>Under Secretary (Admn.)</i></td><td><i>Member - Secretary</i></td></tr></table>				<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>	<i>An Officer not lower in status than US nominated by Secretary, ICAR.</i>	<i>Member</i>	<i>An Outside expert not lower in status than US nominated by Secretary, ICAR.</i>	<i>Member</i>	<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR.</i>	<i>Member</i>	<i>Under Secretary (Admn.)</i>	<i>Member - Secretary</i>
<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>														
<i>An Officer not lower in status than US nominated by Secretary, ICAR.</i>	<i>Member</i>														
<i>An Outside expert not lower in status than US nominated by Secretary, ICAR.</i>	<i>Member</i>														
<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR.</i>	<i>Member</i>														
<i>Under Secretary (Admn.)</i>	<i>Member - Secretary</i>														
12.	Remarks	<i>An officer offered the appointment of Administrative Officer on promotion shall be required to give his acceptance within 30 days of the offer. Failure to do so shall be treated as decline of the offer of appointment and the concerned officer shall stand debarred for further consideration for promotion for a period of one year from the date of the issue of such offer of appointment.</i>													

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No. 33(10)/2011-Estt.I

Dated the 21st March, 2013

To

The Directors of all the ICAR Institutes/NRCs/PDs/Bureaux

Subject: Recruitment Rules for the post of Senior Administrative Officer in
ICAR system - reg.

Sir,

In supersession of previous Council's orders on the above mentioned subject, the revised recruitment rules for the post of Senior Administrative Officer duly approved in the 226th meeting of Governing Body of ICAR held on 14.2.2013 are hereby notified for the information, guidance and necessary action of all concerned.

These revised recruitment rules come into force with immediate effect.

Yours faithfully,



(K.N. Choudhary)
Deputy Secretary (Admn.)

Encl.: As above

Copy for information to:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
2. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PS to FA, DARE/ICAR
3. All subject matter divisions of ICAR
4. Secretary (SS), CJSC, Hyderabad
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi
6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

**RECRUITMENT RULES FOR THE POST OF
SENIOR ADMINISTRATIVE OFFICER**

1.	Name of the post	Senior Administrative Officer
2.	Classification	Administrative Group 'A'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 6600/-
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Not applicable
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	100% by Promotion failing which by deputation
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p>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.</p> <p>b) failing (a) above, by promotion of Administrative Officers 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-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/-) and Assistant Administrative Officer (PB-2 Rs.9300-34800 + Grade 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</p>

		<p>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) & (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) & (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>										
11.	if a Departmental Promotion Committee exists what is its composition.	<table><tr><td>Secretary, ICAR or his nominee</td><td>Chairman</td></tr><tr><td>An officer not lower in status than DS nominated by Secy., ICAR</td><td>Member</td></tr><tr><td>An Outside expert not lower in status than DS nominated by Secretary, ICAR.</td><td>Member</td></tr><tr><td>An Officer not lower in status than DS belonging to SC/ ST community nominated by Secretary, ICAR.</td><td>Member</td></tr><tr><td>Under Secretary (Administration)</td><td>Member -Secretary</td></tr></table>	Secretary, ICAR or his nominee	Chairman	An officer not lower in status than DS nominated by Secy., 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 (Administration)	Member -Secretary
Secretary, ICAR or his nominee	Chairman											
An officer not lower in status than DS nominated by Secy., 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 (Administration)	Member -Secretary											
12.	Remarks	<p>An Officer offered the appointment of Senior Administrative Officer on promotion shall be required to give his acceptance within 30 days of the offer. Failure to do so shall be treated as decline of the offer of appointment and the concerned officer shall stand debarred for further consideration for promotion for a period of one year from the date of the issue of such offer of appointment.</p>										



Indian Council of Agricultural Research
Krishi Bhawan : New Delhi

F. No.14-1/2009-Estt.I

Dated the 2nd July, 2010

To

The Director of all the ICAR Institutes/Bureaux/PD/NRCs/ZCUs.

Subject:- Revised Recruitment Rules for the administrative posts-Reg.


Sir/Madam,

In continuation of letter of even number dated 23.06.2010 the following revised/updated recruitment rules of administrative posts under ICAR as approved by the Governing Body in its meeting held at New Delhi on 09.04.2010 are hereby notified for the information, guidance and necessary action of all concerned:

- 1 Assistant
- 2 Personal Assistant
- 3 Junior Accounts Officer

2. This comes into force with immediate effect.

Yours faithfully,


(K.N. CHOUDHARY)
Under Secretary (Admn.)

Encl. As stated above

RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS OFFICER

1.	Name of the post	<i>Junior Accounts Officer</i>					
2.	Classification	<i>Administrative Group 'B'</i>					
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-.</i>					
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>					
5.	Age limit for direct recruitment	<i>Not applicable</i>					
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>					
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>					
8.	Period of Probation, if any.	<i>2 years.</i>					
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion.</i>					
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>(a) By promotion of ICAR Audit & Accounts examination qualified officials from within the respective Institute /Headquarters.</i> <i>(b) Failing (a) above by promotion of ICAR Audit & Accounts Examination qualified officials from other Institutes / Headquarters under the Council on permanent absorption basis.</i> <i>(c) Failing (a) & (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.</i>					
11.	If a Departmental Promotion Committee exists what is its composition.	AT THE ICAR HEADQUARTERS. <table><tr><td><i>Deputy Secretary (Admn), ICAR</i></td><td><i>Chairman</i></td></tr><tr><td><i>An Officer not lower in</i></td><td><i>Member</i></td></tr></table>		<i>Deputy Secretary (Admn), ICAR</i>	<i>Chairman</i>	<i>An Officer not lower in</i>	<i>Member</i>
<i>Deputy Secretary (Admn), ICAR</i>	<i>Chairman</i>						
<i>An Officer not lower in</i>	<i>Member</i>						

		status than Under Secretary nominated by Secy., ICAR	
		An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secy., ZCAR	Member
		An Outside Expert not lower in status than Under Secretary nominated by Secy., ICAR	Member
		Under Secretary(Admn.)	Member Secretary
		AT THE ICAR RESEARCH INSTITUTES	
		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
12.	Remarks	-----	

RECRUITMENT RULES FOR THE POST OF ASSISTANT FINANCE & ACCOUNTS OFFICER

1.	Name of the post	<i>Assistant Finance & Accounts Officer</i>
2.	Classification	<i>Administrative Group 'B'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>21-30 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category)</i>
6.	Educational & other qualifications required for direct recruitment	<i>Graduation in any one of the following disciplines from a recognized university:</i> <ol style="list-style-type: none"> <i>a) Commerce</i> <i>b) Mathematics</i> <i>c) Statistics</i> <i>d) Economics</i> <i>e) Computer Science</i> <i>f) Operational Research</i> <i>g) Finance / Financial Management and</i> <i>h) Accountancy</i> <i>Desirable</i> <ol style="list-style-type: none"> <i>1. Experience of Finance & Accounts work in Central or State Government Deptt. / Autonomous Bodies / Public Sector Undertakings.</i> <i>2. MBA Degree and Knowledge of Computerized Accounting</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>Two years for Direct Recruits, otherwise not applicable .</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion, failing which by deputation and direct recruitment.</i>

10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<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 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) & (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 & Accounts Exam conducted by ICAR.</p> <p>d) Failing (a), (b) & (c) above by direct recruitment as per the prescribed qualifications by Interview at the concerned Institute level.</p>																
11.	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table border="1"> <tr> <td>Deputy Secretary (Admn.), ICAR</td><td>Chairman</td></tr> <tr> <td>One Senior Officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)</td><td>Member</td></tr> <tr> <td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secy. (Admn.)</td><td>Member</td></tr> <tr> <td>An Outside Expert nominated by Dy. Secy. (Admn.)</td><td>Member</td></tr> <tr> <td>Under Secretary(Admn.)</td><td>Member Secretary</td></tr> </table> <p>AT THE ICAR RESEARCH INSTITUTES</p> <table border="1"> <tr> <td>Head of Division / CAO / SAO /Sr. Scientist nominated by Director</td><td>Chairman</td></tr> <tr> <td>AO/ Any other officer of equivalent status nominated by Director</td><td>Member</td></tr> <tr> <td>An Officer not lower in status than Class-I belonging to SC/ST community nominated by</td><td>Member</td></tr> </table>	Deputy Secretary (Admn.), ICAR	Chairman	One Senior Officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secy. (Admn.)	Member	An Outside Expert nominated by Dy. Secy. (Admn.)	Member	Under Secretary(Admn.)	Member Secretary	Head of Division / CAO / SAO /Sr. Scientist nominated by Director	Chairman	AO/ Any other officer of equivalent status nominated by Director	Member	An Officer not lower in status than Class-I belonging to SC/ST community nominated by	Member
Deputy Secretary (Admn.), ICAR	Chairman																	
One Senior Officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)	Member																	
An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secy. (Admn.)	Member																	
An Outside Expert nominated by Dy. Secy. (Admn.)	Member																	
Under Secretary(Admn.)	Member Secretary																	
Head of Division / CAO / SAO /Sr. Scientist nominated by Director	Chairman																	
AO/ Any other officer of equivalent status nominated by Director	Member																	
An Officer not lower in status than Class-I belonging to SC/ST community nominated by	Member																	

RECRUITMENT RULES FOR THE POST OF FINANCE & ACCOUNTS OFFICER

1.	Name of the post	<i>Finance & Accounts Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 5400/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>21 to 30 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category).</i>
6.	Educational & other qualifications required for direct recruitment	<i>Graduate of a recognized university securing not less than 55% marks in the final degree examination or equivalent and working knowledge of computer. <u>Desirable Qualification:</u> Specialization in Finance / Accounting / Commerce at the Post Graduation Level or professional qualification such as CA/ICWA/CS.</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>Two Years</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>(a) 60% by promotion (b) 40% by direct recruitment</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>(a) By promotion of Asstt. Finance & Accounts Officers in Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-, who have completed atleast 3 years regular service in the grade. (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</i>

		<i>Rs. 4600/- or 2 years regular service in the Grade Pay of Rs.4800/- and having adequate experience in the field of Accounts.</i>	
11.	If a Departmental Promotion Committee exists what is its composition.	<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>
		<i>An officer not lower in status than US/ SF & AO nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An outside expert not lower in status than US nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secy., ICAR</i>	<i>Member</i>
		<i>Under Secretary (Admn.)</i>	<i>Member Secretary</i>
12.	Remarks	<i>An Officer offered the appointment of Finance and Accounts Officer on promotion shall be required to give his acceptance within 30 days of the offer. Failure to do so shall be treated as decline of the offer of appointment and the concerned officer shall stand debarred for further consideration for promotion for a period of one year from the date of the issue of such offer of appointment.</i>	

RECRUITMENT RULES FOR THE POST OF SENIOR FINANCE AND ACCOUNT OFFICER

1.	Name of the post	<i>Senior Finance and Accounts Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Not applicable</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p><i>(a) 100% by Promotion</i></p> <p><i>(b) Failing (a) above by deputation from the Organized Audit and Accounts Department or from other sister organizations having Accounts Cadre.</i></p>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>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.</i></p> <p><i>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 (G.P. Rs. 4600/-.</i></p> <p><i>c) Failing (a) & (b) above by deputation from the Organized Audit and Accounts Department and Services having rendered at least 5 years regular service in the Pay Band - 3, Rs.15600-39100 + Grade Pay of Rs.5400/- and having adequate experience in the relevant field. The period of deputation will be</i></p>

		<i>for a maximum of three years.</i>	
11.	If a Departmental Promotion Committee exists what is its composition.		
		<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>
		<i>An officer not lower in status than DS or CF&AO/DD(F) nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An Outside expert not lower in status than DS nominated by Secretary, ICAR.</i>	<i>Member</i>
		<i>An Officer not lower in status than DS belonging to SC/ ST community nominated by Secretary, ICAR.</i>	<i>Member</i>
		<i>Under Secretary (Admn.)</i>	<i>Member - Secretary</i>
12.	Remarks	<i>An Officer offered the appointment of Senior Finance & Accounts Officer on promotion shall be required to give his acceptance within 30 days of the offer. Failure to do so shall be treated as decline of the offer of appointment and the concerned officer shall stand debarred for further consideration for promotion for a period of one year from the date of the issue of such offer of appointment.</i>	

		<i>Director</i>	
		<i>An Outside Expert nominated by Director</i>	<i>Member</i>
		<i>AAO / Any other officer of equivalent status nominated by Director</i>	<i>Member - Secretary</i>
12.	Remarks	<p>i. <i>Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</i></p> <p>ii. <i>Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</i></p>	

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**RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR(FINANCE) / CHIEF
FINANCE & ACCOUNT OFFICER**

1.	Name of the post	<i>Deputy Director (Finance) / Chief Finance & Account Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 7600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>By Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Not applicable</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion failing which by deputation from the organized Audit and Accounts Departments.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>a. Promotion of Sr. Finance & Accounts Officers in the PB-3, Rs.15600-39100 + Grade Pay of Rs.6600/- having completed 5 years regular service in the grade.</i></p> <p><i>b. Failing (a) above by promotion of SF&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&AO and F&AO.</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. SF&AO.</i></p> <p><i>c. Failing (a) & (b) above, by deputation of officers in the PB-3, Rs.15600-39100 + Grade Pay of Rs.6600/- having rendered 5 years service in the grade from organized Audit and</i></p>

		<i>Accounts Departments.</i>
11.	If a Departmental Promotion Committee exists what is its composition.	
		<i>DG, ICAR or his nominee</i> <i>Chairman</i>
		<i>Chairman, ASRB or his nominee</i> <i>Member</i>
		<i>Secretary, ICAR</i> <i>Member</i>
		<i>An outside expert nominated by DG, ICAR</i> <i>Member</i>
		<i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i> <i>Member</i>
		<i>Director (F) or an equivalent officer nominated by DG, ICAR</i> <i>Member - Secretary</i>
12.	Remarks	

RECRUITMENT RULES FOR THE POST OF DIRECTOR (FINANCE)

1.	Name of the post	<i>Director (Finance) and equivalent posts at ICAR Hqrs. and at the Institutes of ICAR.</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8700/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection Post</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Not applicable</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion failing which by deputation</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>a. By promotion on selection basis amongst DD(F)/CF&AO 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</i></p> <p><i>b. Failing (a) above, by promotion of DD(F)/CF&AO who have completed 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 continued regular service of ten years as DD(F)/CF&AO and SF&AO (Grade Pay of 6600/-).</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. DD(F)/CF&AO.</i></p> <p><i>b. Failing (a) & (b) above, by deputation from officers of organized Group 'A' Central</i></p>

		<i>Accounts Service, including Defence Accounts Service and Indian Revenue Service who are eligible for appointment as Director to the Government of India, in any Central Government Department.</i>													
11.	Period of deputation	<i>Three years extendable upto 5 years.</i>													
12.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td><i>DG, ICAR or his nominee</i></td><td><i>Chairman</i></td></tr><tr><td><i>Chairman, ASRB or his nominee</i></td><td><i>Member</i></td></tr><tr><td><i>Secretary, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>An outside exper. nominated by DG, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>Director (F) or an equivalent officer nominated by DG, ICAR</i></td><td><i>Member - Secretary</i></td></tr></table>		<i>DG, ICAR or his nominee</i>	<i>Chairman</i>	<i>Chairman, ASRB or his nominee</i>	<i>Member</i>	<i>Secretary, ICAR</i>	<i>Member</i>	<i>An outside exper. nominated by DG, ICAR</i>	<i>Member</i>	<i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i>	<i>Member</i>	<i>Director (F) or an equivalent officer nominated by DG, ICAR</i>	<i>Member - Secretary</i>
<i>DG, ICAR or his nominee</i>	<i>Chairman</i>														
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<i>An outside exper. nominated by DG, ICAR</i>	<i>Member</i>														
<i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i>	<i>Member</i>														
<i>Director (F) or an equivalent officer nominated by DG, ICAR</i>	<i>Member - Secretary</i>														
13.	Remarks	--													

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE III IN ICAR
SYSTEM

1.	Name of the post	<i>Stenographer Gr.III</i>
2.	Classification	<i>Administrative Group 'C'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-I, Rs. 5200-20200 +Grade Pay of Rs. 2400/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Not applicable</i>
5.	Age limit for direct recruitment	<i>18-27 years [The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category]</i>
6.	Educational & other qualifications required for direct recruitment	<i>Educational – 12th Class pass or equivalent from a recognized Board or University. <u>Professional efficiency</u> The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter 65 minutes on computer.</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Two years.</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by Direct recruitment through open competitive examination conducted by ICAR Hqrs/ICAR Institutes. 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: i. holding analogous posts on regular basis and possessing the qualification as prescribed for direct recruitment at Col.6.</i>

		<i>ii. failing which by officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruitment at Col.6.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>In case of deputation, Stenographer Grade-III in the Pay Band-I, Rs.5200-20200 + Grade Pay of Rs.2400/-.</i>
11.	If a Departmental Promotion Committee exists what is its composition.	<i>Not applicable</i>
12.	Remarks	<i>i. Relaxation in upper age shall be allowed to Scheduled Caste / Scheduled Tribe / OBC and any other category as per the instructions issued by the Government of India time to time.</i> <i>ii. Reservation for SC, ST & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</i>

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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI-11001**

F.No. 14(1)/2009-Estt. I

Dated the 30th May, 2013

To

The Directors/Project Directors of all the ICAR Institutes/ NRCs/
PDs/ Bureaux/ ZPDs

Subject: Recruitment Rules for the posts of Personal Assistant and Private Secretary in ICAR System – reg.

Sir,

Recruitment Rules (RRs) for the post of Private Secretary(PS) at ICAR Hqrs. and ICAR Institutes were earlier amended/modified vide ICAR letters No. 14(1)/2009-Estt.I dated 23/6/2010 and No.14(1)/2010-Estt.I dated 19/8/2010. The RR for the post of Personal Assistant (PA) at ICAR Hqrs. and Institutes were also revised vide ICAR letter No. 14(1)/2009-Estt.I dated 2/7/2010. Subsequently, consequent upon the restructuring of administrative cadre post of ICAR, a one-time exception to fill up the resultant vacancies arising in various grades during the year 2010-11 was circulated vide ICAR Office Order No. 14(2)-2010-Estt. I dated 21/10/2010.


2. In the case of PS, it was decided vide above said Order dated 21/10/2010, that the vacancies arising in 2010-11 shall be filled up 100% by promotion and vacancies arising in 2011-12 and thereafter shall be filled 66²/₃% and 33¹/₃% by Limited Departmental Competitive Examination (LDCE). It was also decided that from 2011-12 onwards the RRs will be in consonance with DOP&T's guidelines. Further, in the case of PAs, it was decided that vacancies arising in 2010-11 shall be filled up 100% by promotion and vacancies arising in 2011-12 and thereafter shall be filled up 50% by promotion and 50% by LDCE. It was also decided that the RRs from 2011-12 onwards shall be in consonance with DOP&T's guidelines. It was also clarified in the Office Order dated 21/10/2010 that further amendments, if any, carried out by the DOP&T in the existing mode of recruitment for these administrative posts under the CSS/CSSS/CSCS cadres shall be applicable for the RRs for all the administrative posts of ICAR as well. These orders were issued duly approved by the Governing Body of ICAR in its meeting held on 3/9/2010.

3. Subsequently, the DOP&T vide its OM dated 24/1/2011 issued revised model RRs for the posts of PA and PS in the non-secretariat organization. This O.M. also says that the Ministries/Department may revise the existing rules and notify the revised rules also for all the autonomous bodies in conformity to the model RR.

4. Accordingly, the proposal for updation/modification in the existing RRs for the post of PA and PS at ICAR Hqrs and at ICAR Institutes in the light of DOP&T's guidelines for secretariat organization and non-secretariat organization have been examined and revised and detailed RRs for these posts duly approved by the Competent Authority are hereby notified for the information, guidance and necessary action of all concern.

These RRs shall come into force with immediate effect.

Yours faithfully,



(K.N. CHOUDHARY)
Deputy Secretary (Admn.)

Encl: As above

Copy for information to:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
2. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PS to FA, DARE/ICAR
3. All subject matter divisions of ICAR
4. Secretary (SS), CJSC, Hyderabad
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi
6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT AT ICAR INSTITUTES

1.	Name of the post	PERSONAL ASSISTANT
2.	Classification	Administrative Group 'B' Non-Gazetted
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/-.
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Two years for promotees
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p>a) 100% by promotion of Steno Gr.III in the PB-1, Rs.5200-20200 with Grade Pay of Rs.2400/- at the respective Institutes having at least 10 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) 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>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As mentioned in Col. 9 above.

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11.	If a Departmental Promotion Committee exists what is its composition.	Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman
		An Officer not lower in status than AO 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 Secy.
12.	Remarks	---	

RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY AT ICAR INSTITUTES

1.	Name of the post	Private Secretary
2.	Classification	Administrative Group 'B' Non-Gazetted
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/-.
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Not applicable
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p>a) (i) 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.</p> <p>(ii) Failing (i) above, by promotion of Personal Assistants who have completed at least three years continuous and regular service in the PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4200 and combined and continuous regular service of 15 years as Personal Assistant and Stenographer Gr. III (PB-1 Rs. 5200-20200 + Grade Pay of Rs. 2400).</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>

		b) Failing (a) above by deputation of Private Secretaries working in other ICAR Institutes on regular basis; or with five years regular service in the grade of Personal Assistant (PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/-) or equivalent. The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.											
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As mentioned in Col. 9 above											
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>Chief Admn. Officer/Sr. Admn. Officer: If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than AO nominated by Director</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by Director.</td><td>Member</td></tr><tr><td>An outside expert not lower in status than AO nominated by Director</td><td>Member</td></tr><tr><td>AO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Member Secy.</td></tr></table>		Chief Admn. Officer/Sr. Admn. Officer: If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman	An Officer not lower in status than AO 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 Secy.
Chief Admn. Officer/Sr. Admn. Officer: If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman												
An Officer not lower in status than AO 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 Secy.												
12.	Remarks												

RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT AT ICAR HEADQUARTERS

1.	Name of the post	Personal Assistant
2.	Classification	Administrative Group 'B'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/-.
4.	Whether Selection Post or Non-selection Post	Non-Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Two years for promotees.
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p>(a) 50% by promotion of Stenographer (Grade III) in the PB-1, Rs.5200-20200 with Grade Pay of Rs.2400/- at the ICAR Headquarters 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 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) 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>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As mentioned in Col. 9 above

11.	If a Departmental Promotion Committee exists what is its composition.	Director / Deputy Secretary to be nominated by Secretary, ICAR	Chairman
		An Officer 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
		An outside expert not lower in status than Under Secretary nominated by Secretary, ICAR	Member
		Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)	Member Secy.
12.	Remarks	---	

RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY AT ICAR HEADQUARTERS

1.	Name of the post	PRIVATE SECRETARY
2.	Classification	Administrative Group 'B'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800/-.
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Not applicable
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p>(a) (i) 66⅔% 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 and continuance service in the grade.</p> <p>(ii) failing (i) above, by promotion of Personal Assistants who have completed at least three years continuous and regular service in the PB-2 Rs.9300-34800 + Grade Pay of Rs.4600 and combined and continuous regular service of 16 years as Personal Assistant and Stenographer Gr. III (PB-1 Rs.5200-20200 + Grade Pay of Rs.2400).</p> <p>(b) 33⅓% by Limited Departmental Competitive Examination (LDCE) confined to the Personal Assistants who possess a bachelors degree from a recognized university and have completed three 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> <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>iii) Failing (i) and (ii) above, by deputation of Private Secretaries working in other ICAR Institutes with two years regular service in the grade of PB 2 Rs.9300-34800 + Grade Pay of Rs.4600 or by deputation from Personal Assistants (PB-2 Rs.9300-34800 + Grade Pay of Rs.4200) working in ICAR Institutes having at least six years regular service in the grade.</p> <p>The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>										
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As mentioned in Col. 9 above										
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>Director / Deputy Secretary to be nominated by Secretary, ICAR</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than Under Secretary nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)</td><td>Member Secy.</td></tr></table>	Director / Deputy Secretary to be nominated by Secretary, ICAR	Chairman	An Officer 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	An outside expert not lower in status than Under Secretary nominated by Secretary, ICAR	Member	Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)	Member Secy.
Director / Deputy Secretary to be nominated by Secretary, ICAR	Chairman											
An Officer 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											
An outside expert not lower in status than Under Secretary nominated by Secretary, ICAR	Member											
Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)	Member Secy.											
12.	Remarks	---										

**RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY AT
ICAR Hqrs.**

1.	Name of the post	PRINCIPAL PRIVATE SECRETARY
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Two years which may be extended at the discretion of the competent authority.</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>a) By promotion on the basis of merit with due regard to seniority from amongst Private Secretaries in Grade Pay of Rs.4800 in PB-2/Rs.5400 in PB-3 who have rendered not less than 6 years of regular service in that grade.</i></p> <p><i>b) Failing (a) above by promotion of Private Secretaries at ICAR Hqrs. who have completed atleast three years continuous 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 Private Secretaries and Personal Assistants.</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. Private Secretary.</i></p>

11.	If a Departmental Promotion Committee exists what is its composition.	<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>
		<i>Director (P)</i>	<i>Member</i>
		<i>An outside expert not lower in status than Officers under consideration nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than Officers under consideration belonging to SC/ST community nominated by Secy., ICAR</i>	<i>Member</i>
		<i>Dy. Secretary or any other officer nominated by Secretary, ICAR</i>	<i>Member - Secretary</i>
12.	Remarks	--	

32/5

**RECRUITMENT RULES FOR THE POST OF
JUNIOR LAW OFFICER AT THE ICAR HEADQUARTERS**

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| 1. | <i>Name of the post</i> | <i>JUNIOR LAW OFFICER</i> |
| 2. | <i>Classification</i> | <i>Administrative Group 'B'</i> |
| 3. | <i>Scale of pay</i> | <i>Rs.5500-175-9000</i> |
| 4. | <i>Whether Selection post or non-selection post</i> | <i>Not applicable</i> |
| 5. | <i>Age for direct recruitment</i> | <i>24 to 35 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative(ministerial)category)</i> |
| 6. | <i>Educational and other qualifications required for direct recruits.</i> | <i>A Bachelor's degree in Law from a recognized University.</i>

<i>Candidate should be an Advocate as defined in the Advocates Act 1961 (25 of 1961) who has practised as such for <u>two years</u> or should have worked in Central Government/State Government/ Autonomous Organizations in the Legal Department for at least <u>three years</u> dealing with legal matters.</i> |
| 7. | <i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i> | <i>Not applicable</i> |
| 8. | <i>Period of probation if any</i> | <i>Two years</i> |

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| 9. | <i>Method of Recruitment whether by direct recruitment or by promotion or by deputation/ absorption & percentage of the posts to be filled by various methods.</i> | <i>100% By direct recruitment</i> |
| 10. | <i>In case of recruitment by promotion/ deputation/ absorption; grades from which promotion/deputation/ absorption is to be made</i> | <i>Not applicable</i> |
| 11. | <i>If a DPC exists, what is its composition</i> | <p><u>Chairman</u></p> <p><i>Dy. Secy. (Admn.), ICAR.</i></p> <p><u>Member</u></p> <p><i>1. An Officer not lower in status than US, nominated by Secretary, ICAR.</i></p> <p><i>2. An outside expert not lower in status than US nominated by Secretary, ICAR.</i></p> <p><i>3. An officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR.</i></p> <p><u>Member Secretary</u></p> <p><i>U.S. (Admn.)</i></p> |
| 12. | <i>Remarks</i> | -- |

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11.	If a Departmental Promotion Committee exists what is its composition.	AT THE ICAR HEADQUARTERS	
		<i>Deputy Secretary (Admn.), ICAR</i>	<i>Chairman</i>
		<i>An Officer not lower in status than US nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>An Outside expert not lower in status than US nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>Under Secretary (Admn.), ICAR</i>	<i>Member - Secretary</i>
12.	Remarks	<p>i. <i>Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</i></p> <p>ii. <i>Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</i></p>	

Pa15

RECRUITMENT RULES FOR THE POST OF LAW OFFICER

1.	Name of the post	LAW OFFICER
2.	Classification	Administrative Group 'B'
3.	Scale of Pay	Pay Band-2, Rs.9300-34800 + Grade Pay of Rs. 5400/-.
4.	Whether Selection Post or Non-selection Post	By Selection
5.	Age limit for direct recruitment	45 years (The upper age is relaxable for SC/ST/OBC as per Govt. of India rules. For ICAR employees, age limit is relaxable by 5 years.)
6.	Educational & other qualifications required for direct recruitment	Essential: i) At least second class Bachelor's degree in Law from a recognized Indian University. 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
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Two Years which may be extended at the discretion of the competent authority
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	100% by promotion failing, which by deputation, failing which by Direct Recruitment.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	(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 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-2 Rs.9300-34800 + GP of Rs.4600;

		(c) failing (a) and (b) above, by Direct Recruitment.											
11.	Period of Deputation	The deputation will be for a period not exceeding three years.											
12.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>Secretary, ICAR or his nominee</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than US nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>An outside expert not lower in status than US nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>An officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>Under Secretary (Admn.)</td><td>Member – Secretary</td></tr></table>		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
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												
12.	Remarks, if any	--											



296



Indian Council of Agricultural Research
Krishi Bhawan: New Delhi

F.No. 6(2)/2009-Estt.I

Dated: June 7, 2010

Subject: Revised Recruitment Rules for the post of Legal Advisor, ICAR.

The revised / updated Recruitment Rules for the post of Legal Advisor, ICAR as approved by the Governing Body, ICAR in its meeting held on 9.4.2010 are hereby notified with immediate effect for the information guidance and necessary action of all concerned.

(K.N. Choudhary)
Under Secretary (Admn.)

Encls: As stated above

Copy to:

1. All Officers / Sections ICAR at KB / KAB – I & II
2. Sr. PPS to DG, ICAR / PPS to Secretary, ICAR / PS to FA, DARE / ICAR/ PS to US(A)/ ICAR's Reception.
3. PD, DIPA
4. Media Unit for placing on ICAR's website.
5. Guard File / Spare Copies (5)

RECRUITMENT RULES FOR THE POST OF LEGAL ADVISOR

1.	Name of the post	LEGAL ADVISOR
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 7600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>By Selection</i>
5.	Age limit for direct recruitment	<i>45 years (The upper age is relaxable for SC/ST/OBC as per Govt. of India rules. For ICAR employees age limit is relaxable by 5 years.)</i>
6.	Educational & other qualifications required for direct recruitment	<p><i>Essential:</i></p> <p><i>i) At least second class Bachelor's degree in Law from a recognized Indian University.</i></p> <p><i>ii) Ten years active practice in a Court in India or 5 years experience as a Judicial Officer or 5 years experience as Law Officer (PB-3, Rs.15600-39100 + Rs.6600 (Grade Pay) in any Government / Autonomous Body Office.</i></p>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>Two Years</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion failing which by deputation failing which by short term contract / direct recruitment.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>(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</i></p> <p><i>(b) failing (a) above by deputation of officers holdings analogous post in the Government Department / Autonomous bodies / Government Undertakings.</i></p> <p><i>The period of deputation will ordinarily be for a period of three years.</i></p> <p><i>(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.</i></p>

11.	If a Departmental Promotion Committee exists what is its composition.		
		<i>DG, ICAR or his nominee</i>	<i>Chairman</i>
		<i>Chairman, ASRB</i>	<i>Member</i>
		<i>Secretary, ICAR</i>	<i>Member</i>
		<i>An outside expert nominated by DG, ICAR</i>	<i>Member</i>
		<i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i>	<i>Member</i>
		<i>Director (P) or an equivalent officer nominated by DG, ICAR</i>	<i>Member – Secretary</i>
12.	Remarks	--	

3215

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 33-12/2009-Estt.I

Dated the 6th November, 2012

To

The Directors of all the ICAR Institutes/NRCs/PDs/Bureaux

Subject: Revision of Recruitment Rules for the post of Assistant Director (Official Language), Deputy Director (Official Language) & Director (Official Language) in ICAR system - reg.

Sir,

The revised recruitment rules in respect of the following official language posts in ICAR system duly approved by the Competent Authority are hereby notified for the information, guidance and necessary action of all concerned

- (i) Assistant Director (Official Language)
- (ii) Deputy Director (Official Language)
- (iii) Director (Official Language)

These recruitment rules come into force with immediate effect.

Yours faithfully,



(K.N. Choudhary)
Deputy Secretary (Admn.)

Encl.. As above

Copy for information to:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
2. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PS to FA, DARE/ICAR
3. All subject matter divisions of ICAR
4. Secretary (SS), CJSC, Hyderabad
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi
6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT DIRECTOR (OL)**

1.	Name of the post	Assistant Director (Official Language)
2.	Classification	Administrative Group 'A'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-3 Rs. 15600-39100 + Grade Pay of Rs. 5400/-.
4.	Whether Selection Post or Non-selection Post	Not applicable
5.	Age limit for direct recruitment	Not exceeding 35 years, (relaxable up to five years for ICAR employees and age- limit is further relaxable for SC/ST/OBC etc. candidates as per GOI rules) Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India.
6.	Educational & other qualifications required for direct recruitment	Essential: I. Master degree of a recognized University or equivalent in Hindi with English as a subject at a degree level; OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at a degree level; OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the degree level; OR Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level; OR 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><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 style="text-align: center;">OR</p> <p>Five years' experience in Government/ Public Sector Organizations/ Institutions in the PB-2 Rs.9300-34800 + 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>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable.
8.	Period of Probation, if any.	Two Years.
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	100% by Direct Recruitment on the basis of recommendation of Agricultural Scientist Recruitment Board (ASRB).
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Not applicable
11.	If a Departmental Promotion Committee exists what is its composition.	The Selection Committee will be decided by ASRB.
12.	Remarks	--

**RECRUITMENT RULES FOR THE POST OF
DEPUTY DIRECTOR (OL)**

1.	Name of the post	Deputy Director (Official Language)
2.	Classification	Administrative Group 'A'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-3 Rs. 15600-39100 + Grade Pay of Rs. 6600/-
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No.
8.	Period of Probation, if any.	Not applicable
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	100% by promotion failing which by deputation.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<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;</p> <p style="text-align: center;">OR</p> <p>(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>

11.	If a Departmental Promotion Committee exists what is its composition.	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
12.	Remarks	--	

**RECRUITMENT RULES FOR THE POST OF
DIRECTOR (OL)**

1.	Name of the post	Director (Official Language)
2.	Classification	Administrative Group 'A'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-3 Rs. 15600-39100 + Grade Pay of Rs. 7600/-.
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Not applicable
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	By promotion failing which by deputation.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<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 Undertakings</p> <p>(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.</p>

11.	If a Departmental Promotion Committee exists what is its composition.	DG, 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 DG, 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
12.	Remarks	--	

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi- 110 001

F.No.14-17/97-Estt.I

Dated : January 3, 2001

To

The Directors of all the ICAR Research Institutes/Bureaux/PDs/NRCs.

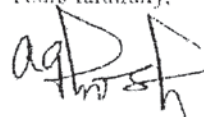
Subject: Revision/updation of Recruitment Rules for the posts of Security Officer and Security Supervisor - reg.

Sir,

The revised/updated Recruitment Rules in respect of the posts of **Security Officer** and **Security Supervisor** under ICAR as approved by the Governing Body in its meeting held at New Delhi on 11.9.2000 and by President, ICAR are hereby notified for the information, guidance and necessary action of all concerned.

2. This comes into force with immediate effect.

Yours faithfully,



(A.C. Ghosh)

Under Secretary (Admin.)

Encl: As stated above.

Copy to :-

1. All Directors/ Deputy Secretaries/ Deputy Directors/ Secretary, ASRB / COE, ASRB/Under Secretaries, ICAR at Krishi Bhawan/ Krishi Anusandhan Bhawan.
2. Sr.PPS to DG, ICAR/ S.A. to Chairman, ASRB/ PS to Secretary, ICAR/ PS to FA (DARE/ ICAR).
3. All SMDs, ICAR.
4. All Sections, ICAR at Krishi Bhawan/ Krishi Anusandhan Bhawan.
5. Secretary (Staff Side), CJSC, ICAR.
6. Secretary (Staff Side), HJSC, ICAR.
7. Guard file / Spare Copies (25)

RECRUITMENT RULES FOR THE POST OF SECURITY OFFICER
UNDER ICAR SYSTEM

1.	Name of the post	SECURITY OFFICER
2.	Classification	Administrative Group 'B' (non-ministerial)
3.	Scale of Pay	Rs.6500-200-10500
4.	Whether Selection Post or non-selection post	Selection - cum - seniority
5.	Age limit for direct recruitment	20 to 28 years. Relaxable for Ex-Servicemen as per orders of Central Government for appointment to Group 'B' posts in civil services. The upper age is further relaxable for SC/ST/OBC as per the Government of India Rules. The upper age is also relaxable up to 45 years in case of serving regular employees of ICAR.
6.	Educational & other qualifications required for direct recruitment	Degree of a recognised university or equivalent. <u>Preference</u> 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 recognised Institutes
7.	Whether age and educational qualification required for direct recruits will apply in case of promotion or absorption.	Not applicable
8.	Period of Probation, if any.	Two years
9.	Method of recruitment whether by Direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various modes.	100% by promotion

10. In case of recruitment by promotion /deputation/ absorption; grades from which promotion/ deputation/ absorption is to be made.
- a) By promotion from amongst the persons holding the post of Security Supervisor in the pay scale of Rs 4500-7000 having rendered minimum 10 years of regular and approved service in the grade.
 - b) Failing (a) above by deputation from amongst the Security officers (Rs 6500-200-10500) working in the other ICAR Research Institutes
 - c) Failing (a) & (b) above by permanent absorption basis from amongst the Security Supervisors (Rs.4500-125-7000), working in the other ICAR Research Institutes having rendered minimum 10 years of service in the grade
 - d) Failing (a), (b) & (c) above by deputation from amongst the persons working in the Central/State Government and Autonomous Organisations wholly or substantially financed by Central/State Government who have rendered 3 years regular service as Security Officer. The period of deputation being 3 years is extendable by one more year with the approval of the D.G., I.C.A.R.
 - e) Failing (a), (b), (c) & (d) above by direct recruitment.

11. If a D.P.C. exists, what is its composition:

<i>CAO (in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Chairman</i>
<i>SAC (in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Member</i>
<i>An outside expert not lower in status than SAC nominated by Director</i>	<i>Member</i>
<i>An Officer not lower in status than SAC belonging to SC/ST community nominated by Director</i>	<i>Member</i>
<i>AO (in the absence of such officers, an officer of equivalent status nominated by Director)</i>	<i>Member Secretary</i>

12. Remarks

RECRUITMENT RULES FOR THE POST OF
SECURITY SUPERVISOR UNDER I.C.A.R. SYSTEM

1.	Name of the post	Security Supervisor
2.	Classification	Administrative Group 'C' (non-ministerial)
3.	Scale of Pay	Rs.4500-125-7000
4.	Whether Selection Post or non-selection post	Not applicable
5.	Age limit for direct recruitment	18 to 27 years. Relaxable in case of Ex-Serviceman as per orders of Central Government for appointment to Group 'C' posts in civil services. The upper age is further relaxable for SC/ST/OBC as per the Government of India Rules. The upper age is also relaxable up to 45 years in case of serving regular employees of ICAR.
6.	Educational & other qualifications required for direct Recruitment	Senior Secondary Certificate or equivalent from any recognised 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 recognised Institutes
7.	Whether age and educational qualification required for direct recruits will apply in case of promotion or absorption.	Not applicable
8.	Period of Probation, if any.	Two years
9.	Method of recruitment whether by Direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various modes.	100% by direct recruitment.

10. In case of recruitment by promotion /deputation/ absorption ; grades from which promotion/ deputation/ absorption is to be made.

Failing direct recruitment, by deputation from amongst persons working under other ICAR Research Institutes, Central/ State Government Offices/other autonomous organisations holding analogous posts.

11. If a DPC exists, what is its composition

<i>CAO (in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Chairman</i>
<i>SAC (in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Member</i>
<i>An outside expert not lower in status than SAC nominated by Director</i>	<i>Member</i>
<i>An Officer not lower in status than SAC belonging to SC/ST community nominated by Director</i>	<i>Member</i>
<i>AO (in the absence of such officers, an officer of equivalent status nominated by Director)</i>	<i>Member Secretary</i>

12. Remarks

APPENDIX - IX

Syllabus for conducting examination for recruitment of stenographer and junior clerk.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

F.No. 14-1/2008-Estt.I

Dated 3rd February, 2012

To

The Director of all the ICAR Institute/Bureaux/PDs/NRCs/ZCUs.

Sub: Examination/Syllabus Rules for the post of Lower Division Clerk/
Stenographers.

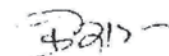
Sir/Madam,

The Examination Rules for the post of Lower Division Clerk and Stenographer Grade-III as approved by the Competent Authority are hereby notified with immediate effect for the information guidance and necessary action of all concerned.


(K.N.CHOUDHARY)
Under Secretary(Admn.)

DISTRIBUTION

1. All Officers/Sections of ICAR(including ASRB) at KB/KAB-I/II/NAS Complex.
2. Secretary (Staff Side), CJSC, ICAR.
3. Secretary (Staff Side), HJSC, ICAR.
4. Media Unit, ICAR, for placing this letter on Council's website.
5. Guard file/Spare copies (25)


(K.N.CHOUDHARY)
Under Secretary(Admn.)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN:NEW DELHI**

R U L E S

The rules for the Competitive Examination to be held in case of ICAR Hyrs and Institutes for the purpose of filling up the posts of Lower Division Clerk in the pay band of PB-1, Rs.5200-20200 + Grade Pay of Rs.1900 falling under direct recruitment quota have been detailed as under:

2. The number of vacancies to be filled on the results of the examination will be specified in the Notice issued by the ICAR / Institutes. Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes/OBCs/Physically Handicapped in respect of the vacancies as may be fixed by ICAR in accordance with the Government of India instructions on the subject.

3. The examination will be conducted by the ICAR / Institutes in the manner prescribed in Appendix 1 to these rules.

The dates on which and the places at which the examination will be held shall be fixed by the ICAR / Institutes.

4. (a) Age limits for this examination will be as under:
A candidate must have attained the age of 18 years and must not have attained the age of 27 years on the _____, 200__ i.e. he/she must have been born not later than _____ and not earlier than _____. But the maximum age limit for Council's employees will be relaxable up to 45 years.
- (b) The upper age limits prescribed above will be relaxable:-
- (i) Up to a maximum of five years if a candidate belongs to SC or ST.
 - (ii) Up to a maximum of three years in respect of candidates belonging to Other Backward Classes.
 - (iii) For Physically Handicapped candidates, the upper age limit will be relaxable up to a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Physically Handicapped category will be eligible for grant of cumulative age relaxation under both the categories will be eligible for grant of cumulative age relaxation under both the categories.
 - (iv) To other bonafide displaced persons/repatriates of Indian origin/ Defence Services Personnel/ Border Security Force personnel etc. as per the existing instructions of the Government of India on the subject.

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED IN NO CASE BE RELAXED

5. Education and Other Qualifications for the Post of LDC

As prescribed under the Recruitment Rules.

6. All candidates in Indian Council of Agricultural Research Service/Govt. Service, whether in a permanent or in temporary capacity or as work-charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing, their Head of Office/Department that they have applied for the examination.

7. The decision of the ICAR / Institutes as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

8. No candidate will be admitted to the examination unless he/she holds certificate of admission from the ICAR / Institutes.

9. Candidates must pay the fee prescribed by the ICAR or Institutes

10. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by ICAR / Institutes at their discretion shall be summoned for Skill Test.

11. The form and manner of communication of the result of the examination to individual candidates shall be decided by the ICAR / Institutes at their discretion and the ICAR / Institutes will not enter into correspondence with them regarding result.

12. Appointments will be made by the ICAR / Institutes initially on probation for a period of two years. The period of probation may be extended, if considered necessary.

13. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination, as may be prescribed by the competent authority is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

14. Success at the examination confers no right to appointment, unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to this character and antecedents is suitable in all respects for appointment to the post.

UNDER SECRETARY (ADMN.)

SCHEME OF EXAMINATION FOR LOWER DIVISION CLERKS

PART-I

SCHEME OF EXAMINATION: The examination will consist of a written examination and Typing Test for the post of Lower Division Clerks.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Maximum Marks	Total Duration/ Timing for General candidates	Total Duration/ Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50		
II	English Language (Basic Knowledge) (50 questions)	50		
III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours 20 mins 10.00 A.M. to 12.20 P.M.
IV	General Awareness (50 questions)	50		

NOTE-I: The paper will consist of Objective Type-Multiple Choice questions only. The questions will be set both in English & Hindi.

NOTE-II: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

SYLLABUS

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidates' abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

English Language : In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage. etc. his/her writing ability would also be tested.

Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.

(B) Skill Test for LDCs: (Skill Test will be taken on Computer)

Typing Test will be of Qualifying in nature.

English Typing @ 35 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

(35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions Per Hour/9000 Key Depressions Per Hour on an average of 5 key depressions for each word)

(Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form.)

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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI**

RULES

The rules for the Competitive Examination to be held in case of ICAR Hqrs and Institutes for the purpose of filling up the posts of Stenographer Grade-III in the pay band of PB-1, Rs.5200-20200 + Grade Pay of Rs.2400 falling under direct recruitment quota have been detailed as under:

2. The number of vacancies to be filled on the results of the examination will be specified in the Notice issued by the ICAR / Institutes. Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes/OBCs/Physically Handicapped in respect of the vacancies as may be fixed by ICAR in accordance with the Government of India instructions on the subject.

3. The examination will be conducted by the ICAR / Institutes in the manner prescribed in Appendix I to these rules.

The dates on which and the places at which the examination will be held shall be fixed by the ICAR / Institutes.

4. (a) Age limits for this examination will be as under:
A candidate must have attained the age of 18 years and must not have attained the age of 27 years on the _____, 2 0 0 i.e. he/she must have been born not later than _____ and not earlier than _____. But the maximum age limit for Council's employees will be relaxable up to 43 years
- (b) The upper age limits prescribed above will be relaxable:-
- (i) Up to a maximum of five years if a candidate belongs to SC or ST.
 - (ii) Up to a maximum of three years in respect of candidates belonging to Other Backward Classes.
 - (iii) For Physically Handicapped candidates, the upper age limit will be relaxable upto a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Physically Handicapped category will be eligible for grant of cumulative age relaxation under both the categories will be eligible for grant of cumulative age relaxation under both the categories.
 - (iv) To other bonafide displaced persons/repatriates of Indian origin/Defence Services Personnel/Border Security Force personnel etc. as per the existing instructions of the Government of India on the subject.

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED IN NO CASE BE RELAXED

5. Education and Other Qualifications for the Stenographer Gr.III

As prescribed under the Recruitment Rules.

6. All candidates in Indian Council of Agricultural Research Service/Govt. Service, whether in a permanent or in temporary capacity or as work-charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing, their Head of Office/Department that they have applied for the examination.

7. The decision of the ICAR / Institutes as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

8. No candidate will be admitted to the examination unless he/she holds certificate of admission from the ICAR / Institutes.

9. Candidates must pay the fee prescribed by the ICAR / Institutes

10. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by ICAR / Institutes at their discretion shall be summoned for Skill Test.

11. The form and manner of communication of the result of the examination to individual candidates shall be decided by the ICAR / Institutes at their discretion and the ICAR / Institutes will not enter into correspondence with them regarding result.

12. Appointments will be made by the ICAR / Institutes initially on probation for a period of two years. The period of probation may be extended, if considered necessary.

13. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination, as may be prescribed by the competent authority is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

14. Success at the examination confers no right to appointment, unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to this character and antecedents is suitable in all respects for appointment to the post.

SCHEME OF EXAMINATION FOR STENOGRAPHER GRADE- III

PART-I

SCHEME OF EXAMINATION: The examination will consist of a written examination and Skill Test in Stenography.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Maximum Maximum Marks	Timing Timing for General candidates	Timing Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50	2 Hours	2 Hours 20 mins
II	General Awareness (50 questions)	50		
III	English Language and Comprehension (100 questions)	100		

NOTE-I: The paper will consist of Objective Type-Multiple Choice questions only. The questions except in Part III will be set both in English & Hindi.

NOTE-11: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

SYLLABUS

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

NOTE: For VH candidates of 40% and above visual disability and opting for **SCRIBE**

English Language : In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would also be tested.

(B) Skill Test in Stenography:

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the ICAR / Institutes will only be called for the Skill Test. However, depending on the number of candidates, the ICAR / Institutes may decide to call all the candidates for the skill test. It may also prescribe qualifying marks in each part of the Written Examination. The Skill Test will be of qualifying nature.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for **10 minutes in English / Hindi at the speed of 80 w.p.m..** The matter will have to be transcribed on computer only. The transcription ~~time~~ is as follows:

For Stenographer Grade-III	50 minutes (English)
	65 minutes (Hindi)

NOTE:

1. If the candidates do not indicate the medium of **STENOGRAPHY TEST** at the relevant place in the Application Form, the ICAR / Institutes will consider **ENGLISH** as the medium of **STENOGRAPHY TEST** for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
2. There is no exemption from skill test for any category of candidates
3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.
4. VH candidates will be required

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Guidelines on post based rosters instead of vacancy based rosters

POST-BASED ROSTERS INSTEAD OF VACANCY-BASED ROSTERS

**G.I., Dept. of Per. & Trg., O.M. No. 36012/2/96-Estt. (Res.),
dated the 2nd July, 1997**

The undersigned is directed to say that under the existing instructions, vacancy-based rosters have been prescribed in order to implement the Government's policy relating to reservation of jobs for the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes. The application of reservation on the basis of these rosters was called into question before Courts. The Constitution Bench of the Supreme Court, in the case of *R.K. Sabharwal v. State of Punjab* as well as *J.C. Mallicks v. Ministry of Railways* has held that the reservation of jobs for the backward classes SC/ST/OBC should apply to **posts** and not to **vacancies**. **The Court further held that the vacancy-based rosters can operate only till such time as the representation of persons belonging to the reserved categories, in a cadre, reaches the prescribed percentages of reservation.** Thereafter, the rosters cannot operate and vacancies released by retirement, resignation, promotion, etc., of the persons belonging to the general and the reserved categories are to be filled by appointment of persons from the respective category so that the prescribed percentage of reservation is maintained.

2. The Court also held that persons belonging to the reserved categories, who are appointed on the basis of merit — and not on account of reservation — are not to be counted towards the quota meant for reservation.

3. With a view to bringing the policy of reservation in line with the law laid down by the Supreme Court, it has been decided that the existing 200-point, 40-point and 120-point **vacancy-based** rosters shall be replaced by **post-based** rosters. All Ministries/Departments and concerned authorities are requested to prepare the respective rosters based on the principles elaborated in the Explanatory Notes given in Annexure-I to this OM and illustrated in the Model Rosters annexed to this OM as Annexures-II, III and IV. Similarly, the concerned authorities may prepare rosters to replace the existing 100-point rosters in respect of local recruitment to Groups 'C' & 'D' posts on the basis of the same principles.

4. The principles for preparing the rosters elaborated upon in the Explanatory Notes are briefly recapitulated 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 on 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 Annexures-II, III & IV) for cadre strength up to 13 posts may be followed. The principles of operating these rosters are explained in the explanatory notes.

5. At the stage of initial operation of a roster, it will be necessary to adjust the existing appointments in the roster. This will also help in identifying the excesses/shortages, if any, in the respective categories in the cadre. This may be done starting from the earliest appointment and making an appropriate remark — “utilized by SC/ST/OBC/Gen.”, as the case may be, against each point in the rosters as explained in the explanatory notes appended to the model rosters. In making these adjustments, appointments of candidates belonging to SCs/STs/OBCs which were made on merit (and not due to reservation) are not to be counted towards reservation so far as direct recruitment is concerned. In other words, they are to be treated as General category appointments.

6. Excess, if any, would be adjusted through future appointments and the existing appointments would not be disturbed.

7. All Ministries/Departments are requested to initiate immediate action to prepare rosters and operate them according to these guidelines.

8. The existing orders on the subject are deemed to have been amended to the extent herein.

9. These orders shall take effect from the date of their issue. However, where selections have already been finalized, they need not be disturbed and the necessary adjustments in such cases may be made in future. In other cases, recruitment may be withheld till the revised rosters are brought into operation and recruitment effected in accordance with these instructions.

ANNEXURE-I

O.M. No. 36012/2/96-Estt. (Res.), dated 2-7-1997

EXPLANATORY NOTES.—

Principles for making and operating post-based rosters

1. As hitherto, these rosters are only an aid to determine the entitlement of different categories with regard to the quota reserved for them. They are not to determine seniority.

2. The model rosters have been drawn up keeping in mind two fundamental principles — the reservation for the entitled categories is to be kept within the prescribed percentage of reservation and the total reservation should in no case exceed 50% of the cadre.

3. There should be separate rosters for direct recruitment and for promotions where reservation in promotion applies.

4. The number of points in each roster shall be equal to the number of posts in a cadre.

5. While cadre is generally to be construed as the number of posts in a particular grade, for the purpose of preparation of roster, it shall comprise posts required to be filled by a particular mode of recruitment in terms of the applicable Recruitment Rules. To illustrate, in a cadre comprising 200 posts, where the Recruitment Rules prescribe a ratio of 50:50 for direct recruitment and promotions, the roster for direct recruitment shall have 100-points and that for promotion shall have 100-points — thus making a total of 200.

6. As indicated in the model roster, the method for making a roster is to multiply each post by the prescribed percentages of reservation for the different reserved categories. The point at which the multiple for a community obtains a complete number or oversteps the number is to be reserved for that community — while taking care to evenly space out the different reserved categories. Thus, at point No. 15, in the roster at Annexure-II, both OBC and SC get entitled. However, since earlier reserved point has gone to OBC, point No. 15 has been reserved for SC and point No. 16 for OBC.

7. Since reservation does not apply to transfer/transfer on deputation, where rules prescribe a percentage of posts to be filled by this method, the corresponding proportion of posts should be excluded while drawing up the rosters.

8. It would be noted that at the end of the roster, "squeezing" has been done for the reserved categories to reach the number of posts to be reserved for them without violating the 50% limit laid down by the Courts. While drawing up rosters, the cadre controlling authorities should similarly "squeeze" the last points of the roster. Such squeezing may not, however, be done where it would violate the rule of 50%.

9. Whenever there is any increase or decrease in the cadre strength, the roster shall be correspondingly expanded or contracted. The same will also apply whenever there is a change in Recruitment Rules which affects the proportion of posts to be filled by a particular mode of recruitment.

10. The roster is to be operated on the principle of replacement and not as a "running account" as hitherto. In other words, the points at which reservation for different categories applies are fixed as per the roster and vacancies caused by retirement, etc., of persons occupying those points shall be filled by appointment of persons of the respective categories.

11. While operating the roster, persons belonging to communities for whom reservation has been made, but who were appointed on merit and not owing to reservation, should not be shown against reserved points. They will occupy the unreserved points.

12. In the case of small cadres (up to 13 posts), all the posts shall be earmarked on the same pattern as in the model post-based rosters. Initial recruitment against these posts shall be by the category for which the post is earmarked. Replacement of incumbents of posts shall be by rotation as shown horizontally against the cadre strength as applicable. While operating the relevant roster, care will have to be taken to ensure that on no occasion the percentage of reserved category candidates exceed 50%. If such a situation occurs at any time, the relevant reserved point occurring as a result of rotation will be skipped.

Initial Operation

1. At the point of initial operation of the roster, it will be necessary to determine the actual representation of the incumbents belonging to different categories in a cadre *vis-a-vis* the points earmarked for each category viz., SC/ST/OBC and General in the roster. This may be done by plotting the appointments made against each point of roster starting with the earliest appointee. Thus, if the earlier appointee in the cadre happens to be a candidate belonging to the Scheduled Castes, against point No. 1 of the roster, the remark "utilized by SC" shall be entered. If the next appointee is a General category candidate, the remark "utilized by General category" shall be made

against point No. 2: and so on and so forth till all appointments are adjusted in the respective rosters. In making these adjustments, SC/ST/OBC candidates on merit, in direct recruitment, shall be treated as General category candidates.

2. After completing the adjustments as indicated above, a tally should be made to determine the actual percentages of representation of appointees belonging to the different categories in the cadre. If there is an excess representation of any of the reserved categories, or if the total representation of the reserved categories exceeds 50%, it shall be adjusted in the future recruitment. Vacancies arising from retirement, etc., of candidates belonging to such categories shall be filled by appointment of candidates belonging to the categories to which the relevant roster points, against which the excesses occur, belong.

3. Since recruitment is generally vacancy-based, it may happen that the actual number of promotees and direct recruits in the cadre does not correspond to the number of posts earmarked in the respective reservation roster. For the purpose of calculations of representation of reserved category in a cadre, total of promotees and direct recruits may be taken. Rectification of the representation as per prescribed percentage by the prescribed mode of recruitment at the earliest possible should however be the goal.

FOR DIRECT RECRUITMENT

Objective :— Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

Sl. No. of Post	Share of entitlement			Category for which the post should be ear-marked	Sl. No. of Post	Share of entitlement			Category for which the post should be ear-marked
	SC @ 15%	ST @ 7.5%	OBC @ 27%			SC @ 15%	ST @ 7.5%	OBC @ 27%	
1.	0.15	0.075	0.27	UR	23.	3.45	1.725	6.21	OBC-6
2.	0.30	0.15	0.54	UR	24.	3.60	1.8	6.48	UR
3.	0.45	0.225	0.81	UR	25.	3.75	1.875	6.75	UR
4.	0.6	0.3	1.08	OBC-1	26.	3.90	1.95	7.02	OBC-7
5.	0.75	0.375	1.35	UR	27.	4.05	2.025	7.29	SC-4
6.	0.90	0.45	1.62	UR	28.	4.20	2.1	7.56	ST-2
7.	1.05	0.525	1.89	SC-1	29.	4.35	2.175	7.83	UR
8.	1.2	0.6	2.16	OBC-2	30.	4.50	2.25	8.1	OBC-8
9.	1.35	0.675	2.43	UR	31.	4.65	2.325	8.37	UR
10.	1.5	0.75	2.7	UR	32.	4.80	2.4	8.64	UR
11.	1.65	0.825	2.97	UR	33.	4.95	2.475	8.91	UR
12.	1.8	0.9	3.24	OBC-3	34.	5.10	2.55	9.18	OBC-9
13.	1.95	0.975	3.51	UR	35.	5.25	2.625	9.55	SC-5
14.	2.1	1.05	3.78	ST-1	36.	5.40	2.7	9.72	UR
15.	2.25	1.125	4.05	SC-2	37.	5.55	2.775	9.99	UR
16.	2.40	1.2	4.32	OBC-4	38.	5.70	2.85	10.26	OBC-10
17.	2.55	1.275	4.59	UR	39.	5.85	2.925	10.53	UR
18.	2.70	1.35	4.86	UR	40.	6.00	3	10.8	ST-3
19.	2.85	1.425	5.13	OBC-5	41.	6.15	3.075	11.07	SC-6
20.	3.00	1.5	5.4	SC-3	42.	6.30	3.15	11.34	OBC-11
21.	3.15	1.575	5.67	UR	43.	6.45	3.225	11.61	UR
22.	3.30	1.65	5.94	UR	44.	6.60	3.3	11.88	UR

Sl. No. of Post	Share of entitlement			Category for which the post should be ear-marked	Sl. No. of Post	Share of entitlement			Category for which the post should be ear-marked
	SC @ 15%	ST @ 7.5%	OBC @ 27%			SC @ 15%	ST @ 7.5%	OBC @ 27%	
45.	6.75	3.375	12.15	OBC-12	76.	11.40	5.7	20.52	UR
46.	6.90	3.45	12.42	UR	77.	11.55	5.775	20.79	UR
47.	7.05	3.525	12.69	SC-7	78.	11.70	5.85	21.06	OBC-21
48.	7.20	3.6	12.96	UR	79.	11.85	5.925	21.33	UR
49.	7.35	3.675	13.23	OBC-13	80.	12.00	6	21.6	ST-6
50.	7.50	3.75	13.5	UR	81.	12.15	6.075	21.87	SC-12
51.	7.65	3.825	13.77	UR	82.	12.30	6.15	22.14	OBC-22
52.	7.80	3.9	14.04	OBC-14	83.	12.45	6.225	22.41	UR
53.	7.95	3.975	14.31	UR	84.	12.60	6.3	22.68	UR
54.	8.10	4.05	14.58	SC-8	85.	12.75	6.375	22.95	UR
55.	8.25	4.125	14.85	ST-4	86.	12.90	6.45	23.22	OBC-23
56.	8.40	4.2	15.12	OBC-15	87.	13.05	6.525	23.49	SC-13
57.	8.55	4.275	15.39	UR	88.	13.20	6.6	23.76	UR
58.	8.70	4.35	15.66	UR	89.	13.35	6.675	24.03	OBC-24
59.	8.85	4.425	15.93	UR	90.	13.50	6.75	24.3	UR
60.	9.00	4.5	16.2	OBC-16	91.	13.65	6.825	24.57	UR
61.	9.15	4.575	16.47	SC-9	92.	13.80	6.9	24.84	UR
62.	9.30	4.65	16.74	UR	93.	13.95	6.975	25.11	OBC-25
63.	9.45	4.725	17.01	OBC-17	94.	14.10	7.05	25.38	SC-14
64.	9.60	4.8	17.28	UR	95.	14.25	7.125	25.65	ST-7
65.	9.75	4.875	17.55	UR	96.	14.40	7.2	25.92	UR
66.	9.90	4.95	17.82	UR	97.	14.55	7.275	26.19	OBC-26
67.	10.05	5.025	18.09	OBC-18	98.	14.70	7.35	26.46	UR
68.	10.20	5.1	18.36	SC-10	99.	14.85	7.425	26.73	SC-15*
69.	10.35	5.175	18.63	ST-5	100.	15.00	7.5	27	OBC-27*
70.	10.50	5.25	18.9	UR	101.	15.15	7.575	27.27	UR
71.	10.65	5.325	19.17	OBC-19	102.	15.30	7.65	27.54	UR
72.	10.80	5.4	19.44	UR	103.	15.45	7.725	27.81	UR
73.	10.95	5.475	19.71	UR	104.	15.60	7.80	28.08	OBC-28
74.	11.10	5.55	19.98	SC-11	105.	15.75	7.875	28.35	UR
75.	11.25	5.625	20.25	OBC-20					

Sl. No. of Post	Share of entitlement			Category for which the post should be earmarked	Sl. No. of Post	Share of entitlement			Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%			SC @ 15%	ST @ 7.5%	OBC @ 27%	
106.	15.90	7.95	28.62	UR	136.	20.40	10.20	36.72	ST-10
107.	16.05	8.025	28.89	SC-16	137.	20.55	10.275	36.99	UR
108.	16.2	8.10	29.43	ST-8	138.	20.70	10.35	37.26	OBC-37
109.	16.35	8.175	29.43	OBC-29	139.	20.85	10.425	37.53	UR
110.	16.50	8.25	29.70	UR	140.	21	10.50	37.80	SC-21
111.	16.65	8.325	29.97	UR	141.	21.15	10.575	38.07	OBC-38
112.	16.80	8.40	30.24	OBC-30	142.	21.30	10.65	38.34	UR
113.	16.95	8.475	30.51	UR	143.	21.45	10.725	38.61	UR
114.	17.10	8.55	30.78	SC-17	144.	21.60	10.80	38.88	UR
115.	17.25	8.625	31.05	OBC-31	145.	21.75	10.875	39.15	OBC-39
116.	17.40	8.70	31.32	UR	146.	21.90	10.95	39.42	UR
117.	17.55	8.775	31.59	UR	147.	22.05	11.025	39.69	SC-22
118.	17.70	8.85	31.86	UR	148.	22.20	11.10	39.96	ST-11
119.	17.85	8.925	32.13	OBC-32	149.	22.35	11.175	40.23	OBC-40
120.	18	9	32.40	ST-9	150.	22.50	11.25	40.50	UR
121.	18.15	9.075	32.67	SC-18	151.	22.65	11.325	40.77	UR
122.	18.30	9.15	32.94	UR	152.	22.80	11.40	41.04	OBC-41
123.	18.45	9.225	33.21	OBC-33	153.	22.95	11.475	41.31	UR
124.	18.60	9.30	33.48	UR	154.	23.10	11.55	41.58	SC-23
125.	18.75	9.375	33.75	UR	155.	23.25	11.625	41.85	UR
126.	18.90	9.45	34.02	OBC-34	156.	23.40	11.70	42.12	OBC-42
127.	19.05	9.525	34.29	SC-19	157.	23.55	11.775	42.39	UR
128.	19.20	9.60	34.56	UR	158.	23.70	11.85	42.66	UR
129.	19.35	9.675	34.83	UR	159.	23.85	11.925	42.93	UR
130.	19.50	9.75	35.10	OBC-35	160.	24	12	43.20	ST-12
131.	19.65	9.825	35.37	UR	161.	24.15	12.075	43.47	OBC-43
132.	19.80	9.90	35.64	UR	162.	24.30	12.15	43.74	SC-24
133.	19.95	9.975	35.91	UR	163.	24.45	12.225	44.01	OBC-44
134.	20.10	10.05	36.18	OBC-36	164.	24.60	12.30	44.28	UR
135.	20.25	10.125	36.45	SC-20	165.	24.75	12.375	44.55	UR

Sl. No. of Post	Share of entitlement			Category for which the post should be ear-marked	Sl. No. of Post	Share of entitlement			Category for which the post should be ear-marked
	SC @ 15%	ST @ 7.5%	OBC @ 27%			SC @ 15%	ST @ 7.5%	OBC @ 27%	
166.	24.90	12.45	44.82	UR	184.	27.60	13.80	49.68	UR
167.	25.05	12.525	45.09	OBC-45	185.	27.75	13.875	49.95	UR
168.	25.20	12.60	45.36	SC-25	186.	27.90	13.95	50.22	OBC-50
169.	25.35	12.675	45.63	UR	187.	28.05	14.025	50.49	SC-28
170.	25.50	12.75	45.90	UR	188.	28.20	14.10	50.76	ST-14
171.	25.65	12.825	46.17	OBC-46	189.	28.35	14.175	51.03	OBC-51
172.	25.80	12.90	46.44	UR	190.	28.50	14.25	51.30	UR
173.	25.95	12.975	46.71	UR	191.	28.65	14.325	51.57	UR
174.	26.10	13.05	46.98	SC-26	192.	28.80	14.40	51.84	UR
175.	26.25	13.125	47.25	ST-13	193.	28.95	14.475	52.11	OBC-52
176.	26.40	13.20	47.52	OBC-47	194.	29.10	14.55	52.38	SC-29
177.	26.55	13.275	47.79	UR	195.	29.25	14.625	52.65	UR
178.	26.70	13.35	48.06	OBC-48	196.	29.40	14.70	52.92	UR
179.	26.85	13.425	48.33	UR	197.	29.55	14.775	53.19	OBC-53
180.	27	13.50	48.60	SC-27	198.	29.70	14.85	53.46	ST-15*
181.	27.15	13.575	48.87	UR	199.	29.85	14.925	53.73	SC-30*
182.	27.30	13.65	49.14	OBC-49	200.	30	15	54	OBC-54
183.	27.45	13.725	49.41	UR					

* To allot requisite number of posts without violating rule of 50%.

APPENDIX TO ANNEXURE-II
DIRECT RECRUITMENT ON ALL INDIA BASIS
BY OPEN COMPETITION

Model Roster for cadre strength up to 13 posts

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	UR	ST					
7.	SC	OBC	UR	UR	UR	OBC	UR	ST						
8.	OBC	UR	UR	UR	OBC	UR	ST							
9.	UR	UR	UR	OBC	UR	ST								
10.	UR	UR	OBC	UR	ST									
11.	UR	OBC	UR	ST										
12.	OBC	UR	ST											
13.	UR	ST												

- NOTE.— 1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like "L".
2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

ANNEXURE-III
FOR PROMOTION

Objective :— Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it.

**MODEL ROSTER OF RESERVATION WITH
REFERENCE TO POSTS**

Sl. No. of Post	Share of entitlement		Category for which the post should be ear- marked	Sl. No. of Post	Share of entitlement		Category for which the post should be ear- marked
	SC @ 15%	ST @ 7.5%			SC @ 15%	ST @ 7.5%	
1.	0.15	0.075	UR	25.	3.75	1.875	UR
2.	0.30	0.15	UR	26.	3.90	1.95	UR
3.	0.45	0.225	UR	27.	4.05	2.025	SC-4
4.	0.6	0.3	UR	28.	4.20	2.1	ST-2
5.	0.75	0.375	UR	29.	4.35	2.175	UR
6.	0.90	0.45	UR	30.	4.50	2.25	UR
7.	1.05	0.525	SC-1	31.	4.65	2.325	UR
8.	1.2	0.6	UR	32.	4.80	2.4	UR
9.	1.35	0.675	UR	33.	4.95	2.475	UR
10.	1.5	0.75	UR	34.	5.10	2.55	UR
11.	1.65	0.825	UR	35.	5.25	2.625	SC-5
12.	1.8	0.9	UR	36.	5.40	2.7	UR
13.	1.95	0.975	UR	37.	5.55	2.775	UR
14.	2.1	1.05	ST-1	38.	5.70	2.85	UR
15.	2.25	1.125	SC-2	39.	5.85	2.925	UR
16.	2.40	1.2	UR	40.	6.00	3	ST-3
17.	2.55	1.275	UR	41.	6.15	3.075	SC-6
18.	2.70	1.35	UR	42.	6.30	3.15	UR
19.	2.85	1.425	UR	43.	6.45	3.225	UR
20.	3.0	1.5	SC-3	44.	6.60	3.3	UR
21.	3.15	1.575	UR	45.	6.75	3.375	UR
22.	3.30	1.65	UR	46.	6.90	3.45	UR
23.	3.45	1.725	UR	47.	7.05	3.525	SC-7
24.	3.60	1.8	UR	48.	7.20	3.6	UR

Sl. No. of Post	Share of entitlement		Category for which the post should be ear- marked	Sl. No. of Post	Share of entitlement		Category for which the post should be ear- marked
	SC @ 15%	ST @ 7.5%			SC @ 15%	ST @ 7.5%	
49.	7.35	3.675	UR	80.	12.00	6	ST-6
50.	7.50	3.75	UR	81.	12.15	6.075	SC-12
51.	7.65	3.825	UR	82.	12.30	6.15	UR
52.	7.80	3.9	UR	83.	12.45	6.225	UR
53.	7.95	3.975	UR	84.	12.60	6.3	UR
54.	8.10	4.05	SC-8	85.	12.75	6.375	UR
55.	8.25	4.125	ST-4	86.	12.90	6.45	UR
56.	8.40	4.2	UR	87.	13.05	6.525	SC-13
57.	8.55	4.275	UR	88.	13.20	6.6	UR
58.	8.70	4.35	UR	89.	13.35	6.675	UR
59.	8.85	4.425	UR	90.	13.50	6.75	UR
60.	9.00	4.5	UR	91.	13.65	6.825	UR
61.	9.15	4.575	SC-9	92.	13.80	6.9	UR
62.	9.30	4.65	UR	93.	13.95	6.975	UR
63.	9.45	4.725	UR	94.	14.10	7.05	SC-14
64.	9.60	4.8	UR	95.	14.25	7.125	ST-7
65.	9.75	4.875	UR	96.	14.40	7.2	UR
66.	9.90	4.95	UR	97.	14.55	7.275	UR
67.	10.05	5.025	UR	98.	14.70	7.35	UR
68.	10.20	5.1	SC-10	99.	14.85	7.425	SC-15*
69.	10.35	5.175	ST-5	100.	15.00	7.5	UR
70.	10.50	5.25	UR	101.	15.15	7.575	UR
71.	10.65	5.325	UR	102.	15.30	7.65	UR
72.	10.80	5.4	UR	103.	15.45	7.725	UR
73.	10.95	5.475	UR	104.	15.60	7.80	UR
74.	11.10	5.55	SC-11	105.	15.75	7.875	UR
75.	11.25	5.625	UR	106.	15.90	7.95	UR
76.	11.40	5.7	UR	107.	16.05	8.025	SC-16
77.	11.55	5.775	UR	108.	16.2	8.10	ST-8
78.	11.70	5.85	UR	109.	16.35	8.175	UR
79.	11.85	5.925	UR	110.	16.50	8.25	UR

Sl. No. of Post	Share of entitlement		Category for which the post should be ear- marked	Sl. No. of Post	Share of entitlement		Category for which the post should be ear- marked
	SC @ 15%	ST @ 7.5%			SC @ 15%	ST @ 7.5%	
111.	16.65	8.325	UR	142.	21.30	10.65	UR
112.	16.80	8.40	UR	143.	21.45	10.725	UR
113.	16.95	8.475	UR	144.	21.60	10.80	UR
114.	17.10	8.55	SC-17	145.	21.75	10.875	UR
115.	17.25	8.625	UR	146.	21.90	10.95	UR
116.	17.40	8.70	UR	147.	22.05	11.025	SC-22
117.	17.55	8.775	UR	148.	22.20	11.10	ST-11
118.	17.70	8.85	UR	149.	22.35	11.175	UR
119.	17.85	8.925	UR	150.	22.50	11.25	UR
120.	18	9	ST-9	151.	22.65	11.325	UR
121.	18.15	9.075	SC-18	152.	22.80	11.40	UR
122.	18.30	9.15	UR	153.	22.95	11.475	UR
123.	18.45	9.225	UR	154.	23.10	11.55	SC-23
124.	18.60	9.30	UR	155.	23.25	11.625	UR
125.	18.75	9.375	UR	156.	23.40	11.70	UR
126.	18.90	9.45	UR	157.	23.55	11.775	UR
127.	19.05	9.525	SC-19	158.	23.70	11.85	UR
128.	19.20	9.60	UR	159.	23.85	11.925	UR
129.	19.35	9.675	UR	160.	24	12	ST-12
130.	19.50	9.75	UR	161.	24.15	12.075	UR
131.	19.65	9.825	UR	162.	24.30	12.15	SC-24
132.	19.80	9.90	UR	163.	24.45	12.225	UR
133.	19.95	9.975	UR	164.	24.60	12.30	UR
134.	20.10	10.05	UR	165.	24.75	12.375	UR
135.	20.25	10.125	SC-20	166.	24.90	12.45	UR
136.	20.40	10.20	ST-10	167.	25.05	12.525	UR
137.	20.55	10.275	UR	168.	25.20	12.60	SC-25
138.	20.70	10.35	UR	169.	25.35	12.675	UR
139.	20.85	10.425	UR	170.	25.50	12.75	UR
140.	21	10.50	SC-21	171.	25.65	12.825	UR
141.	21.15	10.575	UR	172.	25.80	12.90	UR

Sl. No. of Post	Share of entitlement		Category for which the post should be ear- marked	Sl. No. of Post	Share of entitlement		Category for which the post should be ear- marked
	SC @ 15%	ST @ 7.5%			SC @ 15%	ST @ 7.5%	
173.	25.95	12.975	UR	187.	28.05	14.025	SC-28
174.	26.10	13.05	SC-26	188.	28.20	14.10	ST-14
175.	26.25	13.125	ST-13	189.	28.35	14.175	UR
176.	26.40	13.20	UR	190.	28.50	14.25	UR
177.	26.55	13.275	UR	191.	28.65	14.325	UR
178.	26.70	13.35	UR	192.	28.80	14.40	UR
179.	26.85	13.425	UR	193.	28.95	14.475	UR
180.	27	13.50	SC-27	194.	29.10	14.55	SC-29
181.	27.15	13.575	UR	195.	29.25	14.625	UR
182.	27.30	13.65	UR	196.	29.40	14.70	UR
183.	27.45	13.725	UR	197.	29.55	14.775	UR
184.	27.60	13.80	UR	198.	29.70	14.85	ST-15*
185.	27.75	13.875	UR	199.	29.85	14.925	SC-30*
186.	27.90	13.95	UR	200.	30	15	UR

* To allot requisite number of posts without violating rule of 50%.

APPENDIX TO ANNEXURE-III

Model Roster for promotion for cadre strength up to 13 posts

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2.	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	ST
3.	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	UR	ST
4.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
6.	UR	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
7.	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
8.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
9.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
10.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
11.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
12.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
13.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST

- NOTE.— 1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like “L”.
2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

ANNEXURE-IV
FOR DIRECT RECRUITMENT

*Objective:—*Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it

**MODEL ROSTER OF RESERVATION WITH
REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL
INDIA BASIS OTHERWISE THAN BY OPEN COMPETITION**

Sl. No. of Post	Share of entitlement			Category for which the post should be ear- marked	Sl. No. of Post	Share of entitlement			Category for which the post should be ear- marked
	SC @ 16.66%	ST @ 7.5%	OBC @ 25.84%			SC @ 16.66%	ST @ 7.5%	OBC @ 25.84%	
1.	0.166	0.075	0.258	UR	24.	3.984	1.800	6.192	OBC-6
2.	0.332	0.150	0.516	UR	25.	4.150	1.875	6.480	SC-4
3.	0.498	0.225	0.774	UR	26.	4.316	1.950	6.708	UR
4.	0.664	0.300	1.032	OBC-1	27.	4.482	2.025	6.966	ST-2
5.	0.830	0.375	1.290	UR	28.	4.648	2.100	7.224	OBC-7
6.	0.996	0.450	1.548	UR	29.	4.814	2.175	7.482	UR
7.	1.162	0.525	1.806	SC-1	30.	4.980	2.250	7.740	UR
8.	1.328	0.600	2.064	OBC-2	31.	5.146	2.325	7.998	SC-5
9.	1.494	0.675	2.322	UR	32.	5.312	2.400	8.256	OBC-8
10.	1.660	0.750	2.580	UR	33.	5.478	2.475	8.514	UR
11.	1.826	0.825	2.838	UR	34.	5.644	2.550	8.772	UR
12.	1.992	0.900	3.096	OBC-3	35.	5.810	2.625	9.030	OBC-9
13.	2.158	0.975	3.354	SC-2	36.	5.976	2.700	9.288	UR
14.	2.324	1.050	3.612	ST-1	37.	6.142	2.775	9.546	SC-6
15.	2.490	1.125	3.870	UR	38.	6.308	2.850	9.804	UR
16.	2.656	1.200	4.128	OBC-4	39.	6.474	2.925	10.062	OBC-10
17.	2.822	1.275	4.386	UR	40.	6.640	3.000	10.320	ST-3
18.	2.988	1.350	4.644	UR	41.	6.806	3.075	10.578	UR
19.	3.154	1.425	4.902	SC-3	42.	6.972	3.150	10.836	UR
20.	3.320	1.500	5.160	OBC-5	43.	7.138	3.225	11.094	SC-7
21.	3.486	1.575	5.418	UR	44.	7.304	3.300	11.352	OBC-11
22.	3.652	1.650	5.676	UR	45.	7.470	3.375	11.610	UR
23.	3.818	1.725	5.934	UR	46.	7.636	3.450	11.868	UR

APPENDIX TO ANNEXURE-IV

Roster for Direct Recruitment otherwise than through
Open Competition for cadre strength up to 13 posts

REPLACEMENT NO.

Cadre Strength	Initial Recruit- ment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	SC	ST					
7.	SC	OBC	UR	UR	UR	OBC	SC	ST						
8.	OBC	UR	UR	UR	OBC	SC	ST							
9.	UR	UR	UR	OBC	SC	ST								
10.	UR	UR	OBC	SC	ST									
11.	UR	OBC	SC	ST										
12.	OBC	SC	ST											
13.	SC	ST												

- NOTE.— 1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like “L”.
2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

**CLARIFICATIONS REGARDING POST-BASED
RESERVATION ROSTERS**

**(1) C. & A.G., Cir. No. 9/NGE/98 No. 108/NGE (App.)/3-97,
dated 23-1-1998**

Consequent on issue of Government of India, Department of Personnel & Training O.M. No. 36012/2/96-Estt. (Res.), dated 2-7-1997 under Headquarters Circular letter No. 27/NGE/97/1082- NGE(App.)/3-97, dated 10-9-1997 on the above subject, various doubts were raised by the field offices on the operation of the post-based revised reservation rosters.

The doubts are clarified herewith in consultation with the Department of Personnel & Training in the enclosed Annexure.

ANNEXURE

**DOUBTS & CLARIFICATIONS IN RESPECT OF MAINTENANCE OF POST-BASED REVISED RESERVATION ROSTERS
[REF. DoP & T, O.M. No. 36012/2/96-Estt. (RES.) DATED 2-7-1997]**

Doubts	Clarifications
1. Whether the new revised rosters will be effective from the panel year 1998, i.e., 1-1-1998 and whether the concept of 'panel year' and 'cut off date' (1st October of the panel year) will continue to be applicable?	Government orders on post-based rosters are effective from July 2, 1997. Recruitments/promotions made on or after July 2, 1997 have to be based on post-based rosters. The existing concept of 'panel year' and 'cut off date' will continue to be applicable.
2. Whether combined rosters for Senior AO: AO/AAO: SO/ Senior Auditor: Auditor/Senior Accountant : Accountant cadres taking into account the combined strength of higher and lower cadres are to be maintained or separate rosters for higher and lower cadres are to maintained?	As the posts of Senior AO/ AAO/Senior Auditor/Senior Accountant are promotional posts for AO/SO/Auditor/ Accountant respectively, separate rosters are to be maintained for lower and higher posts. For preparing the roster, the total strength borne on each lower and higher cadre will be taken into account. The rosters may have to be expanded/ contracted depending upon the increase/ decrease in the strength.

Doubts	Clarifications
3. (a) How the excess persons over sanctioned strength (due to deputation, etc.) in a cadre are to be shown in the roster?	Roster is to be prepared taking into account the total strength of the cadre.
(b) Whether the reserved category persons working above the sanctioned strength will also count towards determining the representation of those reserved categories?	Yes.
(c) How the excess of SC/ST over their required percentages in a cadre is to be shown in the roster at the time of its initial operation?	Roster is to be prepared as per 3 (a) above and the incumbents are to be plotted against each point of the roster as explained in Annexure-I of DoP & T, O.M. dated 2-7-1997. The excess representation of SC/ST, if any, would be adjusted in future appointments as per Para. 2 of caption 'Initial Operation' of Annexure-I ibid.
(d) Whether in a cadre where number of reserved category candidates are less than their required percentages, only reserved category candidates should be filled till such time their prescribed percentage are reached?	While filling up the reserved category posts as per their prescribed percentages, the limit of 50% reservation in a year in each cadre will have to be kept in view.
4. Whether existing quantum of reservation as per regional percentages would continue or it is to be revised as 15% for SC, 7½ % for ST and 27% for OBCs as shown in Annexure-II of DoP&T, O.M., dated 2-7-1997?	In the cases of direct recruitment, the existing quantum of reservation as per regional percentages applicable to different States/ Union Territories and shown in Annexure-II of DoP & T, O.M. No. 36012/ 22/93-Estt. (SCT), dated 29-12-1993 would continue to be applicable.
5. (a) Reserved category candidates appointed through direct recruitment on the basis of their own merit are not to be counted against reserved points. Does it apply to promotion cases also?	No

Doubts	Clarifications
(b) Whether reserved category candidates recruited on the basis of their own merit and treated as unreserved will be allowed the benefits of reservation in promotion to next higher post?	Treating a reserved category candidate as unreserved does not take away his/her status as belonging to reserved category. In future promotion, such candidate would retain his/her caste status and will be allowed the benefits of reservation accordingly.
(c) Whether a seniormost official in a cadre belonging to reserved category considered fit for promotion on seniority-cum-fitness basis will be promoted to higher post despite excess representation of such reserved category in that higher post? Also, whether he would be shown against unreserved point in the roster?	Yes, but he would be shown against reserved category to which he belongs for the purpose of future adjustment.
(d) Whether 50% limit on reservation would apply in the cases of reserved category candidates who are selected on their own merit in recruitment/promotion?	In the cases of direct recruitment, 50% limit on reservation will be computed excluding such cases. But in promotion, they will be taken into account for determining the limit of 50%.
6. Whether separate rosters for selection and non-selection posts are to be maintained?	Yes, separate rosters for selection and non-selection posts are to be maintained.
7. (a) How the total representation of reserved categories in a cadre is to be determined when the percentage of reservation in promotion and in direct recruitment are different?	Representation of each reserved category is first to be determined separately as per the prescribed percentages of reservation applicable to different methods of appointment, i.e., promotion and direct recruitment and then the total representation of respective reserved category in the cadre is to be worked out (See illustration No.1.)

Doubts	Clarifications
(b) How the excess persons working against promotion quota in a cadre having both methods of appointment, i.e., promotion and direct recruitment are to be adjusted in the roster at the initial stage and thereafter?	Under the existing vacancy-based Recruitment Rules, number of posts in a particular quota is not specified and as such there is no question of adjustment of excess or less number of persons in a particular quota. Separate rosters are to be prepared for different methods of appointment taking into account the strength of incumbents coming under a particular method of appointment.
Whether promotion is to be stopped till the prescribed quota is reached?	Promotions will continue to be made on the basis of available vacancies and their allocation as per Recruitment Rules.
(c) How the excess or less representation of a reserved category (or categories) in separate methods of appointment in a cadre are to be adjusted?	The representation of respective reserved categories should not exceed the prescribed percentages, as worked out in Sl. No. 7 (a), taking into account their combined representation in direct recruitment as well as promotion. Adjustments of representation of reserved categories between different methods of appointment in a cadre may be effected accordingly.
(d) Whether present 20-point roster maintained for equitable distribution of direct recruits and promotees would continue?	Yes, it would continue.
8. How the backlog of SC/ST/OBCs is to be cleared through future recruitments in view of the 50% limitation on recruitment and the total reservation limit being 50% of the posts?	Backlog of SC/ST/OBCs is to be determined afresh as per the revised post-based rosters. Vacancies against reserved points will continue to be filled keeping in view the limit of 50% reservation on total vacancies being filled in a panel year.

Doubts	Clarifications
9. (a) Whether the existing practice of dereservation would continue in the cases of non-availability of eligible reserved category candidates or the reserved points in the roster are to be kept unfilled till eligible candidates of reserved category become available?	Yes, the practice of dereservation would continue.
	Detailed instructions in this regard will follow.
(b) Whether the carried-forward reserved vacancies would be considered in fresh panels or would lapse due to implementation of post-based revised rosters?	The reserved vacancies are to be determined afresh on the basis of post-based revised rosters and are to be carried forward for future adjustments.
(c) Whether the existing practice of exchange between SC and ST would continue?	Yes.
(d) Whether restriction of not more than 50% of vacancies to be filled in a recruitment year by reserved categories would continue to be applicable?	Yes.
(e) Whether provisions contained in DoP&T O.M. No. 14017/30/89-Estt. (RR), dated 10-7-1990 regarding temporary diversion of reserved vacancies falling in promotion quota to direct recruitment quota in the case of non-availability of eligible SC/ST persons in the feeder cadre would continue to be applicable?	Yes.
10. Whether the instructions contained in DoP&T OM, dated 2-7-1997 regarding grouping of posts of small cadres up to 13 posts are applicable to promotional cadres also and whether separate rosters are to be prepared for cadres having strength of less than 13 posts?	Grouping of isolated individual posts and small cadres for the purpose of reservation orders is permissible only in the cases of direct recruitment and not in the posts filled by promotion. However, notwithstanding the instructions on grouping of posts, it would be advisable to maintain separate rosters for each small cadre as per the

Doubts	Clarifications
11. (a) How the cases of appointment to Peon's post by transfer of Chowkidar / Farash / Waterman/ Safaiwala are to be treated in the roster?	model/instructions contained in DoP&T OM, dated 2-7-1997.
(b) Whether a combined roster for various Group 'D' posts may be maintained since maintenance of separate roster for the post of Safaiwala may leave a large number of general category posts vacant?	Since reservation is not applicable to appointments by transfer, the cadre strength of Peon for the purpose of maintenance of roster would exclude the number of posts filled by such transfer.
12. How the vacancies in a cadre earmarked for deputations/promotions/compassionate appointments/sports quota appointments, where categories to which persons would belong are not known, would be filled by appointments of persons of respective categories?	Separate rosters are to be maintained for each Group 'D' post. In the case of appointment to the post of Safaiwala, since persons belonging to reserved categories but selected on their own merit are not to be treated as belonging to reserved categories, the posts meant for general category will not remain vacant.
13. Whether the existing system of determining the seniority of promotees <i>vis-a-vis</i> direct recruits in the cadres of Auditor/ Accountant/Clerk with the help of a 20-point roster would continue?	Appointments to a cadre from whatever source are to be made against available vacancies in respective categories.
14. (a) Whether the Staff Selection Commission, with whom the requisition has already been placed on the basis of existing vacancy-based reservation roster should be asked not to sponsor candidates in view of the revised instructions?	Yes. The candidates sponsored by SSC against the requisition sent earlier may be appointed but adjusted against the revised roster.

Doubts	Clarifications
(b) Whether the appointments to be made against the dossiers received from SSC on the basis of earlier indents are to be taken to existing roster which will be closed on 31-12-1997?	Yes.
15. Whether leave reserve not exceeding 10% of the sanctioned strength of each cadre is to be taken into account while determining reservations for each category in that cadre?	Yes, as clarified at Sl. Nos. 2 and 3 (a).
16. Whether the caste status of existing staff should be called to ascertain the representation of OBC category in each cadre?	Reservation for OBCs is not applicable to posts filled by promotion. In the cadres having element of direct recruitment, present staff belonging to OBCs but recruited prior to 8-9-1993 (date of effect of reservation for OBCs) are to be treated as General category candidates. Staff recruited on or after 8-9-1993 against reservation for OBCs are only to be counted against representation of OBCs in a cadre.
17. Whether the instructions on post-based reservation rosters are also applicable in the cases of promotion from Group 'C' to Group 'B' posts and within Group 'B' posts?	Yes, the instructions are applicable to recruitments/ promotions made in all the Groups.
18. Is fraction of reservation less than 0.5 to be ignored and 0.5 or more to be taken as 1?	While preparing a roster, the squeezing of last reserved points may be done as clarified in Para. 8 of Annexure-I of DoP & T O.M., dated 2-7-1997.

ILLUSTRATION [I]
ACCOUNTANT'S CADRE

		Direct rectt. Quota	Seniority Quota	Exam. Quota
		33- $\frac{10}{3}$ %	33- $\frac{10}{3}$ %	33- $\frac{10}{3}$ %
Sanctioned posts	286	95	96	95
Persons-in-position	256	43	68	145
Vacancies	(-) 30			
No. of vacancies likely to arise on account of promotion as Senior Accountant	(-) 20	(-) 05	(-) 05	(-) 10
Total vacancies to be filled during 1998 (Allocation as per 20-point roster)	50	15	18	17
*No. of posts to be operated by three channels	286	53	81	152

**(A) Reservation Roster
for Direct Recruitment**

Regional % of reservation for the State 'X'					
21 SC/1 ST/27 OBC		SC	ST	OBC	UR
Total Posts	53	11	01	14	27
PIP	43	13	-	09	21
Net reservation		(+) 02	(-) 01	(-) 05	

**(B) Reservation Roster
for Seniority Quota**

		SC	ST	UR
Total Posts*	81	12	06	63
PIP	68	14	04	50
Net reservation		(+) 02	(-) 02	

**(C) Reservation Roster
For Exam. Quota**

		SC	ST	UR
Total Posts*	152	23	11	118
PIP	145	30	06	109
Net reservation		(+) 07	(-) 05	

Representation of SC/ST/OBCs in the cadre

	SC	ST	OBCs
(A) Direct Recruitment Promotion	11	01	14
(B) Seniority Quota	12	06	NA
(C) Exam. Quota	23	11	NA

**(2) G.I., Dept. of Posts, New Delhi, Lr. No. 137-10/97- SPB-II,
dated 20-5-1998**

I am directed to invite a kind attention to Department of Personnel and Training Circular No. 36012/2/96-Estt. (Res.), dated 2-7-1997, circulated *vide* this office letter of even number, dated 21-8-1997 regarding preparation and operation of this roster. We have received a large number of references seeking clarification on certain issues relating to post-based roster. The points and clarifications are given in the annexure for guidance and necessary action at your end.

ANNEXURE

A. Preparation of the Post-based Rosters:

Points for clarifications	Clarifications
1. Would an employee belonging to OBC community recruited prior to introduction of OBC reservation scheme, i.e., 8-9-1993 against general quota be treated as an OBC candidate?	Appointment of candidates belonging to SC/ST/OBCs which were made on merit (and not due to reservation) are not to be counted towards reservation so far as direct recruitment is concerned. They will occupy unreserved points. Persons of OBC communities were appointed on merit prior to 8-9-1993. As such, they will occupy unreserved points. [Refer Para. 5, O.M. No. 36012/2/96- Estt. (Res.) and Para. 11 of Annexure-I of the O.M.]
Whether SC/ST/OBC candidates recruited on merit basis will be entitled to promotion under reserved category or not?	The candidates from SC/ST/ category who are recruited on merit basis are to be treated as reserved category candidates for the purpose of promotion as is being done at present.

Points for clarifications	Clarifications
<p>2. Reservation for OBCs was introduced in 1993 only, the prescribed percentage of OBCs has not been reached yet. Hence it is presumed that the new roster can be brought into effect only after prescribed percentage is reached in the case of OBCs.</p>	<p>The vacancy-based rosters are to be replaced by the post-based rosters. The principles for making and operating the post-based rosters are given in Annexure-I. All Departments are to initiate immediate action to prepare and operate the post-based rosters according to the guidelines. [Refer Paras. 3 & 7 of O.M. No. 36012/ 2/96-Estt. (Res.), dated 2-7-1997.]</p>
<p>3. When it is prescribed that vacancies will be filled 50-50% in respect of direct and promotion quota and such recruitment is to be vacancy-based. There are instances where number of posts filled up by direct recruitment get vacated as a result of direct recruits finding jobs elsewhere. As per the present practice, such vacancies are to be divided on 50-50% basis amongst the direct recruitment and promotion categories. If such a practice is adopted, the direct recruitment roster will get shrunk while promotees will have more numbers. It is, therefore, for clarification whether the vacancies to be announced under each category should be based on number of posts remaining unfilled in each category of the roster or present practice should continue notwithstanding the disparity.</p>	<p>The present practice as provided in the Recruitment Rules is to distribute vacancies to direct recruits and promotion quota will continue. The roster for direct recruits and promotees will get shrunk or expanded accordingly. For calculating the representation, the total of the reserved in both the categories may be taken into account. [Kindly refer to Para. 3. under heading Initial Operation of Annexure-I of the O.M. No. 36012/2/96- Estt. (Res.) for calculating representation of reserved category in the cadre].</p>
<p>4. As there is no running account based on the vacancies, there appears to be no need for carry forward points from one year to another, no cycle of points and, therefore, no need for a summary at the end of the year.</p>	<p>Please refer to Para. 10 Annexure-I of OM, dated 2-7-1997 which very clearly stipulates that the roster is to be operated on the principle of replacement and not as a running account.</p>

Points for clarifications	Clarifications
5. Whether the concept of dereservation has been abandoned?	The concept of dereservation will continue in operation.
6. In case of Rules 37 and 38 transfers from one division to another, a vacancy will arise in the lending division and against such vacancy another person of the same category will be recruited, but as per instructions 4 (d) of OM, dated 2-7-1997 such persons are not to be entered into the roster in absorption division such that he will continue to occupy one of the posts without occupying a roster position which will result in excess reservation to the category. Hence appropriate procedure has to be adopted for such persons in the roster in division where he stands transferred rather than ignoring him all together.	Para. 4 (d) of the OM relates to cases where percentage of posts are prescribed to be filled by transfer if deputation/by transfer as a method of Recruitment Rules 37 and 38 are different as they relate to transfer of officials and not to mode of recruitment.
7. Whether unfilled SC/ST points of 1996 under BCR can now be filled up after introduction of post-based reservation?	As per new scheme no rosters are to be observed for BCR/TBOP promotion.
8. How the five vacancies in the SBCO cadre with a strength of 301 may be filled up as the roster at present has excess of 63 OBCs and 3 SCs and a shortfall of 9 STs and 62 OBCs?	The rule of 50% vacancies to be filled up by reservation would apply. Therefore, out of 5, three would go to OC and two to reserved categories. One point each may be provided for the vacancies for which there is a shortfall.
9. Whether the vacancies for which the following action to complete recruitment has already been taken be filled up if: — vacancy has already been declared, — examinations conducted	The orders contained in OM, dated 2-7-1997 take effect from the date of issue. Where selections have been finalized/announced, they need not be disturbed. As long as the select list of candidates has not been

Points for clarifications	Clarifications
10. In the model roster for cadre strength of 13 or below, only two replacements have been shown against Sl. No. 13, i.e., initial recruitment will be UR category and first replacement by ST. What about further replacements against the post 13 in cadre strength 13, the same is not clear.	finalized action, as indicated in the OM, be taken to fill up vacancies.
11. The roster does not indicate method of calculation of vacancies and recruitment against physically handicapped, Ex-Servicemen and sports quota for which percentage is based on vacancies.	Kindly refer to the illustration in Appendix to Annexure-II of the OM, dated 2-7-1997. In case of a cadre having 13 posts, initial recruitment will be as indicated therein and the next will be as indicated in the 1st recruitment. Thereafter, the next replacement would be the same as in case of initial recruitment.
12. It has been mentioned in the new roster circulated by the DoP & T is all India based, whereas regional roster is required to be implemented. Similarly there is variation in the reserved points in 40%-point roster.	There are no points for the physically handicapped, Ex-Servicemen, etc., even in the present roster. Their reservation will continue to be on the basis of vacancies announced in the respective categories and adjusted against the respective communities.
13. It has been mentioned that as per judgment in the <i>Indira Sawhney case</i> the reservations in the matter of promotion are to continue for a period of five years with effect from 16-11-1992. Since the stipulated period is already over, it may be clarified whether the reservations	The rosters indicated in the Annexures of the OM of the DoP & T, dated 2-7-1997 are only for purposes of illustration. The DoP & T has laid down the principles for making and operating post-based roster. Each Circle has to make its own roster on these principles. There is no 40-point roster now. [Kindly refer to Para. 3 of the O.M. No. 36012/ 2/96-Estt. (Res.), dated 2-7-1997]. DoP & T, O.M. No. 36012/18-95-Estt. (Res.) Pt. II, dated 1-8-1997 is being circulated in which it has been decided to continue reservations for SCs/STs as at present in services/posts under the Central Government beyond 15-11-1997 till such time as the representation

Points for clarifications	Clarifications
for SCs/STs in promotion are still in operation or to be discontinued with effect from 17-11-1997.	reaches the prescribed percentages of reservation whereafter the reservation in promotion shall continue to maintain the reservation to the extent of the prescribed percentages for the respective categories.
B. Operation of the Roster:	
14. Are rosters required to be maintained for <i>ad hoc</i> appointments by way of promotions for a period of 45 days or more?	No rosters for <i>ad hoc</i> appointments.
If a Government servant holding a post to be filled by promotion goes on leave, deputation, training, etc., the post can be filled up by promoting an eligible official on the basis of seniority irrespective of the category to which the latter belongs.	The presumption is confirmed.
15. Will separate rosters be required for TBOP/BCR? In which roster will the TBOP/BCR officials be indicated?	For TBOP/BCR, there will be no need to maintain separate rosters as the promotions are not post-based. Hence, the rosters may be maintained for LSG (norm-based posts) only in the Division. For HSG-II and HSG-I norm-based posts, rosters may be maintained at Circle Level.
16. Question of continuation of relaxed norms for filling up of shortfall in TBOP and BCR will need to be re-examined since TBOP/BCR officials will form a part of the time scale roster and any shortfall will have to be made in the recruitment to PA/SA cadre.	When there is no need to maintain roster for TBOP/ BCR promotions, there will be no need to relax standards for SCs/STs, for filling up shortfall vacancies under TBOP/BCR.

The clarifications have also been received from Department of Personnel and Training. The points and clarifications are given in the annexure for guidance and necessary action at your end.

ANNEXURE

Sl. / Item No.	Doubts / Questions raised by the Units / Branches and Wings	Answers received from the DoP and Training
1.	Whether clarification in respect of post-based revised reservation roster issued by C&AG in consultation with DoP&T vide their Circular No. 9/NGC/98, No. 108/ NCG (App.)/3-97, dated 23-1-1998 are also applicable to this Department.	The Office of the C&AG did not issue the clarification under reference with the approval of this Department. This is the nodal Department on the subject of reservation in services under the Government of India. Therefore, clarifications on the subject issued by this Department will be authentic and applicable in all Ministries / Departments / Attached / Subordinate offices, etc., of the Government of India and not issued by any other authority.
2.	Whether a Seniormost Official in a cadre belonging to reserved category can be considered for promotion on Seniority-cum-fitness basis despite of excess representation of such reserved category in higher post. If yes, the point against which the official can be shown in the roster of higher post.	If a vacancy arises in a cadre which falls on an unreserved point of the reservation roster and the Seniormost candidate in the feeder grade belongs to SC or ST category, such SC or ST candidate cannot be ignored on the pleas that the post is not reserved. Such a candidate will be considered for promotion along with other candidates treating him as if he belongs to general category. In case he is selected, he will be appointed to the post and will be adjusted against the unreserved point.
	***	***

[G.I., Dept. of Posts, Cir. Letter No. 14-2/2001-SCT, dated the 20th February, 2002.]

APPENDIX - X-A

The revised regulations for the medical examination of candidates for admission into Agricultural Research Service

REGULATIONS RELATING TO THE PHYSICAL EXAMINATION OF CANDIDATES FOR ADMISSION INTO A.R.S.

Note 1 : These regulations are published for the convenience of candidates and in order to enable to ascertain the probability of their coming up to the required physical standard. The regulations are also intended to provide guidelines to the medical examiners and a candidate who does not satisfy the minimum requirement prescribed in the regulations, cannot be declared fit by the medical examiner. However, while holding that a candidate is not fit according to the norms laid down in these regulations, it would be permissible for a Medical Board to recommend to the Indian Council of Agricultural Research for reasons specifically recorded in writing that he may be admitted to service without disadvantage to Indian Council of Agricultural Research.

Note 2 : It should, however, be clearly understood that the Indian Council of Agricultural Research reserve to themselves absolute discretion to reject or accept any candidate after considering the report of the Medical Board.

Note 3 : The A.R.S. is not a technical service.

(1) To be passed as fit for appointment a candidate must be in good mental and bodily health and free from any physical defects likely to interfere with the efficient performance of the duties of his appointment.

(2) In the matter of the correlation of age, height and chest girth of candidates of Indian (including Anglo-Indian) race, it is left to the Medical Board to use whatever correlation figures are considered most suitable as a guide in the examination of the candidates. If there is any disproportion with regard to height, weight and chest girth, the candidate should be hospitalised for investigation and X-ray of the chest taken before the candidate is declared fit or not fit by the Board.

(3) The candidate's height will be measured as follows:

He will remove his shoes and be placed against the standard with his feet together and the weight thrown on the heels and not on the toes or other side of the feet. He will stand erect without rigidity and with the heels, calves, buttocks and shoulders touching the standard; the chin will be depressed to bring the vertex of the head level under the horizontal bar and the height will be recorded in centimeters and parts of centimeter to halves.

- (4) The Candidate's chest will be measured as follows:

He will be made to stand erect with his feet together and to raise his arms over his head. The tape will be so adjusted round the chest that its upper edge touches the interior angles of the shoulder blades behind and toes in the same horizontal plane when the tape is taken round the chest. The arms will then be lowered to hang loosely by the side and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to take a deep inspiration several times and the maximum expansion of the chest will then be carefully noted and the minimum and maximum will then be recorded in centimeters, 84-89, 86-93, etc. In recording the measurements, fractions of less than a centimeter should not be noted.

N.B. The height and chest of the candidate should be measured twice before coming to a final decision.

- (5) The candidate will also be weighed and his weight recorded in kilograms. Fractions of half of a kilogram should not be noted.
- (6) (a) The candidate's eye-sight will be tested in accordance with the following rules. The result of each test will be recorded.
- (b) There shall be no limit for minimum naked eye vision but the naked eye vision of the candidate shall, however, be recorded by the Medical Board or other medical authority in every case, as it will furnish the basic information in regard to the condition of the eye.
- (c) The following standards are prescribed for distant and near vision with or without glasses.

Distant vision		Near vision	
Better eye (corrected)	Worse eye vision)	Better eye (corrected)	Worse eye vision)
6/9	6/9		
6/9	6/12	J.1	J.II

- (d) In every case of myopia, fundus examination should be carried out and the results recorded. In the event of pathological condition being present which is likely to be progressive and affect the efficiency of the candidate he should be declared unfit.
- (e) Field of Vision - The field of vision shall be tested by the confrontation method. When such test gives unsatisfactory or doubtful results the field of vision should be determined on the perimeter.
- (f) Night Blindness - Broadly there are two types of night blindness, (i) as a result of Vit. A deficiency and (ii) as a result of Organic Disease of Retina - a common cause being Retinitis pigmentosa, in (i) the fundus is normal, generally seen in younger age-group and ill-nourished person and improves by large doses of Vit.A, in (ii) in the fundus is often involved and mere fundus examination will reveal the condition in majority of cases. The patient in this category is an adult, and may not suffer from malnutrition. Persons seeking employment for higher posts in the Indian Council of Agricultural Research will fall in this category. For both (i) and (ii) dark adaptation test will reveal the condition. For (ii) specially when fundus is not involved electro-Retinography is required to be done. Both these tests (dark adaptation and retinography) are time-consuming and require specialised set up and equipment and thus are not possible as a routine test in a medical check-up. Because of these technical considerations it is for the ICAR to indicate if these tests for night blindness are required to be done. This will depend upon the job-requirement and nature of duties to be performed by the prospective Indian Council of Agricultural Research employee.
- (g) Ocular condition other than visual acuity; -
(i) Any organic disease or a progressive refractive error which is likely to result in lowering the visual acuity should be considered a disqualification.
(ii) squint - The presence of squint should not be considered as a disqualification if the visual acuity is of the prescribed standard. (iii) One eye: If a person has one eye or if he has one eye which has normal vision and the other eye is

embylyopic or has subnormal vision the usual effect is that the person lacks stereo-copic vision for perception of depth. Such vision is not necessary for many civil posts. The Medical Board may recommend as fit such person provided the normal eye has:

- (a) 6/6 distant vision and J.I near vision with or without glasses, provided the error in any meridian is not more than 4 diopters for distant vision.
- (b) has full field of vision.
- (c) normal colour vision wherever required.

Provided the Board is satisfied that the candidate can perform all the functions for the particular job in question.

- (h) Contact Lenses - During the medical examination of a candidate, the use of contact lenses is not to be allowed. It is necessary that when conducting eye test, the illumination of the type letters for distant vision should have an illumination of 15 foot-candles.

7. Blood Pressure

The Board will use its discretion regarding Blood Pressure.

A rough method of calculating normal maximum systolic pressure is as follows:

- (i) With young subjects 15-25 years of age the average is about 100 plus the age.
- (ii) With subjects over 25 years of the age the general rule of 110 plus half the age seems quite satisfactory.

N.B. As a general rule any systolic pressure over 140 and diastolic over 90 should be regarded as suspicious and the candidate should be hospitalised by the Board before giving their final opinion regarding the candidate's fitness or otherwise. The hospitalization report should indicate whether the rise in blood pressure is of a transient nature due to excitement etc, or whether it is due to any organic disease. In all such cases, X-Rays and electrocardiographic examination of heart and blood urea clearance test should also be done as a routine. The final decision as to the fitness or otherwise of a candidate will, however, rest with the Medical Board only.

Method of taking blood pressure :

The mercury manometer type of instrument should be used as a rule. The measurement should not be taken within fifteen minutes of any exercise or excitement. Provided the patient and particularly his arm is relaxed, he may be either lying or sitting. The arm is supported comfortably at the patient's side in a more or less horizontal position. The arm should be freed from clothes to the shoulder. The cuff completely deflated should be applied with the middle of rubber over the innerside of the arm, and its lower edge an inch or two above the bend of the elbow. The following turns of cloth bandage should spread evenly over the bag to avoid bulging during inflation.

The brachial artery is located by palpitation at the bend of the elbow and the stethoscope is then applied lightly and centrally over it below, but not in contact with the cuff. The cuff is inflated to about 200 mm Hg. and then slowly deflated. The level at which the column stands when soft successive sounds are heard represents the Systolic Pressure. When more air is allowed to escape the sounds will be heard to increase in intensity. The level of the column at which the well-heard clear sounds change to soft muffled fading sounds represents the diastolic pressure. The measurements should be taken in fairly brief period of time as prolonged pressure of the cuff is irritating to the patient and will vitiate the readings. Rechecking, if necessary should be done only a few minutes after complete deflation of the cuff. (Sometimes as the cuff is deflated sounds are heard at a certain level. They may disappear as pressure falls and reappear at a still lower level. This 'Silent Gap' may cause error in reading).

8. The urine (passed in the presence of the examiner) should be examined and the result recorded. Where a Medical Board finds sugar present in a candidate's urine by the usual chemical tests the Board will proceed with the examination with all its other aspects and will also specially note any signs or symptoms suggestive of diabetes. If, except for the glycosuria, the Board finds the candidate conforms to the standard of medical fitness required, they may pass the candidate 'fit' subject to the glycosuria being non-diabetic and the Board will refer the case to a specified specialist in Medicine who has hospital and laboratory facilities at his disposal. The Medical Specialist will carry out whatever examinations - clinical and laboratory - he considers necessary including a standard blood sugar tolerance test, and will submit his opinion to the Medical Board upon which the Medical Board will base its final opinion "fit" or "unfit". The candidate will not be required to appear in person before the Board on the second occasion. To exclude the effects of medication, it may be necessary to retain a candidate for several days in hospital under strict supervision.

9. A woman candidate who as a result of tests is found to be pregnant of 12 weeks standing or over should be declared temporarily unfit until the confinement is over. She should be re-examined for a fitness certificate six weeks after the date of confinement subject to the production of a medical certificate of fitness from a registered medical practitioner.

10. The following additional points should be observed:-

(a) that the candidate's hearing in each ear is good and that there is no sign of disease of the ear. In case it is defective the candidate should be got examined by the ear specialist provided that, if the defect in hearing is remediable by operation or by use of a hearing aid, a candidate cannot be declared unfit on that account provided he/she has no progressive disease in the ear. The following are the guidelines for the medical examining authority in this regard :-

- (i) Marked or total deafness in one year, other ear being normal - Fit if the deafness is upto 30 Decibel in higher frequency.
- (ii) Perceptive deafness in both ears in which some improvement is possible by a hearing aid - Fit if the deafness is upto 30 Decibel in speech frequencies of 1000 to 4000.
- (iii) Perforation of tympanic membrane of Central or marginal type -
 - (a) One ear normal, other ear perforation of tympanic memberance present - Temporarily unfit. Under improved conditions of Ear Surgery a candidate with marginal or other perforation in both ears should be given a chance by declaring him temporarily unfit and then he may be considered under iv(b) below.
 - (b) Marginal or attic perforation in both ears - Unfit.
 - (c) Central perforation both ears - Temporarily unfit.
- (iv) Ears with mastoid cavity subnormal hearing on one side/ on both sides.
 - (a) Either ear normal hearing, other ear Mastoid cavity - fit
 - (b) Mastoid cavity of both sides - Fit if hearing improves to 30 Decibels in either ear with or without hearing aid.

- (v) Persistently discharging ear-operated/unoperated - Temporarily unfit.
- (vi) Chronic inflammatory/allergic conditions of nose with or without bony deformities of nasal septum.
 - (a) A decision will be taken as per circumstances of individual cases.
 - (b) If deviated nasal Septum is present with symptoms - Temporarily unfit.
- (vii) Chronic inflammatory conditions of tonsils and/or Larynx.
 - (a) Chronic inflammatory conditions of tonsils and/or Larynx - Fit.
 - (b) Hoarseness of voice of severe degree if present then - Temporarily unfit.
- (viii) Benign or locally malignant tumours of the E.N.T.
 - (a) Benign tumours - Temporarily unfit.
 - (b) Malignant tumours - Unfit.
- (ix) Osteoclerosis.

If the hearing is within 30 Decibels after operation or with the help of hearing aid - Fit.
- (x) Congenital defects of ear, nose or throat.
 - (a) If not interfering with functions - fit.
- (xi) Stuttering of severe degree - Unfit.
- (xi) Nasal Poly -

temporarily Unfit.

 - (b) that his speech is without impediment;
 - (c) that his teeth are in good order and that he is provided with dentures where necessary for effective mastication (well filled teeth will be considered as sound);
 - (d) that the chest is well formed and his chest expansion sufficient; and that his heart and lungs are sound;
 - (e) that there is no evidence of any abdominal disease;

- (f) that he is not ruptured;
- (g) that he does not suffer from hydrocele, a severe degree of varicocele, varicose veins or piles;
- (h) that his limbs, hands and feet are well formed and developed and that there is free and perfect motion of all joints;
- (i) that he does not suffer from any inveterate skin disease;
- (j) that there is no congenital malformation or defect;
- (k) that he does not bear traces of acute or chronic disease pointing to an impaired constitution;
- (l) that he bears marks of efficient vaccination; and
- (m) that he is free from communicable diseases.

11. Screening of the chest should be done as a routine in all cases for detecting any abnormality of the heart and lungs which may not be apparent by ordinary physical examination. Where it is considered necessary, a skiagram should be taken.

When any defects is found it must be noted in the certificate and the Medical Examiner should state his opinion whether or not it is likely to interfere with the efficient performance of the duties which will be required of the candidate.

12. The candidate, filing an appeal against the decision of the Medical Board, has to deposit an appeal fee of Rs.50/- in such manner as may be prescribed by the Indian Council of Agricultural Research in this behalf. This fee would be refunded if the candidate is declared fit by the Appellate Medical Board. The candidates may, if they like, enclose medical certificate in support of their claim of being fit. Appeals should be submitted within 21 days of the date of the communication in which the decision of the Medical Board is communicated to the candidate, otherwise, requests for second medical examination by an Appellate Medical Board will not be entertained. The Medical Examination by the Appellate Medical Board would be arranged at New Delhi only and no travelling allowance or daily allowance will be admissible for the journeys performed in connection with the medical examination. Necessary action to arrange Medical Examination by Appellate Medical Board would be taken by the Indian Council of Agricultural Research on receipt of appeals accompanied by the prescribed fee.

MEDICAL BOARD'S REPORT

The following intimation is made for the guidance of the Medical Examiner :

The standard of physical fitness to be adopted should make due allowance for the age and length of service, if any, of the candidate concerned.

No person will be deemed qualified for admission to the Agricultural Research Service who shall not satisfy the Indian Council of Agricultural Research that he has no disease, constitutional affliction, or bodily infirmity unfitting him or likely to unfit him for that service./

It should be understood that the question of fitness involves the future as well as the present and that one of the main objects of medical examination is to secure continuous effective service, and in the case of candidates for permanent appointment to prevent early pension or payments in case of premature death. It is, at the same time, to be noted that the question is one of the likelihood of continuous effective service, and that rejection of a candidate need not be advised on account of the presence of a defect which in only a small proportion of cases is found to interfere with continuous effective service.

The Board should normally consist of three members; (i) a physician, (ii) a Surgeon and (iii) an Ophthalmologist all of whom should, as far as practicable, be of equal status. A lady doctor will be coopted as a member of the Medical Board whenever a woman candidate is to be examined.

Candidates appointed to the Agricultural Research Service are liable for field service in or out of India. In case of such a candidate the Medical Board should specially record their opinion as to his/her fitness or otherwise for field service. The report of the Medical Board should be treated as confidential.

In cases where a candidate is declared unfit for appointment in the Agricultural Research Service, the grounds for rejection may be communicated to the candidate in broad terms without giving minute details regarding the defects pointed out by the Medical Board.

In cases where a Medical Board considers that a minor disability disqualifying a candidate for the Agricultural Research Service can be cured by treatment (medical or surgical) a statement to that effect should be recorded by the Medical Board. There is no objection to a candidate being informed of the Board's opinion to this effect by the appointing authority and when a cure has been effected it will be open to the authority concerned to ask for another Medical Board.

In the case of candidates who are to be declared 'Temporarily Unfit' the period specified for re-examination should not ordinarily exceed six months at the maximum. On re-examination after the specified period these candidates should not be declared temporarily unfit for a further period but a final decision in regard to their fitness for appointment or otherwise should be given.

Candidate's statement and declaration

The candidate must make the statement required below prior to his Medical Examination and must sign the Declaration appended thereto. His attention is specially directed to the warning contained in the Note below:

1. State your name in full (in block letters) _____
2. (a) State your age and birth place _____
- (b) Do you belong to races such as Gorkhas, Garhwalis, Assamese, Nagaland Tribals, etc. whose average height is distinctly lower? Answer 'yes' or 'No' and if the answer is 'Yes' state the name of the race _____.
3. (a) Have you ever had small pox, intermittent or any other fever enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis?

- (b) Any other disease or accident requiring confinement to bed and medical or surgical treatments? _____
4. When were you last vaccinated? _____
5. Have you suffered from any form of nervousness due to overwork or any other cause? _____
6. Furnish the following particulars concerning your family:

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state health	No. of brothers dead, their ages at and cause of death.
Mother's age if living and state of health.	Mother's age at death & cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at & cause of death.

7. Have you been examined by a Medical Board before? _____
8. If answer to the above is Yes, please state what service/services, you were examined for? _____
9. Who was the examining authority? _____
10. When and where was the Medical Board held? _____
11. Result of the Medical Board's examination, if communicated to you or if known _____
- 12.

I declare that all the above answers are to the best of my belief, true and correct.

Candidate's signature _____

Signed in my presence _____

Signature of the Chairman of the Board

Note: The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to Gratuity etc.

Report of the Medical Board on (Name of candidate) _____

Physical Examination.

1. General development : Good _____ Fair _____
 Poor _____

Nutrition : Thin _____ Average _____ Obese _____

Height (without shoes) _____ Weight _____

Best Weight _____ When _____

any recent change in weight? _____ Temperature _____

Girth of Chest:

- (i) (After full inspiration) _____
(ii) (After full expiration) _____

2. Skin : Any obvious disease _____

3. Eyes:

(i) Any disease _____

(ii) Night blindness _____

(iii) Defects in colour vision _____

(iv) Field of vision _____

(v) Visual acuity _____

(vi) Fundus examination _____

Acuity of vision	Naked Eyes	With Glasses	Strength of glass Sph. Cyl. Axis.
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Distant vision	R.E.		
	L.E.		

Near Vision	R.E.		
	L.E.		

4. Ears: Inspection _____ Hearing: Right Ear _____
Left Ear _____

5. Glands _____ Thyroid _____

6. Condition of teeth _____

7. Respiratory System : Does physical examination reveal anything
abnormal in the respiratory organs? _____

_____ If yes, explain fully _____

8. Circulatory System :

(a) Heart : Any organic lesions? _____ Rate

Standing _____

after hopping 25 times _____

2 minutes after hopping _____

- (b) Blood Pressure : Systolic _____ Diastolic _____
9. Abdomen : Girth _____ Tenderness _____
Hernia _____
- (a) Palpable : Liver _____ Spleen _____
Kidney _____ Tumours _____
- (b) Haemorrhoids _____ Fistula _____
10. Nervous system : Indication of nervous or mental disabilities _____
11. Loco-Motor System : Any abnormality _____
12. Genito Uninary System : Any evidence of Hydrocele, varicocele, etc.
Urine Analysis:
(a) Physical appearance _____
(b) Sp. Gr. _____
(c) Albumen _____
(d) Sugar _____
(e) Casts _____
(f) Cells _____
13. Report of Screening/X-Ray Examination of Chest.
14. Is there anything in the health of the candidate likely to render him unfit for the efficient discharge of his duties in the service for which he is a candidate?
Note: In the case of a female candidate, if it is found that she is preganant of 12 weeks standing or over, she should be declared temporarily unfit, vide Regulation 11.
15. (i) Has he been found qualified in all respects for the efficient and continuous discharge of his duties in the Indian Agricultural Research Service.
(ii) Is the candidate fit for FIELD SERVICE _____

Note: The Board should record their findings under one of the following three categories :

- (i) Fit _____
- (ii) Unfit on account of _____
- (iii) Temporarily unfit on account of _____

Place _____

Chairman

Date _____

Member

Member

...

Detailed instructions of DOP&T relating to confirmation

CONFIRMATION

Procedure effective from 1st April, 1988

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.

* **EXCEPTIONS.**— (1) Where, however, a Government servant who has not already been confirmed in his old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for two years. Within this period of two years, the officer would earn two reports in the new grade and the DPC may consider his case for confirmation on the basis of these ACRs.

(2) If a Government servant is appointed to another post by direct recruitment either in the same Department or a different department, it will be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post, the job requirements of which may be quite different from those of the old post.

On Promotion.— (i) If the Recruitment Rules do not prescribe any probation, an officer promoted on regular basis (after following the prescribed

* G.I., Dept. of Per. & Trg., O.M. No. 18011/3/88-Estt. (D), dated the 24th September, 1992.

DPC, etc., procedure) will have all the benefits that a person confirmed in that grade would have.

(ii) Where probation is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time, he may revert him to the post or grade from which he was promoted, or extend the period of probation, as the case may be.

Since there will be no confirmation on promotion before an official is declared to have completed the probation satisfactorily, a rigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

Lien.— 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.

The above right/title will, however, be subject to the condition that the juniormost 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 juniormost person will be reverted. If, however, this officer himself is the juniormost, he will be reverted to the next lower grade from which he was earlier promoted.

Pension.— Since all the persons who complete probation in the first appointment will be declared as permanent, the present distinction between permanent and temporary employees for grant of pension and other pensionary benefits will cease to exist.

Reservation for SC/ST.— As a result of introduction of confirmation only at the entry stage and the delinking of confirmation from the availability

of permanent posts, the need for reservation at the time of confirmation in posts and services filled by Direct Recruitment as per the existing instructions will cease to exist as everyone who is eligible for confirmation will be confirmed.

Seniority.— It has been decided that seniority of a person regularly appointed to a post according to rule would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.

[G.I., Dept. of Per. & Trg., O.M. No. 20011/5/90-Estt. (D), dated the 4th November, 1992.]

Existing instructions/rules.— The existing instructions/rules in respect of the aspects mentioned above stand modified to the extent indicated in the preceding paragraphs. As regards rules relating to Pension, Temporary Service, Lien, etc., suitable amendments will be notified separately.

Revised procedure is applicable to only regular appointments.— The revised procedures relating to confirmation outlined above will not apply to the case of appointments made on *ad hoc* basis, i.e., it is only the appointments made on regular basis which will come within the purview of these instructions.

Sometimes Establishments are created for a specific objective for a limited period, as in the case of Committees or Commissions to study or investigate a specific problem. Normally, posts in such Establishments are filled by deputation or contract basis, which would not result in regular incumbency. Even in a few cases, where regular appointments are made by framing the Recruitment Rules, appointments are made according to those rules, these instructions about confirmation would not apply. In other words, persons appointed against the posts in purely temporary organizations are outside the purview of the revised procedure outlined in this OM.

Date of effect of the revised procedure.— These instructions will come into force with effect from 1st April, 1988.

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

Officials confirmed in the lower post need not be confirmed in the higher officiating post even though confirmation due before 1-4-1988.— Since confirmation is to be done only at the entry grade and there will be no confirmation on promotion, the officials confirmed in the lower grade are not required to be confirmed in the higher grade even in the cases where permanent vacancies are available from a date prior to 1-4-1988 and confirmation was also due on a date prior to 1-4-1988.

[G.I., Dept. of Posts, Letter No. 68-3/88-SPB. II, dated the 5th January, 1989, issued in consultation with Dept. of Per. & Trg.]

Eligibility for confirmation.— Before confirming a Government servant, the competent authority should satisfy himself—

(i) that the person concerned is educationally qualified unless the educational qualifications were specifically relaxed in his case by the competent authority in accordance with the instructions issued by the Ministry of Home Affairs (now DP & Trg.) or he belonged to a category of persons in whose case the prescribed educational qualifications stood relaxed at the time of his initial appointment in accordance with the orders issued by the Ministry of Home Affairs (now DP & Trg.).

(ii) that the person satisfied the condition of the age-limit prescribed in the Recruitment Rules at the time of his initial appointment unless he was exempted from the condition to the extent provided in the instructions issued by the Ministry of Home Affairs (now DP & Trg.) or the condition was specifically relaxed in his case by the competent authority under the relevant instructions issued by the Ministry of Home Affairs (now DP & Trg.).

(iii) that he has been examined by appropriate medical authority and found fit, wherever necessary.

(iv) that he is qualified for confirmation under the relevant Recruitment Rules and passed prescribed tests, if any, before confirmation.

[G.I., M.H.A., O.M. No. 1/9/58-RPS, dated the 16th May, 1959.]

Suitability of persons within the zone of consideration.— (i) Suitability of persons within the zone of consideration should be determined by a DPC. Both confirmation and denial of confirmation involve assessment of the work done by the Officer concerned and as such assessment can best be done by the DPC.

[G.I., M.H.A., O.M. No. 1/9/58-RPS, dated the 16th May, 1959 and G.I., Dept. of Per. & Trg., O.M. No. 22011/5/86-Estt. (D), dated the 10th April, 1989.]

(ii) Before confirming a person, integrity clearance should always be obtained from the vigilance unit of the Ministry/Department concerned.

[G.I., M.H.A., O.M. No. 1/10/64-Estt. (D), dated the 14th January, 1965 and G.I., Dept. of Per. & Trg., O.M. No. 22011/5/86-Estt. (D), dated the 10th April, 1989 — Para. 17.1.]

(iii) In the case of confirmation, the DPC should not determine the relative merit of officers but it should assess the officers as 'Fit' or 'Not yet fit' for confirmation in their turn on the basis of their performance in the post as assessed with reference to their record to service.

[G.I., Dept. of Per. & Trg., O.M. No. 22011/5/86-Estt. (D), dated the 10th April, 1989 — Para. 8.]

Association of UPSC with DPC for confirmation dispensed with.— The Union Public Service Commission need not be associated with a Departmental Promotion Committee constituted for considering the cases of confirmation of officers. The proceedings of the DPC which considered the confirmation of Group 'A' officers, should, however, be sent to the Commission for their approval. While doing so, the cases of officers not considered fit for confirmation along with their records should be specifically referred to the Commission for their approval.

[G.I., Dept. of Per. & Trg., O.M. No. 22011/5/86-Estt. (D), dated the 10th April, 1989 — Para. 2.3.3.]

Procedure for confirmation.— (i) An officer promoted to officiate earlier on the recommendation of a DPC will be entitled to earlier confirmation than others so promoted later, provided he maintains his efficiency. In such cases, the question of relative efficiency of these officers for the purpose of confirmation would not arise.

(ii) Direct recruits appointed to permanent vacancies advertised as likely to become permanent should be given preference over persons recruited against temporary posts, even though the latter might have been recruited earlier.

(iii) In the case of persons appointed initially on an *ad hoc* basis and approved and recommended by the UPSC subsequently against the direct recruitment quota, the date of Commission's letter recommending appointment or concurring in or regularizing their appointment, as the case may be, should be deemed to be the date of Commission's recommendation. The previous service rendered by them should not be taken into account for confirmation.

(iv) As amongst direct recruits recommended at the same selection by the UPSC, the order of merit and not the date of appointment will determine priority for confirmation.

(v) *** *** *** ***

[G.I., M.H.A., O.M. No. 1/1/55-RPS, dated the 17th February, 1955; 1/9/58-RPS, dated the 16th May, 1969 and 12/10/63-Estt. (D), dated the 27th December, 1973.]

Confirmation of probationers.— A person appointed against a permanent post as a direct recruit with definite conditions of probation is to be confirmed in the grade with effect from the date on which he successfully completes the period of probation. The decision whether he should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, i.e., ordinarily within 6 to 8 weeks and communicated to the employee together with the reasons in case of extension. Even though the meetings of the DPC may be held after the termination of the

[G.I., M.H.A., O.M. No. 44/1/59-Estt. (A), dated the 15th April, 1959.]

[G.I., Dept. of Per. & Trg., O.M No. 22011/5/86-Estt. (D), dated the 10th April, 1989—Para. 9.]

Consideration of cases of officers under suspension or in respect of whom disciplinary/criminal cases pending.—See Paras. 11.1 to 3 and 17.6.1 to 3 of OM, dated the 10th April, 1989—Chapter 54 in Section VI.

(iii) If the order of confirmation was made in error, for example, naming wrong person—mistake in identity.

459

(2) If the order of confirmation was made in contravention of executive or administrative instructions, it was earlier held that it cannot be set aside, as cancellation of confirmation in such cases would amount to reduction in rank without any fault on the part of the officer concerned. This position has been re-examined in the light of the recent decisions of the Courts and it has been decided that there is no objection to the competent authority passing an order rectifying the earlier erroneous confirmation order of the official, as otherwise, it would amount to perpetuation of the mistake and would be detrimental to the larger interests of Government. However, in these cases, the principles of Natural Justice should be complied with by giving the Government servant a show-cause notice and opportunity to be heard before passing any order affecting him.

[G.I. M.H.A., O.M. No. 12/2/67-Estt. (D), dated the 21st March, 1968 and Dept. of Per. & Trg., O.M. No. 18011/2/88-Estt. (D), dated the 9th August, 1988.]

Typewriting Test for LDC in Subordinate and Attached Offices and confirmation.— The existing instructions on the subject have been simplified and consolidated in this OM.

2. (1) *To whom applicable.*— Persons appointed as LDCs to posts which do not belong to CSCS whether such appointment is by promotion from Group 'D' or by direct recruitment through SSC or otherwise or by any other methods including appointment on compassionate grounds or on *ad hoc* basis.

(2) *When exemption may be allowed.*— (a) If above 45 years of age on the date of their appointment may be granted exemption from the date of their appointment.

(b) If between the age 35 years and 45 years at the time of appointment may be granted exemption on attaining the age of 45 years.

(c) If below 35 years of age on the date of appointment may be given exemption after 10 years of service as LDC, provided they have made two genuine attempts to pass the Typing Test; otherwise they may be granted exemption after attaining the age of 45 years.

(d) Those LDCs who have made two genuine attempts for passing the Typing Test prior to the issue of this OM but have not completed 8 years' service as LDC may be granted exemption from passing the Typing Test after completion of 8 years of service or on attaining the age of 45 years, whichever is earlier.

(3) *Typing Test.*— (a) The Typing Test for the purpose of these orders will be the Typing Test conducted by the SSC.

(b) The certificate in Typewriting issued under the Hindi Teaching Scheme will be treated as equivalent to the certificate issued by the SSC for the purpose of these orders.

(4) *Genuine Attempt.*— The “genuine attempt” referred to above would be determined by the Head of the Department in consultation with the SSC keeping in view that mere appearance in the test or a perfunctory attempt would not constitute a genuine attempt.

(5) *Service as LDC.*— For the purpose of computing service as LDC—

(a) Broken periods of service, if any, as LDC on a regular scale of pay may also be taken into account.

(b) Continuous combatant clerical service will also be reckoned in the case of Ex-Servicemen appointed as LDC.

(6) *Release of increments.*— (a) On such exemption being granted, the increments of affected persons may be released from the date from which such exemption is granted to them without any arrears for the period prior to the date of exemption, subject to the retention of normal annual date of increment.

(b) On their passing the Typing Test, the increments may be released from the date of the test without any arrears for the period prior to the date of the test subject to retention of the normal annual date of increment.

(7) *Eligibility for regularization/confirmation.*— They would also be eligible for regularization/confirmation in LDC Grade from a date not earlier than the date of exemption or the date of the test at which they passed the Typing Test, as the case may be.

(8) *Physically Handicapped.*— (a) Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the Typing Test.

(b) The term ‘physically handicapped persons’ does not cover those who are visually handicapped or who are hearing handicapped but covers only those whose physical disability permanently prevents them from typing.

(9) *Surplus Employees.*— In respect of surplus employees re-deployed as LDCs, the provision for stoppage of increment for not passing the Typing Test may be enforced from the date of next but one increment after re-deployment.

(10) *Existing LDCs.*— Those LDCs who have put in at least 10 years’ service in the grade as on 1-1-1990, may be exempted from passing the

Typewriting Test without insisting on the condition of genuine attempt as a one-time measure not to be quoted as a precedent in future.

(11) *Date of Effect.*— These instructions will come into force with effect from 1-1-1990.

[G.I., Dept. of Per. & Trg., O.M. No. 14020/2/91-Estt. (D), dated the 29th September, 1992.]

LDCs cannot be considered for promotion before they either pass the Typing Test or get exemption from Typing Test.— It is clarified that persons appointed as LDCs to posts which do not belong to CSCS can be considered for promotion only after they have passed the Typing Test or they have been exempted in accordance with the prescribed procedure from passing it and any such promotion will have prospective effect. If the Recruitment Rules for the post of UDC does not contain such a provision, necessary action may be taken to amend the Recruitment Rules to incorporate a suitable provision in this regard.

[G.I., Dept. of Per. & Trg., O.M. No. 14020/3/95-Estt. (D), dated the 14th September, 1995.]

Principle of seniority as contained in DOP&T guidelines

SENIORITY

I

Order effective from 4th November, 1992

[Government of India, Department of Personnel and Training, Office Memorandum No. 20011/5/90-Estt. (D), dated the 4th November, 1992]

Seniority to be determined by the order of merit indicated at the time of initial appointment.— The seniority of Government servants is determined in accordance with the general principles of seniority contained in M.H.A., O.M. No. 9/11/55-RPS, dated the 22nd December, 1959 (*See* Section II). One of the basic principles enunciated in the said OM is that, seniority follows confirmation and consequently permanent officers in each grade shall rank senior to those who are officiating in that grade.

2. This principle has been coming under judicial scrutiny in a number of cases in the past; the last important judgment being the one delivered by the Supreme Court on 2-5-1990, in the case of *Class II Direct Recruits Engineering Officers' Association v. State of Maharashtra*. In Para. 47 (A) of the said judgment, the Supreme Court has held that once an incumbent is appointed to a post according to rule, his seniority has to be counted from the date of his appointment and not according to the date of his confirmation.

3. The general principle of seniority mentioned above has been examined in the light of the judicial pronouncement referred to above and it has been decided that seniority may be delinked from confirmation as per the directive of the Supreme Court in Para. 47 (A) of its judgment, dated 2-5-1990. Accordingly, in modification of the General Principle 3, proviso to General Principle 4 and proviso to General Principle 5 (i) contained in O.M. No. 9/11/55-RPS, dated the 22nd December, 1959 and Para. 2.3 of OM, dated the 3rd July, 1986, it has been decided that seniority of a person regularly appointed to a post according to rule would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.

4. These orders shall take effect from the date of issue of this Office Memorandum. Seniority already determined according to the existing principles on the date of issue of these orders will not be reopened even if in some cases seniority has already been challenged or is in dispute and it will continue to be determined on the basis of the principles already existing prior to the date of issue of these orders.

II

Consolidated Orders on Seniority

Government of India, Department of Personnel and Training,
Office Memorandum No. 22011/7/86-Estt. (D), dated the 3rd July, 1986

Instructions issued from time to time laying down the principles for determining seniority of persons appointed to services and posts under the Central Government have been consolidated in this Office Memorandum. The original communications consolidated here are reproduced (Items I to VII) at the end of this OM.

Seniority of Direct Recruits and Promotees

2.1 The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendations of the UPSC or other selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection.

2.2 Where promotions are made on the basis of selection by a DPC, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such persons shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.

1[***]

2.3 Where persons recruited or promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority ²[would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation].

2.4.1 The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the Recruitment Rules.

2.4.2 If adequate number of direct recruits do not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees.

1. Deleted *vide* G.I., Dept. of Per. & Trg., O.M. No. 20011/1/2001-Estt. (D), dated the 21st January, 2002. See Order 12 at the end of this Chapter.

2. Modified *vide* G.I., Dept. of Per. & Trg., O.M. No. 20011/5/90-Estt. (D), dated the 4th November, 1992.

In other words, to the extent direct recruits are not available, the promotees will be bunched together at the bottom of the seniority list below the last position up to which it is possible to determine seniority, on the basis of rotation of quotas with reference to the actual number of direct recruits who become available. The unfilled direct recruitment quota vacancies would, however, be carried forward and added to the corresponding direct recruitment vacancies of the next year (and to subsequent years where necessary) for taking action for direct recruitment for the total number according to the usual practice. Thereafter in that year while seniority will be determined between direct recruits and promotees, to the extent of the number of vacancies for direct recruits and promotees as determined according to the quota for *that* year, the additional direct recruits selected against the carried forward vacancies of the previous year would be placed *en bloc* below the last promotee (or direct recruit as the case may be), in the seniority list based on the rotation of vacancies for that year. The same principle holds good for determining seniority in the event of carry forward, if any, of direct recruitment or promotion quota vacancies (as the case may be) in the subsequent year.

Illustration.— Where the Recruitment Rules provide 50% of the vacancies of a grade to be filled by promotion and the remaining 50% by direct recruitment, and assuming there are ten vacancies in the grade arising in each of the years 1986 and 1987 and that two vacancies intended for direct recruitment remain unfilled during 1986 and they could be filled during 1987, the seniority position of the promotees and direct recruits of these two years will be as under—

1986	1987
1. P1	9. P1
2. D1	10. D1
3. P2	11. P2
4. D2	12. D2
5. P3	13. P3
6. D3	14. D3
7. P4	15. P4
8. P5	16. D4
	17. P5
	18. D5
	19. D6
	20. D7

Clarification.— Some references have been received seeking clarifications regarding the term 'available' used in the preceding para. of the O.M., dated 3-7-1986. It is hereby clarified that while the *inter se* seniority of direct recruits and promotees is to be fixed on the basis of the rotation of quota of vacancies, *the year of availability*, both in the case of direct recruits as well as the promotees, for the purpose of rotation and fixation of seniority, shall be the *actual year of appointment* after declaration of results / selection and completion of pre-appointment formalities as prescribed. It is further clarified that when

appointments against unfilled vacancies are made in subsequent year or years either by direct recruitment or promotion, the persons so appointed shall not get seniority of any earlier year (viz. year of vacancy / panel or year in which recruitment process is initiated) but should get the seniority of the year in which they are appointed on substantive basis. The year of availability will be the vacancy year in which a candidate of the particular batch of selected direct recruits or an officer of the particular batch of promotees joins the post / service.

Cases of seniority already decided with reference to any other interpretation of the term '*available*' as contained in O.M., dated 3-7-1986 need not be reopened.

[G.I., Dept. of Per. & Trg., O.M. No. 20011/1/2006-Estt. (D), dated the 3rd March, 2008.]

2.4.3 In order to help the appointing authorities in determining the number of vacancies to be filled during a year under each of the methods of recruitment prescribed, a Vacancy Register giving a running account of the vacancies arising and being filled from year to year may be maintained in the pro forma enclosed.

2.4.4 With a view to curbing any tendency of under-reporting / suppressing the vacancies to be notified to the concerned authorities for direct recruitment, it is clarified that promotees will be treated as regular only to the extent to which direct recruitment vacancies are reported to the recruiting authorities on the basis of the quotas prescribed in the relevant Recruitment Rules. Excess promotees, if any, exceeding the share falling to the promotion quota based on the corresponding figure, notified for direct recruitment would be treated only as *ad hoc* promotees.

¹Seniority of Absorbees

3.1 The relative seniority of persons appointed by absorption to a Central service from the Subordinate Offices of the Central Government or other departments of the Central or a State Government shall be determined in accordance with the order of their selection for such absorption.

3.2 Where such absorbees are effected against specific quotas prescribed in the Recruitment Rules, the relative seniority of such absorbees *vis-a-vis* direct recruits or promotees shall be determined according to the rotation of vacancies which shall be based on the quotas reserved for absorption, direct recruitment and promotion respectively in the Recruitment Rules. Where the vacancies in any quota or quotas are carried forward, the principles stated in Para. 2.4.2 will apply, *mutatis mutandis* in determining *inter se* seniority of the appointees.

3.3 Where a person is appointed by absorption in accordance with the provisions in the Recruitment Rules providing for such absorption in the event of non-availability of suitable candidate by direct recruitment or promotion, such absorbee shall be grouped with direct recruits or promotees, as the case may be. He shall be ranked below all direct recruits or promotees, as the case may be, selected on the same occasion.

1. The terms "transfer on deputation" and "transfer" have been changed as "deputation" and "absorption" respectively, *vide* Para. (vi) of O.M. No. AB-14017/2/97-Estt. (RR), dated the 25th May, 1998.

3.4.1 In the case of a person who is initially taken on deputation and absorbed later (i.e., where the relevant Recruitment Rules provide for “deputation / absorption”), his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority from—

— the date he has been holding the post on deputation.

(or)

— the date from which he has been appointed on a regular basis to the same or equivalent grade in his parent department,

whichever is ¹earlier.

3.4.2 The fixation of seniority of an absorbee in accordance with the above principle will not, however, affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words, it will be operative only in filling up of vacancies in higher grade taking place after such absorption.

3.5 In cases in which absorbees are not strictly in public interest, the transferred officers will be placed below all officers appointed regularly to the grade on the date of absorption.

Seniority in Special Types of Cases

4.1 In the case of such *ex-TB* or *ex-Pleurisy*, *ex-Leprosy* patients, as have been declared non-infective and medically fit for Government service, on re-employment in the same posts from which they were discharged, the actual previous service rendered by them should be counted for seniority. The seniority of such persons re-employed in other posts will be fixed in consultation with the Department of Personnel and Training.

4.2.1 An order imposing the penalty of reduction to a lower service, grade or post or to a lower time-scale should invariably specify—

(i) the period of reduction, unless the clear intention is that, the reduction should be permanent or for an indefinite period;

(ii) whether on such re-promotion, the Government servant will regain his original seniority in the higher service, grade or post or higher time-scale which had been assigned to him prior to the imposition of the penalty.

4.2.2 In cases where the reduction is for a specified period and is not to operate to postpone future increments, the seniority of the Government servant may, unless the terms of the order of punishment, provide otherwise, be fixed in the higher service, grade or post or the higher time-scale at what it would have been but for his reduction.

1. Substituted for the term ‘whichever is later’ *vide* G.I., Dept. of Per. & Trg., O.M. No. 20011/1/2000-Estt. (D), dated the 27th March, 2001. Takes effect from 14-12-1999. See Order 13 at the end of this Chapter for “criteria to determine analogous posts”

4.2.3 Where the reduction is for a specified period and is to operate to postpone future increments, the seniority of the Government servant on re-promotion may, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service rendered by him in the higher service, grade or post or higher time-scale.

4.3.1 The surplus employees are not entitled for benefit of the past service rendered in the previous organization for the purpose of their seniority in the new organization. Such employees are to be treated as fresh entrants in the matter of their seniority, promotions, etc.

4.3.2 When two or more surplus employees of a particular grade in an office are selected on different dates for absorption in a grade in another office, their *inter se* seniority in the latter office will be same as in their previous office provided that—

- (i) no direct recruit has been selected for appointment to that grade in between these dates; and
- (ii) if there are no fixed quotas for direct recruitment and promotion to the grade in question in the new office and no promotee has been approved for appointment to that grade in between these dates.

4.3.3 When two or more surplus employees of a particular grade in an office are simultaneously selected for redeployment in another office in a grade, their *inter se* seniority in the particular grade, on redeployment in the latter office, would be the same as it was in their previous office.

4.3.4 The above orders would not be applicable in respect of personnel who are appointed on the recommendations of the UPSC to posts / services, recruitment to which is made through the Commission. Seniority of surplus officers appointed on the recommendations of the Commission will be decided on merits in consultation with the Commission.

Past Service does not count for seniority in respect of redeployed Surplus Staff.— As per provisions of Rule 9 of Re-deployment of Surplus Staff and consolidated orders on seniority issued in Paras. 4.3.1 to 4.3.4 of O.M. No. 22011/7/88-Estt. (D), dated the 3rd July, 1986, the re-deployed surplus employees are not entitled for benefit of past service rendered in the previous organization for the purpose of their seniority in the new organization. Such employees are to be treated as fresh entrants in the matters of their seniority, promotions, etc.

Many applications have been filed in the Central Administrative Tribunal claiming the benefit of pre-redeployment service for determining seniority in the new cadre on the ground that the redeployment is treated as transfer in public interest.

The issue raised was the subject-matter of the case and came to be finally decided by the Supreme Court. The Hon'ble Supreme Court has categorically held that such service does not count for determining seniority of the redeployed official in the recipient organization.

[G.I., Dept. of Per. & Trg., O.M. No. 15/2/88-CS III, dated the 15th June, 1992.]

1. In spite of the aforesaid instructions, some *ex-surplus* employees of Rehabilitation and Reclamation Organization redeployed in All India Radio filed O.A. Nos. 160 of 1993 *B. Gopal Rao v. Union of India and others*; No. 161 of 1993 *P.L. Rao v. Union of India and others* and No. 163 of 1993 *K. Savitri v. Union of India and others*, before CAT, Cuttack Bench, seeking relief for consideration of the past services rendered in earlier department before redeployment for the purpose of seniority and promotion in the recipient office. The Hon'ble Tribunal in its orders, dated 27-5-1994 held that the past services rendered in the parent organization would count for the purpose of seniority and promotion. Since the Review Applications were dismissed by the Tribunal, the Union of India and others filed the Civil Appeal Nos. 6201-06 of 1995, titled *Union of India and others v. K. Savitri and others* before the Hon'ble Supreme Court of India against the Orders of the CAT, Cuttack Bench. The Hon'ble Apex Court in its order, dated 4-3-1998 has set aside the impugned order of the CAT, Cuttack Bench and dismissed those OAs and held as under:

"... The service conditions of the redeployed employees under the Rules being governed by the provisions in the Rule as well as the instructions issued from the Government of India from time to time and in view of the clear unambiguous language in Para. 11.1 of the instructions referred to above, the conclusion is irresistible that **the past services of the redeployed staff cannot be counted for seniority in the new organization**. The Tribunal, therefore, committed serious error in directing that the past services would be counted for the seniority of the employees in the All India Radio."

2. Various Ministries / Departments / Administrative Offices wherever surplus staff has been redeployed through the Central (Surplus Staff) Cell of this Department and Group 'D' Surplus Staff Cell of DGE & T may please refer to and rely upon the aforesaid judgment, dated 4-3-1998 of the Supreme Court of India in countering such claims of seniority / promotions, whenever made by the redeployed surplus officials either through representations or through applications filed on which may be filed in CATs / Courts. A copy of the judgment is enclosed herewith for guidance. [*Not Printed.*]

3. All Ministries / Departments are also requested to circulate the aforesaid judgment to all Attached and Subordinate Offices under their control.

[G.I., Dept. of Per. & Trg., O.M. No. 15/3/98-CS. III, dated the 2nd December, 1998.]

[Pro forma referred to in Para. 2.4.3 of Consolidated Orders]

VACANCY REGISTER

1986 1987 1988, ETC.

1. Total number of vacancies arising during the year.

2. BY DIRECT RECRUITMENT

(i) No. of vacancies to be filled—

(a) Vacancies of the year (as per quota prescribed)

- (b) Vacancies of the previous year(s) brought forward
- (c) Total
- (ii) No. of vacancies actually filled ...
- (iii) No. of vacancies carried forward ...

3. BY PROMOTION

- (i) No. of vacancies to be filled—
 - (a) Vacancies of the year (as per quota prescribed)
 - (b) Vacancies of previous year(s) brought forward
 - (c) Total
- (ii) No. of vacancies actually filled ...
- (iii) No. of vacancies carried forward ...

NOTE 1.— The methods of recruitment mentioned above are only illustrative; those prescribed in the relevant Recruitment Rules will be reflected in this Register.

NOTE 2.— In the cadres in which the yearly vacancies are sufficient in number to be amendable for division as per the prescribed quotas, it is considered that maintenance of this Register alone will be adequate. In smaller cadres, however, where the number of vacancies arising is somewhat occasional and one or two in a year, the appointing authorities may have to maintain the recruitment roster, as at present, to be clear about the method under which a particular vacancy has to be filled.

I. General Principles for determination of Seniority in the Central Services

ANNEXURE TO GOVERNMENT OF INDIA, MINISTRY OF HOME AFFAIRS, O.M. No. 9-11/55, RPS, DATED THE 22ND DECEMBER, 1959

1. (i) These principles shall apply to the determination of seniority in Central Civil Services and Civil Posts except such services and posts for which separate principles have already been issued or may be issued hereafter by Government.

Ministries or Departments which have made separate rules or issued instructions on the basis of instructions contained in the Ministry of Home Affairs, O.M. No. 30/44/48-Appts., dated the 22nd June, 1949, are requested to consider modification of those rules or instructions on the basis of these general principles. However, whenever it is considered necessary to follow principles different from those laid down in this Memorandum, a specific reference would be made to the Ministry of Home Affairs who will consult the UPSC. As regards individual cases, the Ministry of Home Affairs will decide the cases on which the advice of the Commission should be obtained.

(ii) Notwithstanding anything contained in these general principles, the seniority of persons belonging to the following categories will, on their appointment to a Central Civil Services or a Civil Post, continue to be determined by the instructions noted against each category:—

- | | | |
|-----|--|---|
| (a) | Ex-Government servants penalized for their patriotic activities. | M.H.A, O.M. No. 6/4/52-S & NG, dated the 29th May, 1957. |
| (b) | Central Government employees discharged on account of affliction with TB, Pleurisy or Leprosy. | O.M. No. 37/1/52-DGS, dated the 20th July, 1954, as amended by O.M. No. 13/1/56-RPS, dated the 8th May, 1956. (Subsequently extended to ex-Pleurisy/Leprosy patients <i>vide</i> O.M. No. 13/4/56-RPS, dated the 29th September, 1956 and O.M. No. 13/4/57-RPS, dated the 14th July, 1958). |

2. Subject to the provisions of Para. 3 below, persons appointed in a substantive or officiating capacity to a grade prior to the issue of these general principles shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall *en bloc* be senior to all others in that grade.

EXPLANATION.— For the purpose of these principles—

- (a) persons who are confirmed retrospectively with effect from a date earlier than the issue of these general principles; and
- (b) persons appointed on probation to a permanent post substantively vacant in a grade prior to the issue of these general principles,

shall be considered to be permanent officers of the grade.

3. Subject to the provisions of Para. 4 below ¹[and subject to the condition that seniority of persons would be determined by the order indicated at the time of initial appointment and not according to the date of confirmation], permanent officers of each grade shall be ranked senior to persons who are officiating in that grade.

4. **Direct Recruits.**— Notwithstanding the provisions of Para. 3 above, the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment, on the recommendations of the UPSC or other selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection:

Provided that where persons recruited initially on temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority ¹[would be determined by the order indicated at the time of initial appointment and not according to the date of confirmation].

1. Modified *vide* G.I., Dept. of Per. & Trg., O.M. No. 20011/5/90-Estt. (D), dated the 4th November, 1992.

5. Promotees.—(i) The relative seniority of persons promoted to the various grades shall be determined in the order of their selection for such promotions:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority ¹[would be determined by the order indicated at the time of initial appointment and not according to the date of confirmation].

(ii) Where promotions to a grade are made from more than one grade, the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades. Thereafter, the Departmental Promotion Committee shall select persons for promotion from each list up to the prescribed quota and arrange all the candidates selected from different lists in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher grade.

NOTE.—If separate quotas for promotion have not already been prescribed in the relevant Recruitment Rules, the Ministries/Departments may do so now, in consultation with the Commission, wherever necessary.

Clarification.—Where the posts in the feeder grades are in different scales of pay or even in the identical or equivalent scales of pay, the officers up to the number of vacancies for each feeder grade as per the quota may be selected and interpolated in a combined select list according to the grading. The persons who are assigned the same grading by the DPC should be arranged in the consolidated order of merit with reference to the date arrived at after adding the requisite number of years of qualifying service in the feeder grade to their date of appointment, i.e., with reference to the date from which they became eligible for promotion after rendering the prescribed qualifying service in the feeder grade, maintaining their *inter se* seniority in the parent service/grade.

Among the persons in the feeder grades given the same grading, those in the higher scales of pay will rank senior to those in the lower scale of pay.

[Dept. of Per. & Trg., O.M. No. 20019/2/83-Estt. (D), dated the 10th September, 1985 and O.M. No. 20011/1/88-Estt. (D), dated the 12th December, 1988.]

6. Relative seniority of Direct Recruits and Promotees.—The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively in the Recruitment Rules.

7. Absorbees.—(i) The relative seniority of persons appointed by absorption to a Central Service from the subordinate offices of the Central Government or other departments of the Central or State Governments shall

1. Modified *vide* G.I., Dept. of Per. & Trg., O.M. No. 20011/5/90-Estt. (D), dated the 4th November, 1992.

be determined in accordance with the order of their selection for such absorption.

(ii) Where such absorptions are effected against specific quotas prescribed in the Recruitment Rules therefor, the relative seniority of such absorbees, *vis-a-vis* direct recruits and promotees shall be determined according to the rotation of vacancies which shall be based on the quotas reserved for absorption, direct recruitment and promotion respectively in the Recruitment Rules.

(iii) Where a person is appointed by absorption in accordance with a provision in the Recruitment Rules providing for such an absorption in the event of non-availability of a suitable candidate by direct recruitment or promotion, such absorbee shall be grouped with direct recruits or promotees, as the case may be, for the purpose of Para. 6 above. He shall be ranked below all direct recruits or promotees, as the case may be, selected on the same occasion.

¹[“(iv) In the case of a person who is initially taken on deputation and absorbed later (i.e., where the relevant Recruitment Rules provide for ‘Deputation/Absorption’), his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority from—

- the date he has been holding the post on deputation, or
- the date from which he has been appointed on a regular basis to the same or equivalent grade in his parent department,

²[whichever is earlier.]

The fixation of seniority of an absorbee in accordance with the above principle will not, however, affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words, it will be operative only in filling up of vacancies in higher grade taking place after such absorption.

In cases in which absorptions are not strictly in public interest, the absorbed officers will be placed below all officers appointed regularly to the grade on the date of absorption.”

These orders will not be applicable to absorptions within the Indian Audit and Accounts Department which are governed by orders issued by the C & AG from time to time.]

1. Added by G.I., Dept of Per. & Trg., O.M. No. 20020/7/80-Estt. (D), dated the 29th May, 1986.

2. The term ‘whichever is earlier’ is substituted for the term ‘whichever is later’ *vide* G.I., Dept. of Per. & Trg., O.M. No. 20011/1/2000-Estt. (D), dated the 27th March, 2001 and takes effect from 14-12-1999. See Order 13 at the end of this Chapter.

8. Persons appointed on *ad hoc* basis to a grade without consultation with the UPSC under Regulation 4 of the UPSC (Exemption from Consultation) Regulations, 1958, are to be replaced by persons approved for regular appointment by direct recruitment, promotion or absorption, as the case may be. Until they are replaced, such persons will be shown in the order of their *ad hoc* appointment and below all persons regularly appointed to the grade.

EXPLANATORY MEMORANDUM

General Principle 4.— The Union Public Service Commission invariably indicate the order of preference at the time of selection and it will not, therefore, be difficult to determine the relative seniority of persons recruited through the Commission. In order to obviate difficulties on determining the relative seniority of direct recruits recruited otherwise than through the UPSC, the selecting authority should indicate the order of merit at the time of selection.

General Principle 5 (i).— Where promotions are made on the basis of selection by a Departmental Promotion Committee, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior person who had superseded him.

General Principle 5 (ii).— *Illustration.*— Where 75% of the vacancies in the grade of Head Clerks are reserved for promotion from the grade of Upper Division Clerks and 25% from the grade of Storekeepers, the eligible Upper Division Clerks and Storekeepers shall be arranged in separate lists with reference to their relative seniority in those grades. The DPC will make selection of three candidates from the list of UDCs and one from the list of Storekeepers. Thereafter the selected persons from each list shall be arranged in a single list in a consolidated order of merit assessed by the DPC which will determine the seniority of the persons on promotion to higher grade.

Clarification.— The above illustration relates to a situation where promotion is made by a single DPC from more than one stream and by selection. This principle cannot be applied to cases where there is a separate DPC for promotion from either stream and the method of selection from either stream may also vary. It is clarified that in such cases the principle of rotation of vacancies between different streams will have to be followed and not General Principle 5 (ii) referred to above. For instance, if promotion to a grade is made 50% from Grade 'A' and 50% from Grade 'B' through separate DPCs., vacancies in the promotion quota may be filled in the order A1, B1, A2, B2,

A3, etc., assuming that A1, A2, A3 are the candidates included in the select list of Grade 'A' and B1, B2 are those included in the select list of Grade 'B'.

[G.I., Dept. of Per. & Trg., O.M. No. 20020/4/89-Estt. (D), dated the 7th February, 1990.]

General Principle 6.— A roster should be maintained based on the reservation for direct recruitment and promotion in the Recruitment Rules. Where the reservation for each method is 50%, the roster will run as follows:— (1) Promotion, (2) Direct Recruitment, (3) Promotion, (4) Direct Recruitment and so on. Appointments should be made in accordance with this roster and seniority determined accordingly.

Illustration.— Where 75% of the vacancies are reserved for promotion and 25% for direct recruitment, each direct recruit shall be ranked in seniority below 3 promotees. Where the quotas are 50% each, every direct recruit shall be ranked below a promotee. If for any reason, a direct recruit or a promotee ceases to hold the appointment in the grade, the seniority list shall not be rearranged merely for the purpose of ensuring the proportion referred to above.

General Principle 7 (i).— The Principle laid down in Para. 7 (i) will not present any difficulty where recruitment by absorption is made singly and at intervals but it will be found wanting in cases where two or more persons are selected from different sources on the same occasion and the selection is spread over a number of days. It will, therefore, be necessary for the authorities responsible for approving appointments by absorption to indicate the *inter se* order of merit of the selected person in such cases.

General Principle 8.— While the seniority of persons appointed on an *ad hoc* basis will be determined as indicated in Para. 8 of this Annexure, the seniority list should clearly show that a person is not eligible for promotion or confirmation.

II. Re-employment after discharge in the case of ex-TB or ex-Pleurisy or ex-Leprosy patients

1. Ex-TB patients who are discharged from Central Government service on account of affliction with TB but who have subsequently been declared non-infective and medically fit for Government service by a TB Specialist or an Authorized Medical Authority, are eligible for re-appointment to the posts previously held by them, if vacancies exist or to equivalent posts in their own Departments, the usual condition regarding age-limits not being enforced in their case. Such persons will be eligible for re-appointment by the Ministry/Department concerned without the intervention of Employment Exchanges whenever there are suitable vacancies. If such persons cannot be re-employed in the Ministry/Department concerned for want of vacancies, employment assistance will be rendered to them by Employment Exchanges. For this purpose, as also for the purpose of relaxation of age-limits, these persons will be treated as "Retrenched Central Government employees".

2. Central Government employees discharged on account of affliction with Pleurisy/Leprosy and subsequently declared non-infective and medically

fit may be re-appointed in the same or equivalent posts of the Ministry/ Department concerned without the intervention of the Employment Exchanges.

3. On re-employment of such persons in the same posts from which they were discharged, the actual previous service rendered by them should be treated as qualifying service for purposes of pension and seniority and for purpose of pay, they should be placed in the same position in which they were at the time of their discharge from service. The break in service between the date on which they were discharged from service and the date of their re-appointment, would itself, however, not count for any purpose but the service will otherwise be regarded as continuous. The seniority of such persons appointed in other posts will be fixed in consultation with the Ministry of Home Affairs and their pay in consultation with the Ministry of Finance.

[G.I., M.H.A., O.M. No. 37/1/52-DGS, dated the 10th July, 1954; O.M. No. 13/4/56-RPS, dated the 29th September, 1956; O.M. No. 13/1/56-RPS, dated the 8th May, 1956 and O.M. No. 13/4/57-RPS, dated the 14th July, 1958.]

III. Fixation of seniority of a Government servant reverted to a lower post/grade/service as a measure of penalty and subsequently promoted to a higher post

In cases where a Government servant is reduced to a lower service, grade or post, or to a lower time-scale, the order imposing the penalty of reduction to a lower service, grade or post or to a lower time-scale may or may not specify the period of reduction. Where the order does not specify the period of reduction and there is coupled with it an order declaring the Government servant permanently unfit for promotion, the question of re-promotion will, obviously, not arise. In other cases where the period of reduction is not specified, the Government servant should be deemed to be reduced for an indefinite period, i.e., such date as, on the basis of his performance subsequent to the order of reduction, he may be considered fit for promotion. On re-promotion, the seniority of such a Government servant should be determined by the date of promotion. In all such cases, the person loses his original seniority in the higher service, grade or post in entirety. On re-promotion, the seniority of such a Government servant should be determined by the date of re-promotion without regard to the service rendered by him in such service, grade or post prior to his reduction.

The more common course is to specify the period of reduction and except when it is intended to debar a Government servant from promotion permanently, it is the preferable course. An order imposing the penalty of reduction to a lower service, grade or post or to a lower time-scale should invariably specify—

- (i) the period of reduction, unless the clear intention is that the reduction should be permanent or for an indefinite period;
- (ii) whether on such re-promotion, the Government servant will regain his original seniority in the higher service, grade or post or higher

time-scale which had been assigned to him prior to the imposition of penalty.

In cases where the reduction is for a specified period and is not to operate to postpone future increments, the seniority of the Government servant may, unless the terms of the order of punishment provide otherwise, be fixed in the higher service, grade or post or the higher time-scale at what it would have been but for his reduction.

Where the reduction is for a specified period and is to operate to postpone future increments, the seniority of the Government servant on re-promotion may, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service rendered by him in the higher service, grade or post or higher time-scale.

If the order of reduction is intended for an indefinite period, the order should be framed as follows:—

‘A’ is reduced to the lower post/grade/service of ‘X’ until he is found fit by the competent authority to be restored to the higher post/grade/service of ‘Y’.

In cases where it is intended that the fitness of the Government servant for re-promotion or restoration to his original position will be considered only after a specified period, the order should be made in the following form:—

‘A’ is reduced to the lower post/grade/service of ‘X’ until he is found fit, after a period of years from the date of this order, to be restored to the higher post of ‘Y’.

[G.I., M.H.A., O.M. Nos. 9/13/62-Estt. (D), dated the 10th October, 1962 and 9/30/63-Estt. (D), dated the 7th February, 1964.]

IV. Fixation of *inter se* seniority of the staff rendered surplus and redeployed on different occasions but in the same office

When an employee is declared surplus in a particular grade in an office and is redeployed in a grade in another office, he is not allowed to count his service in his previous office towards seniority in the office where he is redeployed, *vide* M.H.A., O.M. No. 9/11/55-RPS, dated the 22nd December, 1959 (Item I above). Thus, if a junior person is redeployed earlier than his senior, he becomes senior to the latter in the recipient office. To avoid this anomaly, orders have been issued that where a systematic effort to get the retrenched staff absorbed is coupled with the process of large-scale retrenchment, retrenchment should be effected in the order of seniority in the grade, i.e., persons higher in the list be released for absorption elsewhere before those who are lower in the list.

When two or more surplus employees of a particular grade in an office are selected on different dates for absorption in a grade in another office, their *inter se* seniority in the latter office will be same as in their previous office provided that—

- (i) no direct recruit has been selected for appointment to the grade in between these dates; and
- (ii) if there are no fixed quotas for direct recruitment and promotion to the grade in question in the new office and no promotee has been approved for appointment to that grade in between these dates.

When two or more surplus employees of a particular grade in an office are simultaneously selected for redeployment in another office in a grade, their *inter se* seniority in the particular grade, on deployment in the latter office, would be the same as it was in their previous office.

The above orders would not be applicable in respect of personnel who are appointed on the recommendations of the UPSC to posts/services, recruitment to which is made through the Commission. Seniority of surplus officers appointed on the recommendations of the Commission will be decided on an *ad hoc* basis in consultation with the Commission.

[G.I., M.H.A., O.M. Nos. 10/1/63-Estt. (D), dated the 30th November, 1963 and 9/22/68-Estt. (D), dated the 6th February, 1969.]

Miscellaneous Orders

1. Determination of seniority of persons selected for appointment to different posts in the same grade requiring different qualifications.— According to the Annexure to M.H.A., O.M. No. 9/11/55-RPS, dated the 22nd December, 1959 [Item I], the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendations of the UPSC or other selecting authority; persons appointed as a result of an earlier selection being senior to those, appointed as a result of a subsequent selection.

In cases where persons are selected either by the UPSC for appointment to different posts in the same grade with different qualifications (e.g., posts of Assistant Lecturer in History, Economics, Physics and Chemistry, etc.), the UPSC should be requested to recommend candidates for such posts in a consolidated order of merit. Similarly, other selecting authorities should also be requested to indicate such an order of merit while making selections for recruitment to such posts.

The seniority of persons appointed to posts indicated above will be determined in the order in which their names appear in the consolidated list.

[G.I., M.H.A., O.M. No. 9/11/55-RPS, dated the 14th January, 1960.]

2. Seniority of an officer under suspension, and of officers against whom enquiries are pending.— An officer under suspension, who on conclusion of the departmental proceedings against him, is completely exonerated, the suspension being held to be wholly unjustified, should be promoted in the first vacancy that could be made available for the purpose and his seniority in the next higher grade fixed as if he had been promoted in accordance with his position in the select list.

It has also been decided that in such a case, the period during which any officer junior to the suspended officer concerned was promoted to the higher grade should be reckoned towards the minimum period of service prescribed for purpose of eligibility for promotion to the higher grade.

[G.I., M.H.A., O.M. No. 39/4/56-Estt. (A), dated the 3rd November, 1958, read with O.M. Nos. 39/3/59-Estt. (A), dated the 31st August, 1960 and F. 7/28/63-Estt. (A), dated the 22nd December, 1964.]

3. Seniority of permanent/quasi-permanent employees on reversion to the original post.— Seniority of permanent and quasi-permanent Central Government employees who apply in response to advertisements or circulation of vacancies, for posts in—

- (i) Public Sector Undertakings, whether incorporated or not, which are wholly or substantially owned by the Government of India or the State Governments or in Autonomous Semi-Government Organizations and who are appointed to such posts on or after the 22nd January, 1966, or—
- (ii) Other Government Departments/Offices and who are appointed to such posts on or after the 14th July, 1967,

are entitled, in the event of reversion to the parent Department within the specified period of two/three years, to the original seniority in the grade/post, from which they proceeded on foreign service to the Public Sector Undertakings and Autonomous Bodies/deputation to other posts under Government.

[G.I., M.H.A., O.M. No. 1/6/67-Estt. (D), dated the 4th September, 1967.]

4. Seniority in cases of delay in reporting for duty after selection.— Relative seniority of direct recruits appointed on the recommendations of the UPSC or any other authority is determined by the order of merit in which they are selected for such appointment, the persons appointed as a result of an earlier selection being placed above those appointed as a result of the subsequent selection. It has come to the notice of the Government that in certain cases, the candidates recommended by them for appointment take long time to join and there have also been cases where offers of appointments were revived by the Departments after they had been cancelled and in spite of the long delay in joining, the candidates were allowed the benefit of seniority on the basis of their initial selection. The question whether in such cases it would not be desirable to depress the seniority of the candidates who are appointed on the result of the selections by the interviews/examinations was considered by the Government in consultation with the UPSC and it has now been decided that the following procedure may be adopted. This procedure will be applicable both in cases of (a) selection through interviews and (b) examinations—

- (i) ¹[An offer of appointment issued by different Ministries/Departments, should clearly specify the period (which shall not normally

1. Modified *vide* G.I., Dept. of Per. & Trg., O.M. No. 35015/2/93-Estt. (D), dated the 9th August, 1995. These instructions are not applicable to cases of persons who have been granted exemption under Rule 4 of Civil Services Examination Rules.

exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.

- (ii) If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Ministries/Departments but extension beyond three months should not be granted liberally and it may be granted only as an exception where facts and circumstances so warrant and in any case only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after the expiry of six months from the date of issue of the original offer of appointment.] The candidates who join within the above period of six months will have their seniority fixed under the seniority rules applicable to the service/post concerned to which they are appointed, without any depression of seniority.
- (iii) If, even after the extension(s), if any, granted by the Ministry/Departments, a candidate does not join within the stipulated time (which shall not exceed a period of six months), the order of appointment should lapse.
- (iv) An offer of appointment which has lapsed, should not ordinarily be revived later, except in exceptional circumstances and on grounds of public interest. The Commission should in all cases be consulted before such offers are revived.
- (v) In a case where after the lapsing of the offer, the offer is revived in consultation with the Commission as mentioned in sub-para. (iv) above, the seniority of the candidates concerned would be fixed below those who have already joined the posts concerned within the prescribed period of six months; and if the candidate joins before the candidates of the next selection examination join, he should be placed below all others of his batch. If however, the candidate joins after some or all the candidates of the next selection examination have joined he should be—
 - (a) in cases of selection through interview, placed at the bottom of all the candidates of the next batch;
 - (b) in the case of examination, allotted to the next year's batch and placed at the bottom.

[G.I., M.H.A., (D.P. & A.R.), O.M. No. 9/23/71-Estt. (D), dated the 6th June, 1978.]

5. Determination of seniority of re-employed officers for promotion/confirmation.— 1. The question of determination of seniority of re-employed officers should arise only in cases where the officers are re-employed before they attain the age of normal superannuation.

2. (1) Officers re-employed after they had retired/discharged, whether from Defence or Civil employment prior to the attainment of the age of superannuation under the civil rules, will, if appointed to civil posts under the

provisions of the Recruitment Rules applicable to direct recruits, be treated as direct recruits and their seniority in the grade fixed accordingly.

(2) However, where such officers are appointed to civil posts and the Recruitment Rules applicable thereto prescribe re-employment as a distinct mode of recruitment, their seniority will be determined as under—

- (a) The *inter se* seniority of persons so re-employed shall be determined in accordance with the order of their selection.
- (b) The relative seniority of persons so re-employed in relation to direct recruits and promotees shall be determined—
 - (i) Where the Recruitment Rules prescribe specific quotas for each of the categories, on the basis of rotation of vacancies based on the said quota;
 - (ii) In other cases, on the basis of the chronology of selection.

3. In the case of officers referred to in previous para., their confirmation and promotion to higher posts would take place with reference to the seniority so fixed.

4. These instructions would apply subject to any special provisions that may be applicable to particular services/posts in terms of the Recruitment Rules applicable to those services/posts.

[G.I., M.H.A., O.M. No. 20011/3/80-Estt. (D), dated the 16th June, 1980.]

6. Preparation of consolidated order of merit list when promotions to a grade is made from more than one grade.— See Clarification below Para. 5—Promotees—in Item 1 above.

7. When reference to UPSC necessary.— 1. It has been laid down in Para. 1 (i) of the Annexure to MHA's O.M. No. 9-11/55-RPS, dated the 22nd December, 1959 (Item I above) that whenever it is considered necessary to follow principles different from those laid down in decision *ibid*, a specific reference should be made to the MHA (now Department of Personnel and Training) who will consult the UPSC. It is also laid down that in regard to individual cases, the Ministry will decide the case on which the advice of the Commission should be obtained.

2. In certain Recruitment/Service Rules, keeping in view the requirement of the service needs, provision has been made that seniority of officers in exceptional cases will be determined by the Government in consultation with the Commission. It has come to the notice of the Department of Personnel and Training that in pursuance of such provisions, the Administrative Ministries are referring cases relating to seniority direct to the Commission and in certain cases final orders are also issued without consulting the Department of Personnel and Training. As the Department of Personnel and Training have issued the general principles of seniority and are responsible for maintaining uniformity and co-ordination in these matters, the Ministries are requested that they should invariably refer in the first instance cases relating to seniority

to the Department of Personnel who will consider and advise whether and if so in which cases the Commission should be consulted.

3. There are, however, cases where seniority of direct recruits appointed to different disciplines in the same grade/post on the results of selections/examinations conducted by the Commission, are required to be determined. As the seniority of such direct recruits is based on the combined order of merit determined at the time of selection by the Commission, references to the Commission for indicating such an order or merit may, however, be made to the Commission direct.

[G.I., M.H.A., (D.P. & A.R.), O.M. No. 22011/3/80-Estt. (D), dated the 26th March, 1980.]

8. Fixation of seniority of Civil Government servants who are permitted to take up military service during emergency and of Civil Government servants who are members of Defence Reserves/Territorial Army/Auxiliary Air Force and are called up for military service during emergency.— In the case of all such Civil Government servants, the period spent in military service/training will be counted towards seniority in their Civil posts. If such a Government servant is promoted to a higher post in his parent Department/Office during his absence on military service, his military service from the date of such promotion will count for seniority in the higher post.

[G.I., M.H.A., O.M. No. 35/15/63-Estt. (B), dated the 28th April, 1965.]

9. Fixation of seniority of Released Emergency Commissioned Officer and Short-Service Commissioned Officers of the Armed Forces of the Union appointed against vacancies reserved for them in Central Civil Services and posts, Group 'A' and Group 'B' (other than Engineering and Medical Services and posts).— 1. Seniority of such officers shall be determined on the assumption that they entered the Service or the post, as the case may be, at the first opportunity they had after joining the training prior to their Commission or the date of their Commission where there was only post-Commission training, that is—

(a) in the case of services or posts recruitment to which is made on the results of a competitive examination conducted by the Commission, the released Emergency Commissioned Officer or Short Service Commissioned Officer who completes successfully at the first or second available opportunity would be deemed to have passed the examination at the first or second occasion he could have appeared at the relevant examination had he not joined military service and shall be assigned the year of allotment correspondingly; and

(b) in the case of services or posts recruitment to which is made otherwise than through a competitive examination conducted by the Commission, seniority shall be fixed on the assumption that the Emergency Commissioned Officers and the Short Service Commissioned Officers would have been appointed on the date arrived at after giving credit for the approved military services as Emergency Commissioned Officers or Short Service Commissioned

Officers, as the case may be, including the period of training, if any, and shall be deemed to have been allotted the corresponding year for the purpose of fixation of seniority.

2. Seniority *inter se* of candidates who are appointed against the vacancies reserved under sub-rule (1) of Rule 4 of the Released Emergency Commissioned Officers and Short Service Commissioned Officers (Reservation of Vacancies) Rules, 1971, and allotted to a particular year shall be determined according to the merit list prepared by the Commission on the basis of the results of their performance at the examination or test or interview.

3. All candidates who have been appointed against the vacancies reserved under sub-rule (1) of Rule 4 of the rules referred to at 2 above shall rank below the candidates who were appointed against unreserved vacancies in the services or posts through the competitive examination or test or interview conducted by the Commission corresponding to the year to which the former candidates are allotted.

[G.I., Dept. of Per., Notfn. No. 8/20/69-Estt. (C), dated the 26th August, 1971.]

10. Seniority of released Emergency Commissioned and Short Service Commissioned Officers of the Armed Forces of the Union who are appointed against reserved vacancies in the Engineering and Medical Services and posts of the Government of India Group 'A' and Group 'B'.—1. Seniority of these Officers shall be fixed on the assumption that he would have been appointed to the service or post, as the case may be, on the date arrived at after giving credit for his approved military service as Emergency Commissioned Officer or Short Service Commissioned Officer, as the case may be, including the period of training, if any:

Provided that in the case of an officer who competes for the reserved vacancies under proviso to sub-clause (1) of Clause (a) of sub-rule (2) of Rule 5 of the Released Emergency Commissioned Officers and Short Service Commissioned Officers (Engineering and Medical Services) Reservation of Vacancies (No. II) Rules, 1971, seniority would be fixed as if he has been directly recruited to the service or post through open competition corresponding to the date and year in which he actually joined.

2. Seniority *inter se* of Released Emergency Commissioned Officers or Short Service Commissioned Officers who are appointed against technical vacancies reserved for them allotted to a particular year shall be determined according to the merit list prepared by the Commission on the basis of the results of their performance at the viva voce test or interview.

3. All candidates who are appointed against the reserved vacancies will rank below the successful candidates from open competition of the year to which they are allotted.

4. In cases where the released Emergency Commissioned Officers or Short Service Commissioned Officers recruited initially on a temporary basis and given the same year of allotment are confirmed subsequently in an order

different from the order of merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit.

[G.I., Dept. of Per., Notfn. No. 9/14/71-Estt. (C), dated the 25th November, 1971.]

11. Seniority of meritorious sportsmen appointed in relaxation of Recruitment Rules.— Where sportsmen are recruited through the Employment Exchange or by direct advertisement and are considered along with other general category candidates, they may be assigned seniority in the order in which they are placed in the panel for selection.

Where recruitment to a post is through a selection made by the Staff Selection Commission, whether by a competitive examination or otherwise, the sportsmen recruited in the departments themselves should be placed *en bloc* junior to those who have already been recommended by the Service Selection Commission. The *inter se* seniority of sportsmen will be in the order of selection.

[G.I., Dept. of Per. & Trg., O.M. No. 14015/1/76-Estt. (D), dated the 4th August, 1980—Paragraph 4.]

12. No loss of seniority of promoted SC/ST employees by virtue of rule of reservation/roster.— The seniority of a person appointed to a post is determined according to the general Principle 5 (i) contained in MHA O.M. No. 9/11/55-RPS, dated 22-12-1959 and Para. 2.2 in DoP&T O.M. No. 22011/7/86-Estt. (D), dated 3-7-1986 read with DoP&T O.M. No. 20011/5/90-Estt. (D), dated 4-11-1992. Seniority of such persons is determined by the order of merit indicated at the time of initial appointment and seniority of persons promoted to various grades is determined in the order of selection for such promotion. Thus, as per the aforementioned instructions, persons appointed through an earlier selection would *en bloc* be senior to those promoted through subsequent selection.

2. This position was reviewed subsequent to the judgment of the Supreme Court, dated 10-10-1995 in the case of *Union of India v. Virpal Singh Chauhan, etc.* [JT 1995 (7) SC 231] and it was decided *vide* DoP&T, O.M. No. 20011/1/96-Estt. (D), dated 30-1-1997, (*vide Order No. 28 in Section 2 of Swamy's Compilation on Reservations and Concessions for SCs & STs - Edition 2002*) to modify the then existing policy by addition of the proviso to general Principle 5 (i) contained in MHA (now DoP&T), O.M. No. 9/11/55-RPS, dated 22-12-1959 and Para. 2.2 in DoP&T, O.M. No. 22011/7/86-Estt. (D), dated 3-7-1986, which stipulated that if a candidate belonging to the Scheduled Caste or the Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/OBC candidate who is promoted later to the said immediate higher post/grade, the general/OBC candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste and the Scheduled Tribe in the immediate higher post/grade.

3. The Government have now decided to negate the effects of the DoP&T, O.M., dated the 30th January, 1997 by amending Article 16 (4-A) of the Constitution right from the date of its inclusion in the Constitution, i.e., 17th June, 1995, with a view to allow the Government servants belonging to SCs/STs to retain the seniority in the case of promotion by virtue of rule of reservation. In other words, the candidates belonging to general/OBC category promoted later will be placed junior to the SC/ST Government servants promoted earlier even though by virtue of the rule of reservation.

4. Therefore, in pursuance of the aforementioned Constitution (Eighty-Fifth) Amendment Act, 2001, it has been decided as follows:

- (i) (a) SC/ST Government servants shall, on their promotion by virtue of rule of reservation/roster, be entitled to consequential seniority also; and
(b) the above decision shall be effective from 17th June, 1995.
- (ii) The instructions contained in DoP&T, O.M. No. 20011/ 1/96-Estt. (D), dated 30-1-1997 as well as the clarifications contained in DoP&T, O.M. No. 20011/2/97-Estt. (D), dated 21-3-1997 shall stand withdrawn with effect from 30-1-1997 itself.
- (iii) Seniority of Government servants determined in the light of O.M., dated 30-1-1997 shall be revised as if that OM was never issued.
- (iv) (a) On the basis of the revised seniority, consequential benefits like promotion, pay, pension, etc., should be allowed to the concerned SC/ST Government servants (but without arrears by applying principle of 'no work no pay').
(b) For this purpose, senior SC/ST Government servants may be granted promotion with effect from the date of promotion of their immediate junior general/OBC Government servants.
(c) Such promotion of SC/ST Government servant may be ordered with the approval of Appointing Authority of the post to which the Government servant is to be promoted at each level after following normal procedure of DPC (including consultation with UPSC).
- (v) Except seniority, other consequential benefits like promotion, pay, etc., (including retiral benefits in respect of those who have already retired) allowed to general/OBC Government servant by virtue of implementation of O.M., dated 30-1-1997 and/or in pursuance of the directions of CAT/Court should be protected as personal to them.

5. All Ministries/Departments are requested to bring the above decisions to the notice of all concerned for guidance and compliance. Necessary action to implement the decisions contained in Para. 4 (iii) above may be completed within three months from the date of issue of these instructions and necessary action to implement the decision at Para. (iv) above may be completed within 6 months from the date of issue of these instructions.

[G.I., Dept. of Per. & Trg. O.M. No. 20011/1/2001-Estt. (D), dated the 21st January, 2002.]

*Copy of M.H.A., Dept. of Per. & Admn. Reforms, O.M. No.
14017/27/75-Estt. (D) (Pt.), dated the 7th March, 1984:—*

13. Criteria for determining analogous posts.— Whenever the Recruitment Rules for a post prescribe 'transfer on deputation / transfer' as a method of filling up the post, it generally contains an entry in Column 12 of the standard form of schedule stating *inter alia* that the transfer on deputation / transfer shall be made from the officers holding analogous posts under the Central / State Governments. This Department has been receiving references from various Ministries / Departments asking for the definition of the words 'analogous posts'. It has, therefore, been considered appropriate to lay down the following criteria for determining whether the posts in question could be treated as analogous to each other or not in so far as posts under the Central Government are concerned:—

- (i) Though the scales of pay of the two posts which are being compared may not be identical, they should be such as to be an extension of or a segment of each other, e.g., for a post carrying the pay scale of Rs. 1,200-1,600, persons holding posts in the pay scale of Rs. 1,100-1,600 will be eligible and for a post in the scale of Rs. 1,500-2,000, persons working in posts carrying pay scales of Rs. 1,500-1,800 and Rs. 1,800-2,000.
- (ii) Both the posts should be falling in the same Group of posts as defined in the Department of Personnel and Administrative Reforms Notification No. 21/2/74-Estt. (D), dated the 11th November, 1975.
- (iii) The levels of the responsibility and the duties of the two posts should also be comparable.
- (iv) (a) Where specific qualifications for transfer on deputation / transfer have not been prescribed, the qualifications and experience of the officers to be selected should be comparable to those prescribed for direct recruits to the post where direct recruitment has also been prescribed as one of the methods of appointment in the Recruitment Rules.
(b) Where promotion is the method of filling up such posts, only those persons from other Departments may be brought on transfer on deputation whose qualifications and experience are comparable to those prescribed for direct recruitment for the feeder grade / post from which the promotion has been made.

2. As far as the posts under the State Governments Public Undertakings, etc., are concerned, it is quite likely that even posts with identical designations may not have comparable scales of pay and they may also differ with reference to the extent and stage of merger of D.A. with pay. The levels in the hierarchy and the nature of duties, may not also be comparable. These posts may not also be classified into 4 groups as has been done under the Central Government. Taking these factors into consideration, the selecting authorities

may have to be guided more by the nature of duties performed by the candidates in their parent organization *vis-a-vis* those in the posts under selection, and qualifications and experience required for the post under the Central Government for making selection for appointments by transfer/deputation (including short-term contract) from outside the Central Government service. Since details of Recruitment Rules for the posts under State Government/ Public Undertakings, etc., may not be available, bio-data sheets, signed by the officers themselves and certified/countersigned by their employer indicating their qualifications, experience, assignments held in the past, contributions made by them in the field of research, publications to their credit and any other information which the officers might consider relevant for assessing their suitability for the post in question may be obtained in the pro forma (*enclosed*) prescribed *vide* the Department of Personnel and A.R.'s O.M. No. 39011/8/81-Estt. (B), dated the 18th July, 1981.

3. The Ministries/Departments are requested to keep the above guidelines in mind in examining the applications from officers holding analogous posts for making selection by the process of transfer on deputation transfer (including short-term contract).

PRO FORMA

1. Name
2. Date of birth
3. Date of retirement under Central/State Government Rules
4. Educational qualifications
5. Whether Educational qualifications required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same

Qualifications Required		Qualifications possessed by the Officer
Essential:	(1) (2) (3)	
Desired:	(1) (2)	

6. Present post held, date from which held and the scale of pay and pay therein. ...

7. Experience in the subject field of selection.
8. Details of Service
 - (1) Name of post & Employer ...
 - (2) From to
 - (3) Scale of pay
 - (4) Nature of appointment, i.e., whether
 ad hoc or regular
 - (5) Nature of duties performed ...
9. Whether belongs to SC/ST?
10. Remarks

Countersigned.
(Employer)

Signature of the Candidate

14. Consultation with the Department of Personnel and Training in service matter.—Recently matters involving fixation of pay and seniority, etc., were placed before the ACC at the request of individual Ministries. The ACC, while approving the individual cases, also directed that such matters should not be referred to the ACC for orders and should be settled by the administrative Ministry in consultation with the Department of Personnel and Training.

2. Policy guidelines on various service matters already exist and wherever clarifications are desired by the administrative Ministries / Departments on such matters, they are required to consult the concerned Division of the nodal Department, viz., DoP & T.

3. Ministry of Human Resource Development, etc., are therefore, advised that in future all such establishment issues may be settled in consultation with the concerned Division of DoP & T instead of referring the cases for decision of the ACC.

[G.I., Dept. of Per. & Trg., O.M. No. 4 (13) EO/2000 (ACC), dated the 29th September, 2003.]

**APAR proforma for Technical Scientific, Administrative and Scientific staff
including, Technical Administrative RMP**



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL
RESEARCH

**भारतीय कृषि अनुसंधान परिषद के वैज्ञानिक
कार्मिकों की वार्षिक मूल्यांकन रिपोर्ट**

**Annual Assessment Report for Scientific
Personnel of the ICAR**

भारतीय कृषि अनुसंधान परिषद
नई दिल्ली – 110 001
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NEW DELHI - 110 001

निपुण सहायक कर्मचारी का वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट का प्रपत्र
Annual Performance Assessment Report form in respect of Skilled Support Staff

01.04.2013 से 31.03.2014 को समाप्त होने वाले वर्ष/अवधि की रिपोर्ट
Report for the year/period 01.04.2013 to 31.03.2014

भाग- I वैयक्तिक विवरण
PART-I PERSONAL DATA

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम : S/o
Name of Officer
2. पदनाम जिस पर काम कर रहे हैं : निपुण सहायक कर्मचारी
Designation/Post held
3. जन्म तिथि :
Date Of birth
4. क्या अधिकारी अनुसूचित जाति/अनुसूचित जनजाति का है :
Whether the officer belongs to Scheduled Class/Scheduled Tribe
5. वर्तमान ग्रेड में लगातार नियुक्ति की तारीख, अर्थात् 01.01.2006
Date of continuous appointment to the present grade, viz 01.01.2006
6. रिपोर्ट की अवधि के वर्ष में किन-किन अनुभागों में काम किया है और हर एक में कितने-कितने समय तक काम किया है ?
Section(s) in which served during the year under report and period of service in each.
7. वर्ष में छुट्टी, प्रशिक्षण आदि पर होने के कारण ड्यूटी से अनुपस्थिति की अवधि
Period of absence from duty(on leave, training etc.) during the year/period

स.प्रशा.अधिकारी / Asstt.Admn.Officer

भाग- II

रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन

PART-II

ASSESSMENT OF THE REPORTING OFFICER

(कृपया प्रविष्टियों को भरने से पूर्व, फार्म के अन्त में दिए गए अनुदेशों को ध्यान से पढ़ लें)

(Please read carefully the instruction given at the end of the form before filling the entries)

1.स्वास्थ्य

State of Health

2.बुद्धिमत्ता सीखने की लगन तथा परिश्रमशीलता

Intelligence, Keenness and industry.

3.अनुशासन बद्धता ।

Amenability to discipline.

4.हाजरी में समय की पाबंदी ।

Punctuality in attendance.

5.साथी कर्मचारियों के साथ संबंध/जनसम्पर्क(जहां लागू हो) ।

Relations with fellow employees/public relations (wherever applicable)

6. क्या रिपोर्ट की अवधि में लापरवाही से काम करने या अन्य कारणों से अधिकारी की भर्त्सना की गई है । यदि हां, तो उसका संक्षिप्त ब्यौरा दें ।

Has the officer been reprimanded for indifferent work or for other causes during the period under report ? If so, please give brief particulars.

7. क्या अधिकारी ने प्रशंसा योग्य कोई उत्कृष्ट या उल्लेखनीय कार्य किया है ? उनका संक्षेप में उल्लेख करें ।

Has the officer done any outstanding or notable work meriting commendation ? Briefly mention them.

8. सत्यनिष्ठा (कृपया अनुदेशों के नीचे दी गई टिप्पणी देखें) ।

Integrity (Please see note below instructions)

9. कोटि निर्धारण (उत्कृष्ट/बहुत अच्छा/अच्छा/औसत/औसत से कम)

Grading (Outstanding/Very Good/Good/Average/Below Average)

(किसी अधिकारी को तब तक उत्कृष्ट कोटि नहीं दी जानी चाहिए तब तक कि उसमें उच्च कोटि के गुण तथा कार्य निष्पादन देखने में न आया हो, जिस आधार पर ऐसी कोटि दी गई है, उनका स्पष्ट रूप से उल्लेख किया जाना चाहिए ।

(An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should clearly be brought out).

स्थान :

Place :

तारीख:

Date:

प्रतिवेदक अधिकारी के हस्ताक्षर

Signature of the Reporting Officer

नाम साफ अक्षरों में

Name in block letters _____

पदनाम

Designation _____

(रिपोर्ट की अवधि के दौरान)

(During the period of report)

1. पुनरीक्षण अधिकारी के अधीन की गई सेवा की अवधि ।
Length of service under the Reviewing Officer.

2. क्या पुनरीक्षण अधिकारी इस बात से संतुष्ट हैं कि रिपोर्ट लिखने वाले अधिकारी ने कर्मचारी की रिपोर्ट उचित सावधानी और ध्यानपूर्वक तथा सभी संगत बातों को ध्यान में रखते हुए दी गई है ?
Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after into account all the relevant material ?

3. क्या आप प्रतिवेदक अधिकारी द्वारा किये गये अधिकारी के मूल्यांकन से सहमत हैं ? (कृपया असहमत होने की दशा में, कारण निर्दिष्ट करें) क्या आप उसमें कुछ परिवर्तन करना या छोड़ना चाहेंगे ?
Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons). Is there any thing you wish to modify or add?

4. रिपोर्ट लिखने वाले अधिकारी द्वारा दी गई सामान्य अभ्युक्तियों के बारे में विशिष्ट टिप्पणियों के साथ सामान्य अभ्युक्तियों तथा श्रेणीकरण सहित अधिकारी के सराहनीय कार्य के बारे में अभ्युक्तियों ।
General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.

4. क्या अधिकारी में ऐसी कोई विशेषताएं और अथवा योग्यताएं हैं जिनके कारण विशेष कार्य के लिए उसका चुना जाना अथवा बारी न होते हुए उसकी पदोन्नति उचित हो ? यदि हां, तो विशेष रूप से बताएं ।
Has the officer any special characteristics, any/or any abilities which would justify his/her selection for special assignment or out of turn promotion ? If so, specify.

स्थान :
Place :
तारीख :
Date :

पुनरीक्षण अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer
नाम साफ अक्षरों में
Name in block letters _____
पदनाम
Designation _____
(रिपोर्ट की अवधि के दौरान)
(During the period of report)

अनुदेश INSTRUCTION

1. वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है। इसमें अधिकारी के कार्य निष्पादन का मूल्यांकन करने के लिए और उसकी जीविका (कैरियर) में उसकी आगे पदोन्नति के लिए मूलभूत और महत्वपूर्ण सूचना होती है। इसलिए जिस अधिकारी की रिपोर्ट लिखी जानी है उसको, रिपोर्ट लिखने वाले अधिकारी को और पुनरीक्षण अधिकारी को इस फार्म को भरने की ड्यूटी को उच्च दायित्व की भावना से करना चाहिए।

The Annual Performance Assessment Reports is an important document. It provides the basics and vital inputs for assessing the performance of an Officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a sensitive of responsibility.

2. गोपनीय रिपोर्टों के माध्यम से कार्य-निष्पादन के मूल्यांकन का उपयोग मानव संसाधन विकास के एक साधन के रूप में किया जाना चाहिए। रिपोर्ट लिखने वाले अधिकारियों को यह अनुभव करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है ताकि वह अपनी वास्तविक क्षमता को पूर्ण रूप से समझ सके। इसका उद्देश्य अधिकारी को चाहिए कि जिस अधिकारी की रिपोर्ट लिखी जा रही है, उनके कार्य-निष्पादन रवैये अथवा समय व्यक्तित्व में कमियों का उल्लेख करने में संकोच न करें।

Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officer should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not away from reporting short comings in performance, attitudes or overall personality of the officer reported upon.

3. मर्दें उचित सावधानी और ध्यान से और काफी समय लगाकर भरी जानी चाहिए। यदि रिपोर्ट असावधानी से या सरसरी तौर से भरने का प्रयत्न किया जाता है तो इसका उच्च प्राधिकारियों को आसानी से पता लग जाएगा। The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. यदि पुनरीक्षण अधिकारी इस बात से आवश्स्त हो जाता है कि रिपोर्ट लिखने वाले अधिकारी ने रिपोर्ट उचित सावधानी तथा ध्यान दिये बिना लिखी है तो वह इस आशय की एक टिप्पणी भाग-4 की मद संख्या 2 में दर्ज कर देगा। समक्ष प्राधिकारी ये टिप्पणियाँ रिपोर्ट लिखने वाले अधिकारी की गोपनीय रिपोर्ट में लिखेगा। If the Reviewing Officer is satisfied that the Reporting Officer has made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-IV. The Government shall enter the remarks in the Confidential Roll of the Reporting Officer.

5. प्रत्येक उत्तर वर्णनात्मक रूप में दिया जाएगा। उपलब्ध कराये गए स्थान में उत्तर की वांछित लम्बाई का पता चलता है। शब्दों तथा पदों को सावधानी से चुना जाना चाहिए और उनके प्रयोग में उत्तर लिखने वाले अधिकारी का वास्तविक अभिप्राय प्रकट होना चाहिए। कृपया सुस्पष्ट तथा सरल भाषा का प्रयोग करें। किसी भी विशिष्टता के सम्मुख अपनी अपनी टिप्पणियों देते समय "उत्कृष्ट", "बहुत अच्छा", "सामान्य", "सामान्य से नीचे", जैसे बहु प्रयोजनीय शब्दों का प्रयोग नहीं करना चाहिए।

Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer, please use unambiguous and simple language. Please do not use ammbus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.

6. यद्यपि कार्य-निष्पादन का मूल्यांकन वर्ष की समाप्ति पर दिया जाता है, परन्तु इस बात को ध्यान में रखकर कि वह मानव संसाधन के विकास का साधन हो, रिपोर्ट लिखने वाले अधिकारी को नियमित अन्तरालों पर कार्य निष्पादन की समीक्षा करना चाहिए और सलाह आदि के रूप में आवश्यक सुधारात्मक उपाय करने चाहिए।

Although performance appraisal is a year and exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular interval review the performance and take necessary corrective steps by way of advice etc.

7. मूल्यांकन करने वाले हरेक अधिकारी का यह प्रयत्न होना चाहिए कि जिस व्यक्ति के कार्यों का मूल्यांकन किया जा रहा है, उनके कार्य-निष्पादन, आचार व्यवहार तथा क्षमता का यथासंभव सही-सही चित्र प्रस्तुत किया जाए।

It should be the endeavour of each appraiser to present the true possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

8. जिस व्यक्ति के कार्य का मूल्यांकन किया जा रहा है, उसका मूल्यांकन रिपोर्ट की अवधि में उसके कार्य-निष्पादन का ही मूल्यांकन किया जाना चाहिए ।

Assessment should be confined to the appraisee's performance during the period of report only.

9. एक ही स्तर के कुछ पद दूसरों की तुलना में अधिक उपसाध्य हो सकते हैं । किसी एक ही पद के दबाव और भार भी समय-समय पर अलग-अलग हो सकता है । मूल्यांकन में इन तथ्यों को ध्यान में रखा जाना चाहिए और इन पर यथोचित टिप्पणी की जानी चाहिए ।

Same posts of same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

टिप्पणी :- सत्यनिष्ठा से संबंधित मद को भरने के लिए निम्नलिखित कार्य-विधि का पालन किया जाना चाहिए :-

Note:- The following procedure should be followed in filling up the item relating to integrity:-

(1) यदि अधिकारी की सत्यनिष्ठा में कोई सन्देह नहीं है तो ऐसा उल्लेख किया जाए ।

(i) If the officer's integrity is beyond doubt, it may be so stated.

(2) यदि कोई सन्देह या शंका हो तो मद खाली छोड़ दी जानी चाहिए और निम्नलिखित कारवाई की जानी चाहिए :-

(ii) If there is any doubt or suspicion the item should be left blank and action taken as under:-

(क) एक अलग गुप्त टिप्पणी लिखकर उस पर अनुवर्ती कार्यवाई की जानी चाहिए । इस टिप्पणी की प्रति वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट सहित उपर के वरिष्ठ अधिकारी को भी भेजी जानी चाहिए जो कि यह सुनिश्चित करेगा कि अनुवर्ती कार्यवाई शीघ्र की जाए । जिन मामलों में सत्यनिष्ठा को प्रमाणित करना या गोपनीय टिप्पणी दर्ज करना सम्भव न हो वहां रिपोर्ट लिखने वाले अधिकारी को स्थिति के अनुसार यह उल्लेख करना चाहिए कि या तो उससे अधिकारी का कार्य काफी समय तक नहीं देखा है जिससे कि वह निश्चित राय कयम कर सके या उसने अधिकारी के विरुद्ध कोई ऐसी बात नहीं सुनी है ।

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Annual Performance Assessment report that the next superior office who will ensure that the follow up action is taken expeditiously where it is not possible either to certify the integrity to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment of that he has heard nothing against the officer as the case may be.

भारतीय कृषि अनुसंधान परिषद
नई दिल्ली — 110 001
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NEW DELHI - 110 001

प्रपत्र
Form

भारतीय कृषि अनुसंधान परिषद के वर्ग-I के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report for Technical Employees of Indian Council of Agricultural Research under Category-I.

समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending.....

वैयक्तिक ब्यौरे
PERSONAL DATA

भाग-1

Part-I

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम.....
Name of the Officer
2. जन्म की तारीख (दिन/माह/वर्ष) (शब्दों में)
Date of Birth (DD/MM/YYYY)...../...../..... (In words).....
3. वर्तमान पद.....
Present post held.....
4. कृष्या अधिकारी अनुसूचित जाति/जनजाति का है?.....
Whether the officer belongs to Scheduled Caste/Scheduled Tribe?
5. वर्तमान पद तथा उस पर नियुक्ति की तिथि पद दिनांक
Present post and date of appointment thereto Post..... Date.....
6. वर्ष में कार्य अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि)। यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on training, leave etc.) during the year. If he has undergone training specify.
.....
.....
.....

भाग-2 - स्व मूल्यांकन

Part- 2 - SELF APPRAISAL

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियाँ भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण
Brief description of duties

--

2. से तक के वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त सार-वृत्त
(दिया जाने वाला सार- वृत्त 100 शब्दों से अधिक न हो)
Brief resume of the work done by you during the year/period from to
(The resume to be furnished should be limited to 100 words)

--

स्थान / Place :-

दिनांक / Date :-

अधिकारी, जिसकी रिपोर्ट लिखी जानी है, का हस्ताक्षर

Signature of the officer reported upon

भाग 3 – रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन
Part 3 – ASSESSMENT BY THE REPORTING OFFICER

(कृपया प्रविष्टियाँ भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. द्वारा प्रत्येक गुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जो कि 1 से 10 तक के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम ग्रेड से और 10 का तात्पर्य उच्चतम ग्रेड से है।
Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(क) कार्य निष्पादन का मूल्यांकन (इस खंड की तरजीह 40% होगी)
(A) Assessment of work output (weightage to this Section would be 40%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आपाक्षर Initial of Reviewing Authority
1	2	3	4
i) योजनाबद्ध कार्य/आवंटित विषयों के अनुसार आवंटित कार्य को पूरा करना i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य की गुणवत्ता ii) Quality of work			
iii) टंकण में प्रवीणता (गति और परिशुद्धता) iii) Proficiency in typing (speed and accuracy)			
iv) कार्य में प्रवीणता, नामतः निर्धारित रजिस्टर्स और चार्ट्स इत्यादि का रखरखाव iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
कार्य निष्पादन पर समग्र ग्रेडिंग (कुल [i से iv]/4) Overall Grading on 'Work Output' (Total [i to iv] /4)			

(ख) वैयक्तिक गुण/विशेषता का मूल्यांकन (इस खंड की तरजीह 30% होगी)
(B) Assessment of personal attributes (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आपक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य के प्रति अभिवृत्ति			
i) Attitude to work			
ii) उत्तरदायित्व की भावना			
ii) Sense of responsibility			
iii) अनुशासन बनाए रखना			
iii) Maintenance of discipline			
iv) संप्रेषण कौशल			
iv) Communication skills			
v) विश्लेषणात्मक योग्यता			
v) Analytical ability			
vi) टीम में कार्य करने की योग्यता			
vi) Ability to work in team			
vii) समय-सीमा का पालन करने की योग्यता			
vii) Ability to meet deadline			
viii) अंतर्व्यक्तिक संबंध			
viii) Inter personal relations			
वैयक्तिक गुण/विशेषताओं की समग्र ग्रेडिंग Overall Grading on 'Personal Attributes' (Total (i to viii) /8)			

(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खंड की तरजीह 30% होगी)
(C) Assessment of functional competency (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आपक्षर Initial of Reviewing Authority
1	2	3	4
i) काम-काज के क्षेत्र में नियमों/विनियमों/ पद्धतियों का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता			
i) Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly			
ii) समन्वय की योग्यता			
ii) Coordination ability			
iii) पहल			
iii) Initiative			
iv) कंप्यूटर पर कार्य करने में प्रवीणता			
iv) Proficiency in working on computer			
कार्यात्मक क्षमता पर समग्र ग्रेडिंग (कुल (i से iv) /4) Overall Grading on 'Functional Competency' (Total (i to iv) /4)			

टिप्पणी : समग्र ग्रेडिंग, निर्धारित की गई तरजीह के अनुपात में संकेतकों के प्रत्येक समूह के माध्य मान के योग पर आधारित होगी।
Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य / GENERAL

भाग - 4

Part - 4

1. जनता के साथ संपर्क (जहां कहीं लागू हो) (कृपया जनता की अधिकारी तक पहुंच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें)

Relations with the public (wherever applicable)

(please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण (कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें)
Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा (कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)
Integrity (Please comment on the integrity of the officer)

5. क्षमताओं और कमतर क्षमताओं, असाधारण उपलब्धियों, महत्वपूर्ण विफलताओं तथा काजजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारी के समय गुणों पर रिपोर्ट लिखने वाले अधिकारी द्वारा शब्द चित्र (लगभग 100 शब्दों में)

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. रिपोर्ट के भाग-III में खंड क, ख और ग में दी गई तरजीह के आधार पर समग्र आंकिक ग्रेडिंग

Overall numerical grading on the basis of weightage given in Section A, B, and C in Part-III of the Report.

Signature of the

स्थान / Place:

दिनांक / Date :

रिपोर्ट लिखने वाले अधिकारी का हस्ताक्षर

Reporting Officer

नाम मोटे अक्षरों में :

Name in Block letters:

पदनाम :

Designation:

रिपोर्ट की अवधि के दौरान :

During the period of Report:

भाग - 5 समीक्षा अधिकारी द्वारा अभ्यक्तियां

Part - 5 REMARKS OF THE REVIEWING OFFICER

1. समीक्षा अधिकारी के तहत सेवाकाल
Length of service under the Reviewing Officer
2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणो/विशेषताओं के संबंध में रिपोर्ट लिखते वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं ? (संदर्भ : भाग 3 और भाग 4 (5)) (यदि आप गुणो/विशेषताओं के किसी भी आंशिक मूल्यांकन से सहमत नहीं हैं तो उस खंड में आपके लिए दिए गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियां पर अपना आधाकर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? (Ref: Part 3 & Part 4 (5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)
3. असहमति की स्थिति में कारण बताएं । क्या ऐसा कुछ है जिसमें आप संशोधन करना अथवा जोड़ना चाहते हैं ?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?
4. अ.जा./अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में रिपोर्ट लिखते वाले अधिकारी की अभिवृत्ति
The attitude of the Reporting Officer in assessing the performance of SC/ST officer
5. समीक्षा अधिकारी द्वारा शब्द चित्र । (लगभग 100 शब्दों में) कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समय गुणों पर टिप्पणी करें ।
Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.
6. रिपोर्ट के भाग-3 में खंड -क, खंड-ख और खंड-ग में दी गई तरजीह के आधार पर समय आंकिक योजिंग
Overall numerical grading on the basis of weightage given in Section- A, Section- B and Section- C in Part- 3 of the Report.

समीक्षा अधिकारी का हस्ताक्षर

Signature of the Reviewing Officer

स्थान / Place:

दिनांक / Date :

नाम मोटे अक्षरों में :

Name in Block letters:

पदनाम :

Designation:

रिपोर्ट की अवधि के दौरान :

During the period of Report:

अनुदेश INSTRUCTIONS

1. वार्षिक निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है, यह अधिकारी के कार्य-निष्पादन का मूल्यांकन करने के लिए और उसके करियर में आगे की बढ़ोतरी के लिए महत्वपूर्ण जानकारी उपलब्ध करवाता है। अतः यह अधिकारी जिसकी रिपोर्ट लिखी जा रही है, रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को बड़ी जिम्मेदारी के साथ इस काम को भरते की जिम्मेदारी निभानी चाहिए।
1. The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. रिपोर्ट लिखने वाले अधिकारी को यह महसूस करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है, ताकि वह अपनी वास्तविक सामर्थ्य को पहचान सके। यह एक त्रुटि ढूँढने वाली प्रक्रिया नहीं है, बल्कि एक विकासात्मक प्रक्रिया है। रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को, उस अधिकारी, जिसकी रिपोर्ट लिखी जानी है, के कार्य निष्पादन, अभिरूचि अथवा समय व्यक्तित्व की कमियाँ अपनी रिपोर्ट में लिखने से संकोच नहीं करना चाहिए।
2. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. ये मंटे समुचित ध्यान से और पर्याप्त समय देकर भरी जाती चाहिए। रिपोर्ट को आकस्मिक तौर पर अथवा ऊपरी तौर से भरे जाने का कोई भी प्रयास उच्च अधिकारियों को स्पष्टतः पता चल जाएगा।
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. यदि समीक्षा अधिकारी इस बाबत सतुष्ट है कि रिपोर्ट लिखने वाले अधिकारी ने उचित सावधानी और ध्यान के बिना ही रिपोर्ट लिख दी है तो वह भाग-iv के मंड 2 में इस बाबत अभ्युक्ति दर्ज करेगी/करेंगी। सरकार इस अभ्युक्ति को रिपोर्ट लिखने वाले अधिकारी के गोपनीय होल में प्रविष्ट करेगी।
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. प्रत्येक उत्तर वर्णनात्मक रूप में दिया जाए। केवल उसे छोड़कर जहाँ आंकिक ग्रेडिंग दी जाती हो। उपलब्ध अवकाश गया स्थान उत्तर की अपेक्षित लंबाई दर्शाता है। शब्दों और पदबंधों को ध्यानपूर्वक चुना जाए और यह उत्तर रिकार्ड करने वाले अधिकारी के इरादों को सही ढंग से दर्शाए। सुस्पष्ट और साधारण भाषा का प्रयोग किया जाए।
5. Every answer shall be given in a narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
6. रिपोर्ट लिखने वाले अधिकारी, उस अधिकारी जिसकी रिपोर्ट लिखी जानी है, को वर्ष के शुरू में वर्ष में पूरे किए जाने वाले लक्ष्य सौभाग्य। यदि कोई अधिकारी रिपोर्टीयन वर्ष के लिए नया पद सम्भालता है, तो इस तरह के लक्ष्य नया पद सम्भालने के समय तय किए जाएंगे। कार्य/लक्ष्य दोनों, संबंधित अधिकारियों द्वारा स्पष्ट रूप से जाने और समझ जाने चाहिए।
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
7. वार्षिक निष्पादन मूल्यांकन वर्ष में समाप्त होने वाला अभ्यास है और यह कि यह मानव संसाधन विकास का एक कारक बन सकता है, अतः रिपोर्ट लिखने वाले अधिकारी को नियमित अन्तराल पर निष्पादन का मूल्यांकन करना चाहिए और सलाह इत्यादि के माध्यम से सुधारात्मक कदम उठाने चाहिए।
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
8. प्रत्येक मूल्यांकनकर्ता को यह प्रयास होना चाहिए कि वह मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन, आचरण, व्यवहार और सामर्थ्य की भी यथोचित वास्तविक तस्वीर प्रस्तुत करे।
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
9. यह मूल्यांकन, मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन के बारे में रिपोर्टीयन अवधि तक ही सीमित होना चाहिए।
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. एक ही रैंक के कुछ पद अधिक श्रम-साध्य हो सकते हैं। किसी भी पद में तनाव का स्तर समय-समय पर बदल सकता है। इन तथ्यों को मूल्यांकन के दौरान मस्तिष्क में रखा जाना चाहिए और इन पर उपयुक्त रूप से टिप्पणी की जानी चाहिए।
10. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. आधिक्य ग्रेडिंग के साथ एपीआर फॉर्म भरने संबंधी दिशानिर्देश
11. Guidelines regarding filling up of APAR with numerical grading
- (i) वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट में सतम्भ समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time
- (ii) यह उम्मीद की जाती है कि 1 और 2 की कोई भी ग्रेडिंग का (किए गए कार्य अथवा गुण अथवा समय ग्रेड के लिए) विशेष कमियों के माध्यम से चरित्र आकलन में पर्याप्त रूप से औचित्य ठहराया जाए। इसी प्रकार 9 तथा 10 के ग्रेड का, किए गए विशेष कार्यों के संबंध में औचित्य ठहराया जाए। 1-2 के ग्रेड और 9-10 के ग्रेड दिलाने मामलों में होंगे, अतः उनका औचित्य प्रदान की आवश्यकता है। आधिक्य ग्रेड दिए जाने के संबंध में रिपोर्ट लिखने वाले और समीक्षा करने वाले अधिकारी को अपने कर्मचारियों, जो उसके अंतर्गत कार्य कर रहे हैं, की एक बड़ी संख्या की तुलना में ग्रेडिंग करनी चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting the reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 8 और 10 के बीच ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को 'असाधारण' माना जाएगा और पैल में शामिल किए जाने/प्रदोन्नति हेतु औसत स्कोर की गणना करने के उद्देश्य से 9 स्कोर दिया जाएगा।
APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) 6 से अधिक और 8 से कम ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को 'बहुत अच्छा' माना जाएगा और 7 स्कोर दिया जाएगा।
APARs graded between 6 and 8 will be rated as 'very good' and will be given a score of 7.
- (v) 4 से अधिक और 6 से कम ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को 'अच्छा' माना जाएगा और 5 स्कोर दिया जाएगा।
APARs graded between 4 and 6 will be rated as 'good' and given a score of 5.
- (vi) 4 से कम ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को शून्य स्कोर दिया जाएगा।
APARs graded below 4 will be given a score of zero.

टिप्पणी / NOTE

सत्यनिष्ठा से संबंधित मद को भरने में निम्नलिखित प्रक्रिया का पालन करना चाहिए :-

The following procedure should be followed in filling up the item relating to integrity:-

- (i) यदि अधिकारी की सत्यनिष्ठा संदेह से परे है, ऐसे बताया जाए।
(i) If the officer's integrity is beyond doubt, it may be so stated.
- (ii) यदि कोई संदेह है, मद को खाली छोड़ दिया जाए और निम्नानुसार कार्यवाई की जाए -
(ii) If there is any doubt of suspicion, the item should be left blank and action taken as under.
- (क) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्यवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले विरक्तम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्यवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिपिबद्ध करना संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं, जैसी भी स्थिति हो।
(क) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्यवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले विरक्तम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्यवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिपिबद्ध करना संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं, जैसी भी स्थिति हो।
- (ख) यदि, अनुवर्ती कार्यवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रविष्टि गोपनीय रिपोर्ट में कर दी जाए।
(ख) यदि, अनुवर्ती कार्यवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रविष्टि गोपनीय रिपोर्ट में कर दी जाए।
- (ब) If, as a result of the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report
- (ग) यदि संदेह की पुष्टि हो जाती है, यह तथ्य भी लिपिबद्ध कर दिए जाने चाहिए और दृष्टी, संबंधित अधिकारी को संसूचित कर दी जाए।
(ग) यदि संदेह की पुष्टि हो जाती है, यह तथ्य भी लिपिबद्ध कर दिए जाने चाहिए और दृष्टी, संबंधित अधिकारी को संसूचित कर दी जाए।
- (घ) If the doubts or suspicions are confirmed, the fact should also be recorded and duly communicated to the officer concerned.
- (घ) यदि अनुवर्ती कार्यवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के आचरण को अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथानिर्दिष्ट कार्यवाई की जानी चाहिए।
(घ) यदि अनुवर्ती कार्यवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के आचरण को अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथानिर्दिष्ट कार्यवाई की जानी चाहिए।
- (द) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at b) and (c) above.

(गृह मंत्रालय का कार्यालय ज्ञापन सं 51/4/84-स्था (क) दिनांक 21.6.1965)

(Ministry of Home Affairs O.M. No 51/4/84-Estt.(a) dated 21-6-1965)

भारतीय कृषि अनुसंधान परिषद

नई दिल्ली - 110 001

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

NEW DELHI - 110 001

प्रपत्र

Form

भारतीय कृषि अनुसंधान परिषद के वर्ग-II के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report for Technical Employees of Indian Council of Agricultural Research under Category-II.

समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending.....

वैयक्तिक ब्यौरे PERSONAL DATA

भाग-1

Part-1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

- अधिकारी का नाम
Name of the Officer
- जन्म की तारीख (दिन/माह/वर्ष)
Date of Birth (DD/MM/YYYY)...../...../.....
(शब्दों में)
(In words).....
- वर्तमान श्रेणी में लगातार नियुक्ति की तारीख -
Date of continuous appointment
to the present grade
दिनांक
Date.....
श्रेणी
Grade.....
- वर्तमान पद तथा उस पर नियुक्ति की तारीख
Present post and date of appointment thereto
पद
Post.....
दिनांक
Date.....
- वर्ष में कार्य अनुपस्थिति की अवधि (छुट्टी,
प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण
लिया है तो उसका विवरण दें ।
Period of absence from duty (on training,
leave etc.) during the year. If he has under
gone training specify.

भाग - 2
Part - 2

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उनके द्वारा भरे जाने के लिए
TO BE FILLED IN BY THE OFFICER REPORTED UPON

(कृपया प्रविष्टि को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण
Brief description of duties.

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस भेदों प्राथमिकता के आधार पर बताएं और हरेक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएं। (उदाहरण के लिए : आपके प्रभाग के लिए वार्षिक कार्य योजना)
Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example : Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियाँ Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अवल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of officer reported upon

दिनांक:

Dated:.....

भाग - 3

Part - 3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी किया द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)

(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आयोजित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य-निष्पादन की कोटि Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
(iv) अप्रत्याशित कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work / unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुसंधान Maintenance of Discipline			
iv) संप्रेषण क्षमताएं Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
viii) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)

(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग - 4

सामान्य

Part - 4

GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने के दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा
Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)
(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref. 3(A) & 3(B) of Part – 2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part – 3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान:
Place:.....

दिनांक
Date:.....

नाम साफ अक्षरों में
Name in Block Letters:.....
पदनाम:
Designation:.....
प्रतिवेदन की अवधि में:
During the period of Report:.....

भाग - 5

Part - 5

1. पुनर्विलोकन अधिकारी की अभिवृत्ति:

REMARKS OF THE REVIEWING OFFICER:

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग- 3(अ)(iv) तथा भाग-4(5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तम्भ में दे तथा दिष्टमानता के आदर्श करें):

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A)(IV) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं NO
------------	------------

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

--

5. प्रतिवेदन के भाग-3 के खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

--

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान:
Place:.....

दिनांक
Date:.....

नाम साफ अक्षरों में:
Name in Block Letters:.....
पदनाम:
Designation:.....
प्रतिवेदन की अवधि में:
During the period of Report:.....

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश
Guidelines regarding filling up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अदीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम का वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

भारतीय कृषि अनुसंधान परिषद
नई दिल्ली - 110 001

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NEW DELHI - 110 001

प्रपत्र
Form

भारतीय कृषि अनुसंधान परिषद के वर्ग-III के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report for Technical Employees of Indian Council of Agricultural Research under Category-III.

समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending.....

वैयक्तिक ब्यौरे
PERSONAL DATA

भाग-1

Part-1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

- अधिकारी का नाम
Name of the Officer
- जन्म की तारीख (दिन/माह/वर्ष)
Date of Birth (DD/MM/YYYY)...../...../..... (शब्दों में)
(In words).....
- वर्तमान श्रेणी में लगातार नियुक्ति की तारीख
Date of continuous appointment to the present grade दिनांक
Date..... श्रेणी
Grade.....
- वर्तमान पद तथा उस पर नियुक्ति की तारीख
Present post and date of appointment thereto पद
Post..... दिनांक
Date.....
- वर्ष में कार्य अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on training, leave etc.) during the year. If he has undergone training specify.

भाग - 2
Part - 2

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उनके द्वारा भरे जाने के लिए
TO BE FILLED IN BY THE OFFICER REPORTED UPON

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण
Brief description of duties.

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस महत्त्वपूर्णता के आधार पर बताएं और हरेक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएँ। (उदाहरण के लिए : आपके प्रभाग के लिए वार्षिक कार्य योजना)
Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example : Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियाँ Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of officer reported upon

दिनांक:

Dated:.....

भाग - 3

Part - 3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी किया द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए; जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)

(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य-निष्पादन की कोटि Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
(iv) अप्रत्याशित कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work / unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण क्षमताएं Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
viii) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)
(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग - 4
Part - 4

सामान्य
GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने के दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा

Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part – 3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान:

Place:.....

दिनांक

Date:.....

नाम साफ अक्षरों में:

Name in Block Letters:.....

पदनाम:

Designation:.....

प्रतिवेदन की अवधि में:

During the period of Report:.....

भाग - 5
Part - 5

1. पुनर्विलोकन अधिकारी की अभिवृत्ति:

REMARKS OF THE REVIEWING OFFICER:

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग- 3(अ)(IV) तथा भाग-4(5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तम्भ में दें तथा विद्यमानता के आधार करें।)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A)(IV) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं NO
------------	------------

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

--

5. प्रतिवेदन के भाग-3 के खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

--

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान:
Place:.....

दिनांक
Date:.....

नाम साफ अक्षरों में:
Name in Block Letters:.....
पदनाम:
Designation:.....
प्रतिवेदन की अवधि में:
During the period of Report:.....

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश
Guidelines regarding filling up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम का वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

भारतीय कृषि अनुसंधान परिषद के वैज्ञानिक कार्मिकों की वार्षिक मूल्यांकन रिपोर्ट
Annual Assessment Report for Scientific Personnel of the ICAR

.....वर्ष/अवधि की रिपोर्ट
Report for the year/period ending.....

भाग-1 सामान्य विवरण (प्रशासनिक कार्यालय द्वारा भरे जाने के लिए) :
PART-1-General Particulars (to be filled in by the Administrative Office) :

1. वैज्ञानिक का नाम.....
Name of the Scientist
2. जन्म तिथि.....
Date of birth
3. भा0 कृ0 अ0 प0 की सेवा में आने की तिथि.....
Date of entry in the ICAR service
4. वर्तमान पदनाम.....
Present designation
5. वर्तमान ग्रेड में कार्यभार ग्रहण करने की तिथि.....
Date of Joining in the Present Grade
6. वर्तमान वेतन, तिथि जिससे यह लिया गया.....
Present pay with date from which it is drawn

7. कठिन/दूरवर्ती/पिछड़े क्षेत्रों में सेवा करने का विवरण
Details of service in difficult/remote/backward areas

अवधि Period	केन्द्र Station	पदनाम Designation

8. रिपोर्टाधीन वर्ष के दौरान अर्जित शैक्षिक योग्यता (कोई भी शैक्षिक योग्यता अर्जित न करने के मामले में विशेषज्ञता सहित उच्चतम उपाधि देने की आवश्यकता है)
Academic Qualification acquired during the year reported upon (In case no academic qualification has been acquired, the highest degree alongwith specialisation need be given)

उपाधि/डिप्लोमा/प्रमाणपत्र Degree / Diploma / Certificate	वर्ष Year	विषय Subject(s)	विशेषज्ञता Specialisation

9. वर्ष के दौरान छुट्टी की अवधि
Period on Leave during the year

भाग-2-स्व: मूल्यांकन (जिसकी रिपोर्ट है उस वैज्ञानिक द्वारा स्वयं भरा जाए)
PART-2-Self Assessment (to be filled in by the Scientist reported upon)

1. अनुमोदित एवं सम्पादित कार्यकलाप
Activities approved and accomplished

क्रम सं० Sl. No.	कार्यकलाप का स्वरूप Type of Activities	अवधि सहित लक्ष्य एवं उपलब्धियां Targets & Milestones with duration		कमी/बाधाओं के कारण, यदि कोई है, तो Reasons for shortfall/ constraints, if any
		अनुमोदित/नियत Approved/ Assigned	प्राप्ति Achieved	
(i)	अनुसंधान Research (1) (2) (3)			
(ii)	शिक्षण/प्रशिक्षण/आयोजित कार्यक्रम/कार्यशालाएं/सेमिनार Teaching/Training/Conducting programmes/Workshops/Seminars (1) (2) (3)			
(iii)	प्रौद्योगिकी हस्तांतरण Transfer of Technology			
(iv)	आनुवंशिक/मृदा/जल/पशु/फार्म/ डाटाबेस संसाधन/सुविधाओं का प्रबंधन एवं रख-रखाव Management & Maintenance of Genetic/Soil/Water/Animal/Farm/ Database Resources/Facilities			

(v)	प्रशासन/प्रबंधन/समन्वय Administration/Management/ Coordination			
(vi)	संसाधन विकास/परामर्शदात्री सेवाएं Resource Generation/Consultancy			
(vii)	अन्य सामान्य संस्थागत कार्यकलाप (रिपोर्ट/संगठन से बाहर विशेष कार्य) Other General Institutional Activities (Reports/Special Assignments outside the Organisation)			

टिप्पणी : वर्ष के दौरान (रिपोर्टाधीन अवधि के दौरान सौंपे गए कार्यकलापों सहित) की गई प्रगति पर विस्तृत रिपोर्ट (लगभग 400 शब्दों में) अनुबंध के रूप में अलग से दी जाए।

Note : Detailed Report (about 400 words) on the progress made during the year (including the activities assigned subsequently during the period under report) be given separately as an Annexure.

2. भारत में तथा विदेश में प्रतिनियुक्ति पर प्रशिक्षण/पुनश्चर्या पाठ्यक्रम/ग्रीष्म/शीतकालीन संस्थानों/सेमिनारों/सम्मेलनों/संगोष्ठी/कार्यशालाओं में भाग लेने का ब्यौरा :

Details of Training/Refresher Course/Summer/Winter Institutes/Seminars/Conference/Symposia/Workshops attended within India and on deputation abroad

3. प्रकाशनों/प्रस्तुत पत्रों (प्रेजेन्टेशन्स)/प्रलेखनों (डाक्युमेंटेशन) की संख्या :
(एक अनुबंध के रूप में सूची संलग्न करें)

Number of Publications/Presentations/Deocumentation :
(attach the list as an annexure)

- (i) अनुसंधान पत्रिकाओं (राष्ट्रीय/अन्तर्राष्ट्रीय) में लेख :

Papers in research journals (national/international) :

- (ii) तकनीकी/लोकप्रिय लेख :

Technical/Popular articles :

- (iii) तकनीकी बुलेटिन/पुस्तकें :
Technical bulletins/books :
- (iv) वैज्ञानिक/शिक्षण समीक्षाएं :
Scientific/teaching reviews :
- (v) सम्मेलनों/संगोष्ठी/सेमिनारों/अन्य फोरम में प्रस्तुत पत्र (प्रेजेन्टेशन्स) :
Presentations in Conferences/Symposia/Seminars/other fora :
- (vi) संकलन/प्रलेखन में दिया गया योगदान :
Contributions made in compilation/documentation :
- (vii) कोई अन्य (कृपया विशेष रूप से उल्लेख करें) :
Any other (please specify) :

4. वर्ष के दौरान अर्जित व्यावसायिक सोसायटियों/निकायों की सदस्यता
Membership of Professional Societies/Bodies acquired during the year

5. वर्ष के दौरान प्राप्त पुरस्कार/सम्मान/मान्यता (विस्तृत विवरण दें)
Awards/Rewards/Recognition received during the year (give details)

6. विकसित पेटेंट्स (विस्तृत विवरण दें)
Patents developed (give details)

रिपोर्ट लिखे जाने वाले वैज्ञानिक के हस्ताक्षर
Signature of the Scientist reported upon

स्थान एवं दिनांक
Place and Date

भाग 2.1 अतिरिक्त सूचना सिर्फ निदेशक/परियोजना निदेशक/संयुक्त निदेशक/प्रभागाध्यक्ष/संस्थान के क्षेत्रिय केन्द्र के प्रमुख द्वारा भरी जाए।

Part 2.1 Additional information to be filled in only by the Directors/Project Directors/Joint Directors/Heads of the Divisions/Heads of the Regional Stations of the Institutes.

कार्यकलाप Activity	लक्ष्य Targets	उपलब्धियां Achievement	कमी के कारण, यदि कोई है, तो Reasons for shortfall, if any
बजट उपयोग Budget utilization			
संसाधन सृजन Resource generation			
राशि से पूरा लाभ उठाने के लिए नई पहलों से संबंधित कार्यकलाप Innovative activities to economize on the funds			
बुनियादी ढांचे का विकास (फिजीकल प्लांट, फार्म, उपकरण, पुस्तकालय, सामान्य सुविधाएं) Infrastructure development (physical plant, farm, equipments, library, general facilities)			
एस आर सी, आर ए सी, आई एम सी की संस्थान/प्रभाग स्तरीय बैठकों का आयोजन Conducting of Institute/Division level meetings of SRC, RAC, IMC.			
शेष बची और आयोजित डी पी सी DPCs due and held			
कार्यशाला/सम्मेलन/संगोष्ठी/प्रशिक्षण कार्यक्रम/ ग्रीष्म/शीत स्कूल का आयोजन Organization of Workshops/Conferences/Symposia/Training Programmes/ Summer/Winter Schools.			

वार्षिक रिपोर्ट Annual Report			
संस्थान/प्रभाग के अधीन कर्मियों की सी आर फार्मों को पूर्ण करना Completion of CR forms of staff under the Institute/Division			
मासिक व्यय विवरण का प्रस्तुतीकरण Submission of monthly expenditure statements.			
लेखा परीक्षा पैरों का समाप्ति Settlement of audit paras.			
पंचवर्षीय समीक्षा दल, क्षेत्रीय समितियों, निदेशक सम्मेलन की सिफारिशों पर अनुवर्ती कार्रवाई Follow up action on recommendations emerging from : QRT, Regional Committees, Director's Conference.			
अन्य कार्यकलाप (जो उपरोक्त में सम्मिलित नहीं हुए हैं अर्थात् विकसित प्रौद्योगिकियां, जारी की गई किस्में, प्राप्त पुरस्कार, फंड विनिंग परियोजना, पेटेंट.....) Any other activity (not covered above i.e. technologies developed, varieties released, awards won, fund winning projects, patents.....)			

प्रतिवेदित करने वाले वैज्ञानिक के हस्ताक्षर
Signature of the Scientist Reported upon

भाग 2.2 परियोजना समन्वयक
Part 2.2 Project Coordinators

कार्यकलाप Activity	लक्ष्य Targets	उपलब्धियां Achievements	कमी के कारण, यदि कोई है, तो Reasons for shortfall, if any
केन्द्रों में किए गए दौरे Visits made to Centres.			
केन्द्र की प्रगति की निगरानी Monitoring of the progress of the Centres			
आयोजित की गई वार्षिक कार्यशालाएं, गुप बैठकें Annual Workshops, Group Meetings conducted			
किसानों के लिए जारी की गई प्रौद्योगिकियां Technologies released to the farmers			
कार्यशाला की सिफारिशों का कार्यान्वयन Implementation of Workshop's recommendations.			
अंतः परियोजना सम्पर्कों की स्थापना Establishment of inter-project linkages.			
राशि का उपयोग Utilization of funds			
मासिक व्यय विवरण प्रस्तुत करना Submission of monthly expenditure statements.			
वार्षिक रिपोर्ट Annual Report			
संसाधन सृजन Resource generation			
अन्य कोई मद जो उपरोक्त में सम्मिलित नहीं हुई है Any other item, not covered above.			

परियोजना समन्वयक के हस्ताक्षर
Signature of the Project Coordinator

भाग 2.2 क. क्षेत्रीय समन्वयक

Part 2.2 a. **Zonal Coordinators**

कार्यकलाप Activity	लक्ष्य Targets	उपलब्धियां Achievements	कमी के कारण, यदि कोई है, तो Reasons for shortfall, if any
कृषि विज्ञान केन्द्रों में किए गए दौरे Visits made to KVKs.			
आयोजित की गई एस ए सी बैठकें तिथि सहित SAC meetings held with dates			
आन-फार्म परीक्षण के लिए ली गई प्रौद्योगिकियां Technologies taken up for on farm trials.			
किए गए प्रदर्शन Demonstrations laid out			
बीज/रोपण सामग्री/पशुधन नस्लों का उत्पादन Production of seeds/planting materials/ livestock strains			
प्रशिक्षित किए गए किसान Farmers trained			
प्रशिक्षित किए गए विस्तार कार्यकर्ता Extension Personnel Trained			
राशि का उपयोग Utilization of funds			
मासिक व्यय विवरण प्रस्तुत करना Submission of monthly expenditure statements.			
वार्षिक रिपोर्ट Annual Report			
अन्य कोई मद जो उपरोक्त में सम्मिलित नहीं हुई है Any other item, not covered above.			

क्षेत्रीय समन्वयक के हस्ताक्षर

Signature of the Zonal Coordinator

भाग 2.3 अतिरिक्त सूचना सिर्फ भारतीय कृषि अनुसंधान परिषद मुख्यालय स्थित अनुसंधान प्रबंधन पदाधिकारियों (मुख्यालय में कार्यरत उप-महानिदेशक/सहायक महानिदेशक/वैज्ञानिक) द्वारा भरी जाए।

Part 2.3 Additional information to be filled in only by Research Managment Positions at the ICAR Headquarters (Deputy Director General/Assistant Director General/ Scientists working at the headquarters).

कार्यकलाप Activity	उपलब्धियां Achievements	कठिनाइयां Constraints
प्रभाग के अधीन कार्मिकों और अधिकारियों के गोपनीय प्रपत्र (सी आर फार्म) भरना Completion of CR forms of staff and officers under the Division		
अधीनस्थ संस्थानों के दौरे, विशिष्ट इनपुट, यदि कोई है तो Visits to Institutes under charge, specific input, if any		
तैयार की गई विदेशी सहायतार्थ परियोजनाएं/समझौता ज्ञापन और विकसित की गई कार्य योजनाएं Number of foreign aided projects formulated/ MOUs and work plans developed		
ई एफ सी ज्ञापन/सी सी ई ए नोट्स तैयार/स्वीकृत Number of EFC memos/CCEA notes Processed/ Cleared		
स्वीकृत/प्रक्रियाधीन तदर्थ स्कीमों की संख्या Number of ad-hoc schemes processed/cleared		
वार्षिक आम सभा/शासी निकाय/निदेशक सम्मेलन/ कुलपति सम्मेलन/क्षेत्रीय समिति/आई एम सी/आर ए सी से संबंधित मदों पर की गई कार्रवाई Action taken on items concerning AGM/ GB/Director's Conference/Vice Chancellor's Conference/Regional Committees/IMC/RAC		

राज्य कृषि विश्वविद्यालय के प्रबंधन बोर्ड/संवैधानिक निकायों/विदेशी प्रतिनियुक्तियों में भारतीय कृषि अनुसंधान परिषद के प्रतिनिधि के रूप में शामिल होने से संबंधित सूचना Participation in meetings as ICAR representative in SAUs Management Boards/Statutory Bodies/Foreign deputation		
भारतीय कृषि अनुसंधान परिषद को प्रदान की जा रही संगठनात्मक और नीतिगत सहायता Organizational and policy support provided to ICAR		
पंचवर्षीय समीक्षा दल का गठन और पंचवर्षीय समीक्षा दल रिपोर्टों को प्रस्तुत करना Setting up of QRTs and processing of QRT reports		
मानव संसाधन विकास से संबंधित नई पहलें HRD initiatives		
अन्य कोई सूचना जो उपरोक्त में सम्मिलित नहीं हुई है Any other information, not included above.		

अनुसंधान प्रबंधक/प्रतिवेदित करने वाले वैज्ञानिक के हस्ताक्षर
Signature of Research Manager/Scientist Reported Upon

भाग 3 रिपोर्ट भरने वाले अधिकारी द्वारा मूल्यांकन

PART 3 Assessment by the Reporting Officer

3.1 कृपया भाग - 2 के 1 से 6 तक तथा भाग 2.1 या 2.2 या 2.3 पर (यथास्थिति) के अतिरिक्त वैज्ञानिक द्वारा की गई विस्तृत रिपोर्ट पर तथ्यपरक टिप्पणी करें। टिप्पणी करते समय कृपया वैज्ञानिक द्वारा उल्लिखित कमियों/बाधाओं को विधिवत नोट करें।

3.1 Please make an objectives comment on Part 2 from 1 to 6 and Part 2.1 or 2.2 or 2.3 (as the case may be), as well as on the detailed report made by the scientist. While commenting, please take due note of the shortfalls/constraints mentioned by the scientist.

- 3.2 महत्वपूर्ण उपलब्धियों का मूल्यांकन
(प्रथम तीन विशेषताओं के लिए, 2-10 के पैमाने पर, उत्कृष्ट के लिए 10 तथा शेष विशेषताओं के लिए, 1-5 के पैमाने पर, उत्कृष्ट के लिए पांच)

3.2 Assessment of Significant Achievements

(For the first three attributes, on a scale of 2-10, ten being outstanding and for remaining attributes, on a scale of 1-5, five being outstanding)

उपयुक्त संख्या पर गोल निशान डाले

Circle the appropriate number

क्रम सं० Sl. No.	उपलब्धियों का ब्यौरा Details of Achievements	ग्रेडिंग Grading				
1	वैज्ञानिक योगदान Scientific Contribution	2	4	6	8	10
2	व्यवसायिक ज्ञान एवं कौशल तथा विश्लेषणात्मक सख्ती Professional Knowledge and Skills and analytical rigour	2	4	6	8	10
3	नवीनता/अनुसंधान प्रोत्साहन के लिए पहल Innovativeness/initiative to promote research	2	4	6	8	10
4	अनुसंधान प्रबंधन एवं विकास के लिए अभिरूचि एवं क्षमता Aptitude and potential for research man- agement and development	1	2	3	4	5
5	कार्यक्रम के नियोजन और/या प्रशिक्षण के लिए अभिरूचि एवं क्षमता Aptitude and potential for planning pro- grammes and/or training	1	2	3	4	5
6	निर्णय लेने की योग्यता Decision making ability	1	2	3	4	5
7	संचार कौशल (लिखित और मौखिक) Communication skills (Written and oral)	1	2	3	4	5
8	अन्तर व्यक्तिगत संबंध तथा टीम कार्य Inter-personal relationships and team work	1	2	3	4	5

9	सामान्य प्रशासन के लिए अभिरूचि एवं क्षमता Aptitude and potential for general admin- istration	1	2	3	4	5
10	नेतृत्व Leadership	1	2	3	4	5

योग

Total

(गोल निशान वाली संख्याओं का योग)

(Total of the circled numbers)

इस योग के आधार पर प्रदान की गई ग्रेडिंग निम्नलिखित श्रेणियों में से एक होगी।

The grading to be provided on the basis of this total will fall in one of the following categories.

65-61

उत्कृष्ट

Outstanding

60-49

बहुत अच्छा

Very Good

48-37

अच्छा

Good

36-25

औसत

Average

24-13

औसत से नीचे

Below average

3.3 सामान्य मूल्यांकन

3.3 General Assessment

(i) कृपया स्वास्थ्य पर टिप्पणी करें

Please comment on the State of Health

- (ii) कृपया निम्नलिखित विकल्पों में एक पर गोल निशान डालकर वैज्ञानिक की सत्यनिष्ठा पर टिप्पणी करें।

Please comment on the Integrity of the Scientist by circling one of the following options.

★ सन्देह से परे
Beyond doubt

★ उनके विरुद्ध कोई प्रतिकूल नहीं सुना
Nothing adverse heard against

★ संदिग्ध
Doubtful

(प्रतिकूल टिप्पणी के मामले में भारत सरकार के उद्देश्यों का पालन किया जाए)
(Instructions of Government of India to be followed in case of adverse remarks)

3.4 समग्र ग्रेडिंग

3.4 OVERALL GRADING

उत्कृष्ट / बहुत अच्छा / अच्छा / औसत / औसत से नीचे
(3.2 में प्राप्त कुल अंको पर आधारित)

Outstanding/Very Good/Good/Average/Below Average
(Based on the total marks obtained at 3.2)

रिपोर्ट अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

नाम (स्पष्ट अक्षरों में).....
Name (IN BLOCK LETTERS).....
पदनाम.....
Designation.....

स्थान एवं दिनांक
Place & Date

भाग-4- पुनर्विलोकन अधिकारी की टिप्पणी
PART-4- Remarks of the Reviewing Officer

1. पुनर्विलोकन अधिकारी के अधीन सेवाकाल
Length of Service under the Reviewing Officer

2. क्या आप 3.1 में रिपोर्ट अधिकारी द्वारा दी गई टिप्पणी से सहमत हैं? क्या कोई ऐसी बात है जिसे आप संशोधित करना चाहेंगे?
Do you agree with the comments made by the Reporting Officer in 3.1? Is there anything you would wish to modify?

3. क्या आप 3.2 में रिपोर्ट अधिकारी के निर्धारित मूल्यांकन से सहमत हैं? क्या कोई ऐसी बात है जिसे आप संशोधित करना चाहेंगे? कृपया कारण बताएं।
Do you agree with the quantified assessment of the Reporting Officer in 3.2? Is there anything you wish to modify? Please give reasons.

4. क्या आप 3.3 - (ii) में रिपोर्ट अधिकारी द्वारा किए गए सत्यनिष्ठा से संबंधित मूल्यांकन से सहमत हैं? क्या कोई ऐसी बात है जिसे आप संशोधित करना चाहेंगे? कृपया कारण बताएं।
Do you agree with the assesment made by the Reporting Officer in 3.3 - (ii) relating to integrity? Is there anything you would wish to modify? Please give reasons.

5. क्या आप रिपोर्ट अधिकारी द्वारा दी गई समग्र ग्रेडिंग से सहमत हैं? (कृपया गोले का निशान दें)

Do you agree with the overall grading made by the Reviewing Officer? (Please circle)

हां / YES

नहीं / NO

यदि नहीं, तो कृपया अधिकारी को ग्रेड दें :

If NO, please grade the officer :

उत्कृष्ट / बहुत अच्छा / अच्छा / औसत / औसत से नीचे

Outstanding/Very Good/Good/Average/Below Average

पुनर्विलोकन (रिव्यूइंग) अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

नाम.....

Name.....

पदनाम.....

DESIGNATION.....

स्थान एवं दिनांक
Place & Date

वैज्ञानिक कार्मिक की वार्षिक मूल्यांकन रिपोर्ट के प्रपत्र को भरने के संबंध में दिशानिर्देश

Guidelines for filling the proforma for the Annual Assessment Report for the Scientific Personnel

1. वैज्ञानिक कार्मिक की वार्षिक मूल्यांकन रिपोर्ट के प्रपत्र को संबंधित प्रशासनिक कार्यालय, अधिकारी जिसकी रिपोर्ट लिखी जानी है, रिपोर्ट वाले अधिकारी और पुनरीक्षण अधिकारी द्वारा भरा जाता है।
The proforma for Annual Assessment Report (AAR) for the Scientific Personnel is to be filled by the concerned Administrative Office, Officer reported upon, the Reporting Officer and the Reviewing Officer.
2. वार्षिक मूल्यांकन रिपोर्ट का भाग-1 संस्थान/मुख्यालय के उस प्रशासनिक कार्यालय द्वारा भरा जाना है जिसमें वैज्ञानिक रिपोर्ट लिखी जाने वाली अवधि में कार्य कर रहा है। चूंकि इस भाग में वैज्ञानिक की विभिन्न संस्थानों में की गई सेवा, उसकी शैक्षिक योग्यता तथा उसके द्वारा ली गई छुट्टी के स्वरूप का ब्यौरा शामिल होता है। वह समय-समय पर संबंधित प्रशासनिक कार्यालय को ऐसी सभी जानकारी प्रस्तुत करते हैं।
The Part-1 of the AAR is to be filled in by the Administrative Office of the Institute/Headquarters wherein the Scientist has been working in the period reported upon. Since this part involves details of the service of the Scientist at various Institutes, his/her academic qualification and the nature of leave availed by him/her, he/she is required to submit all such information to the concerned Administrative Office from time to time.
3. वार्षिक मूल्यांकन रिपोर्ट के भाग-2 में उस वैज्ञानिक जिसकी रिपोर्ट लिखी जानी है, द्वारा स्वःमूल्यांकन किया जाता है। लक्ष्यों और उपलब्धियों को उनकी अवधि के साथ-साथ सूचीबद्ध किया जाना चाहिए। इन लक्ष्यों को प्राप्त करने में सामने आई बाधाओं को भी दिया जाना चाहिए।
Part-2 of the AAR Proforma 'endeavours at the self assessment of the Scientist reported upon. The targets and milestones should be listed alongwith their duration. Also, the constraints faced in accomplishing these targets should be highlighted.
4. जिस वैज्ञानिक की रिपोर्ट लिखी जा रही है उससे सौंपे गए कार्यों में रिपोर्ट लिखे जाने वाले वर्ष के दौरान की गई प्रगति पर लगभग 400 शब्दों में विस्तृत रिपोर्ट करने की अपेक्षा की जाती है।
The Scientist being reported upon is required to submit a detailed report in about 400 words on the progress made during the year reported upon on the activities assigned to him/her.
5. भाग-2 प्रत्येक श्रेणी के वैज्ञानिकों द्वारा भरा जाना है तथा भाग 2.1, 2.2 और 2.3 उन वैज्ञानिक द्वारा भरे जाने हैं जो निदेशक/परियोजना निदेशक/संयुक्त निदेशक/प्रभागध्यक्ष/क्षेत्रीय केन्द्र के अध्यक्ष, परियोजना समन्वयक, अनुसंधान प्रबंध पदों तथा क्रमशः भारतीय कृषि अनुसंधान परिषद मुख्यालय में कार्यरत वैज्ञानिकों जैसे विशिष्ट पदों पर कार्यरत हैं।
Part-2 is required to be filled by each category of Scientists and Part 2.1, 2.2 and 2.3 by those scientists who are holding specific positions such as the Director/Project Director/Joint Director/Heads of the Divisions/Heads of the Regional Stations; Project Coordinators; Research Management Positions and the Scientists working at ICAR Headquarters, respectively.
6. वार्षिक मूल्यांकन रिपोर्ट के प्रपत्र के भाग - 3.2 में रिपोर्ट लिखने वाले अधिकारी (रिपोर्टिंग आफिसर) से यह अपेक्षा की जाती है कि जिस वैज्ञानिक की रिपोर्ट लिखी जानी है उसकी विशिष्टताओं/उपलब्धियों को आंकने के लिए दस सूचीबद्ध पैरामीटरों के प्रत्येक में उपलब्ध पांच अंकों में से एक अंक पर गोले का निशान लगाएँ।
In Part-3.2 of the AAR Proforma, Reporting Officer is required to encircle one of the five available digits for each of the ten listed parameters to judge the attributes / achievements of the Scientists reported upon. The total of all such circled numbers will decide the overall grading given by the Reporting Officer.
7. वार्षिक मूल्यांकन रिपोर्ट के प्रपत्र के भाग-4 में रिपोर्ट भरने वाले अधिकारी द्वारा किये गए मूल्यांकन पर पुनरीक्षण अधिकारी को अपनी टिप्पणी करनी होगी और इसके बाद अपनी अंतिम ग्रेडिंग देनी होगी।
In Part-4 of the AAR Proforma the Reviewing Officer shall give his/her comments on the assessment made by the Reporting Officer and then impart his/her final grading.

भारतीय कृषि अनुसंधान परिषद् के अधिकारियों के लिए वार्षिक
कार्यनिष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report For
Officers of the Indian Council of
Agricultural Research

उच्च श्रेणी लिपिक
Upper Division Clerk

अवर श्रेणी लिपिक
Lower Division Clerk

अधिकारी का नाम

Name of Officer :

.....को समाप्त वर्ष/अवधि की प्रतिवेदन
Report for the year/period ending

भा. कृ. अनु. प. मुख्यालय/संस्थान.....
I.C.A.R. Headquarters / Institute

प्रपत्र / Form

भारतीय कृषि अनुसंधान परिषद् के उच्च श्रेणी लिपिक और अवर श्रेणी लिपिक के लिए वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report of Upper Division Clerk and Lower Division Clerk of the I.C.A.R.

.....को समाप्त वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending

**वैयक्तिक ब्यौरे
PERSONAL DATA**

भाग-1
PART-1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरा जाना है)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1.	अधिकारी का नाम Name of Officer.....		
2.	जन्म की तारीख (दिन/माह/वर्ष) (शब्दों में) Date of Birth (DD/MM/YYYY)/...../..... (in words).....		
3.	धारित पद Designation of Post held.....		
4.	क्या अधिकारी अनुसूचित जाति/जनजाति का है ? Whether the Officer belongs to Scheduled Caste/Scheduled Tribe?.....		
5.	वर्तमान ग्रेड में सतत् नियुक्ति की तारीख Date of continuous appointment in the present grade	दिनांक Date.....	श्रेणी Grade.....
6.	वर्ष के दौरान छुट्टी, प्रशिक्षण इत्यादि के कारण इयूटी से अनुपस्थिति की अवधि Period of absence from duty on leave, training, etc. during the year		

भाग 2 - स्व मूल्यांकन
PART 2 - SELF APPRAISAL

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)
(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण
Brief description of duties

2. से..... तक के वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त सार-वृत्त
(दिया जाने वाला सार-वृत्त 100 शब्दों से अधिक न हो)
Brief resume of the work done by you during the year/period from..... to
(The resume to be furnished should be limited to 100 words)

स्थान/Place:
दिनांक/Date:

अधिकारी जिसकी रिपोर्ट लिखी जानी है, का हस्ताक्षर
Signature of the Officer reported upon

भाग 3 - रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन
PART 3 - ASSESSMENT BY THE REPORTING OFFICER

(कृपया प्रविष्टियाँ भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
 (Please read carefully the guidelines before filling the entries)

1. रिपोर्ट लिखने वाले अधिकारी द्वारा प्रत्येक गुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जो कि 1 से 10 के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम ग्रेड से और 10 का तात्पर्य उच्चतम ग्रेड से है।
 Numerical grading is to be awarded for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(क) कार्य निष्पादन का मूल्यांकन (इस खण्ड की तरजीह 40% होगी)
 (A) Assessment of work output (weightage to this Section would be 40%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col 2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
(i) योजनाबद्ध कार्य/आबंटित विषयों के अनुसार आबंटित कार्य को पूरा करना (i) Accomplishment of planned work/work allotted as per subjects allotted			
(ii) कार्य की गुणवत्ता (ii) Quality of work			
(iii) टंकण में प्रवीणता (गति और परिशुद्धता) (iii) Proficiency in typing (speed and accuracy)			
(iv) कार्य में प्रवीणता, नामतः निर्धारित रजिस्ट्रों और चार्टों इत्यादि का रखरखाव (iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
कार्य निष्पादन पर समग्र ग्रेडिंग (कुल [i से iv] / 4) Overall Grading on Work Output (Total [i to iv] / 4)			

(ख) वैयक्तिक गुण/विशेषता का मूल्यांकन (इस खण्ड की तरजीह 30% होगी)
(B) Assessment of personal attributes (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col 2)	समीक्षा अधिकारी का आवाज़ Initial of Reviewing Authority
1	2	3	4
(i) कार्य के प्रति अभिवृत्ति (i) Attitude to work			
(ii) उत्तरदायित्व की भावना (ii) Sense of responsibility			
(iii) अनुशासन बनाए रखना (iii) Maintenance of discipline			
(iv) सम्प्रेषण कौशल (iv) Communication skills			
(v) विश्लेषणात्मक योग्यता (v) Analytical ability			
(vi) टीम में कार्य करने की योग्यता (vi) Ability to work in team			
(vii) समय-सीमा का पालन करने की योग्यता (vii) Ability to meet deadline			
(viii) अंतर्वैयक्तिक संबंध (viii) Inter personal relations			
वैयक्तिक गुण/विशेषताओं की समग्र ग्रेडिंग (कुल [i से viii] / 8) Overall Grading on 'Personal Attributes' (Total [i to viii] / 8)			

(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खण्ड की तरजीह 30% होगी)
(C) Assessment of functional competency (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col 2)	समीक्षा अधिकारी का आवाज़ Initial of Reviewing Authority
1	2	3	4
(i) काम-काज के क्षेत्र में नियमों/विनियमों/पद्धतियों का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता (i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly			
(ii) समन्वय की योग्यता (ii) Coordination ability			
(iii) पहल (iii) Initiative			
(iv) कंप्यूटर पर कार्य करने में प्रवीणता (iv) Proficiency in working on computer			
कार्यात्मक क्षमता पर समग्र ग्रेडिंग (कुल [i से iv] / 4) Overall Grading on "Functional Competency" (Total [i to iv] / 4)			

टिप्पणी : समग्र ग्रेडिंग, निर्धारित की गई तरजीह के अनुपात में संकेतकों के प्रत्येक समूह के माध्य मान के योग पर आधारित होगी।
Note : The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य/GENERAL

भाग 4
PART 4

1. जनता के साथ संपर्क (जहां कहीं लागू हो) (कृपया जनता की अधिकारी तक पहुँच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें)

Relations with the public (wherever applicable)

(please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण (कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें)
Training (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा (कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)
Integrity (Please comment on the integrity of the officer)

5. क्षमताओं और कमतर क्षमताओं, असाधारण उपलब्धियों, महत्वपूर्ण विफलताओं तथा कमजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारी के समग्र गुणों पर रिपोर्ट लिखने वाले अधिकारी द्वारा शब्द चित्र (लगभग 100 शब्दों में)
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. रिपोर्ट के भाग-III में खण्ड क, ख और ग में दी गई तरजीह के आधार पर समग्र आंकिक ग्रेडिंग
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-III of the Report

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान :
Place

नाम मोटे अक्षरों में :
Name in Block Letters :

पदनाम :
Designation :

दिनांक :
Date

रिपोर्ट की अवधि के दौरान :
During the period of Report :

भाग 5 - समीक्षा अधिकारी द्वारा अभ्युक्तियाँ

PART 5 - REMARKS OF THE REVIEWING OFFICER

1. समीक्षा अधिकारी के तहत सेवाकाल

Length of service under the Reviewing Officer

2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणों/विशेषताओं के संबंध में रिपोर्ट लिखने वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? (संदर्भ : भाग 3 और भाग 4 (5) (यदि आप गुणों/विशेषताओं के किसी भी आंशिक मूल्यांकनों से सहमत नहीं हैं तो उस खण्ड में आपके लिए दिए गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियों पर अपना आद्याक्षर करें।

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? (Ref. Part 3 & Part 4(5) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

3. असहमति की स्थिति में कारण बताएं। क्या ऐसा कुछ है जिसमें आप संशोधन करना अथवा जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. अ.जा./अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में रिपोर्ट लिखने वाले अधिकारी की अभिवृत्ति

The attitude of the Reporting officer in assessing the performance of SC/ST officer.

5. समीक्षा अधिकारी द्वारा शब्द चित्र। (लगभग 100 शब्दों में) कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समग्र गुणों पर टिप्पणी करें।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

6. रिपोर्ट के भाग-3 में खंड क, खंड ख और खंड ग में दी गई तरजीह के आधार पर समग्र आंकिक ग्रेडिंग

Overall numerical grading on the basis of weightage given in Section A, Section B and Section C in Part-3 of the Report.

समीक्षा अधिकारी का हस्ताक्षर
Signature of the Reviewing Officer

स्थान :

Place

नाम मोटे अक्षरों में :

Name in Block Letters :

पदनाम :

Designation :

दिनांक :

Date

रिपोर्ट की अवधि के दौरान :

During the period of Report :

अनुदेश/INSTRUCTIONS

1. वार्षिक निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है, यह अधिकारी के कार्य-निष्पादन का मूल्यांकन करने के लिए और उसके करियर में आगे की बढ़ोतरी के लिए महत्वपूर्ण जानकारी उपलब्ध करवाता है। अतः वह अधिकारी जिसकी रिपोर्ट लिखी जा रही है, रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को बड़ी जिम्मेवारी के साथ इस फॉर्म को भरने की जिम्मेवारी निभानी चाहिए।
1. The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. रिपोर्ट लिखने वाले अधिकारी को यह महसूस करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है, ताकि वह अपनी वास्तविक सामर्थ्य को पहचान सके। यह एक त्रुटि ढूँढने वाली प्रक्रिया नहीं है, बल्कि एक विकासात्मक प्रक्रिया है। रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को, उस अधिकारी, जिसकी रिपोर्ट लिखी जानी है, के कार्य निष्पादन, अभिरूचि अथवा समग्र व्यक्तित्व की कमियाँ अपनी रिपोर्ट में लिखने से संकोच नहीं करना चाहिए।
2. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. ये मदें समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए। रिपोर्ट को आकस्मिक तौर पर अथवा ऊपरी तौर से भरे जाने का कोई भी प्रयास उच्च अधिकारियों को स्पष्टतः पता चल जाएगा।
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. यदि समीक्षा अधिकारी इस बाबत संतुष्ट है कि रिपोर्ट लिखने वाले अधिकारी ने उचित सावधानी और ध्यान के बिना ही रिपोर्ट लिख दी है तो यह भाग-V के मद 2 में इस बाबत अभ्युक्ति दर्ज करेंगे/करेंगी। सरकार इस अभ्युक्ति को रिपोर्ट लिखने वाले अधिकारी के गोपनीय रोल में प्रविष्ट करेगी।
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. प्रत्येक उत्तर वर्णनात्मक रूप में दिया जाए। केवल उसे छोड़कर जहाँ आंकिक ग्रेडिंग दी जानी हो। उपलब्ध करवाया गया स्थान उत्तर की अपेक्षित लम्बाई दर्शाता है। शब्दों और पदबंधों को ध्यानपूर्वक चुना जाए और यह उत्तर रिकार्ड करने वाले अधिकारी के इरादे को सही ढंग से दर्शाए। सुस्पष्ट और साधारण भाषा का प्रयोग किया जाए।
5. Every answer shall be given in a narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
6. रिपोर्ट लिखने वाले अधिकारी, उस अधिकारी जिसकी रिपोर्ट लिखी जानी है, को वर्ष के शुरू में वर्ष में पूरे किए जाने वाले लक्ष्य सौंपेगा। यदि कोई अधिकारी रिपोर्टधीन वर्ष के लिए नया पद सम्भालता है, तो इस तरह के लक्ष्य नया पद सम्भालने के समय तय किए जाएंगे। कार्य/लक्ष्य दोनों, संबंधित अधिकारियों द्वारा स्पष्ट रूप से जाने और समझे जाने चाहिए।
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
7. यद्यपि निष्पादन मूल्यांकन वर्ष में समाप्त होने वाला अभ्यास है और यह कि यह मानव संसाधन विकास का एक कारक बन सकता है, अतः रिपोर्ट लिखने वाले अधिकारी को नियमित अन्तराल पर निष्पादन का मूल्यांकन करना चाहिए और सलाह इत्यादि के माध्यम से सुधारात्मक कदम उठाने चाहिए।
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development the Reporting officer should at regular intervals review the performance and take necessary corrective steps by way of advices etc.
8. प्रत्येक मूल्यांकनकर्ता का यह प्रयास होना चाहिए कि वह मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन, आवरण, व्यवहार और सामर्थ्य की भी यथासंभव वास्तविक तस्वीर प्रस्तुत करें।
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
9. यह मूल्यांकन, मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन के बारे में रिपोर्टधीन अवधि तक ही सीमित होना चाहिए।
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. एक ही रैंक के कुछ पद अधिक श्रम-साध्य हो सकते हैं। किसी भी पद में तनाव का स्तर समय-समय पर बदल सकता है। इन तथ्यों को मूल्यांकन के दौरान मस्तिष्क में रखा जाना चाहिए और इन पर उपयुक्त रूप से टिप्पणी की जानी चाहिए।
10. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. आंकिक ग्रेडिंग के साथ एपीएआर फॉर्म भरने संबंधी दिशानिर्देश

11. Guideline regarding filling up of APAR with numerical grading

- (i) वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट में स्तम्भ समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए।
The Columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह उम्मीद की जाती है कि 1 और 2 की कोई भी ग्रेडिंग का, (किए गए कार्य अथवा गुण अथवा समग्र ग्रेड के लिए) विशेष कमियों के माध्यम से चरित्र आकलन में पर्याप्त रूप से औचित्य धराया जाए। इसी प्रकार 9 तथा 10 के ग्रेड का, किए गए विशेष कार्यों के संबंध में औचित्य धराया जाए। 1-2 के ग्रेड और 9-10 के ग्रेड विरले मामलों में होंगे, अतः उनका औचित्य बताने की आवश्यकता है। आंकिक ग्रेड दिए जाने के संबंध में रिपोर्ट लिखने वाले और समीक्षा करने वाले अधिकारी को अपने कर्मचारियों, जो उसके अंतर्गत कार्य कर रहे हैं, कि एक बड़ी संख्या की तुलना में ग्रेडिंग करनी चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting the reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 8 और 10 के बीच ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को 'असाधारण' माना जाएगा और पैनल में शामिल किए जाने/पदोन्नति हेतु औसत स्कोर की गणना करने के उद्देश्य से 9 स्कोर दिया जाएगा।
APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) 6 से अधिक और 8 से कम ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को 'बहुत अच्छा' माना जाएगा और 7 स्कोर दिया जाएगा।
APARs grade between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) 4 से अधिक और 6 से कम ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को 'अच्छा' माना जाएगा और 5 स्कोर दिया जाएगा।
APARs graded between 4 and short of 6 will be rated as 'good and given a score of 5.
- (vi) 4 से कम ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को शून्य स्कोर दिया जाएगा।
APARs graded below 4 will be given a score of zero

टिप्पणी / Note

सत्यनिष्ठा से संबंधित मद को भरने में निम्नलिखित प्रक्रिया का पालन करना चाहिए :-

The following procedure should be followed in filling up the item relating to integrity :-

- (i) यदि अधिकारी की सत्यनिष्ठा संदेह से परे है, ऐसे बताया जाए।
- (ii) If the officer's integrity is beyond doubt, it may be so stated.
- (ii) यदि कोई संदेह है, मद को खाली छोड़ दिया जाए और निम्नानुसार कार्रवाई की जाए :
- (ii) If there is any doubt of suspicion, the item should be left blank and action taken as under :
- (क) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्रवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले वरिष्ठतम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्रवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिपिबद्ध करना संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं, जैसी भी स्थिति हो।
- (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
- (ख) यदि, अनुवर्ती कार्रवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रविष्टि गोपनीय रिपोर्ट में कर दी जाए।
- (b) It, as a result of the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
- (ग) यदि संदेह की पुष्टि हो जाती है, यह तथ्य भी लिपिबद्ध कर दिए जाने चाहिए और संबंधित अधिकारी को संसूचित कर दी जाए।
- (c) If the doubts or suspicions are confirmed, the fact should also be recorded and duly communicated to the officer concerned.
- (घ) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के आचरण को अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथानिर्दिष्ट कार्रवाई की जानी चाहिए।
- (a) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

(गृह मंत्रालय का कार्यालय ज्ञापन सं 51/4/84-स्था.क) दिनांक 21.6.1965)

(Ministry of Home Affairs O.M. No. 51/4/84-Estt(a) dated 21-6-1965)

भारतीय कृषि अनुसंधान परिषद् के अधिकारियों

के लिए

वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report

for

Officers of the Indian Council of Agricultural Research

प्रशासनिक अधिकारी/ वित्त एवं लेखा अधिकारी/ सहायक निदेशक
(राजभाषा)/ विधि अधिकारी/ अनुभाग अधिकारी / सहायक विधि
सलाहकार/ सहायक प्रशासनिक अधिकारी/ सहायक वित्त एवं लेखा
अधिकारी/ सुरक्षा अधिकारी/ सहायक/ कनिष्ठ लेखा अधिकारी

**Administrative Officer/Finance & Accounts Officer/ Assistant
Director (OL)/Law Officer/ Section Officer/Assistant Legal Advisor/
Assistant Administrative Officer/Assistant Finance & Accounts
Officer/ Security Officer/Assistant/Jr. Accounts Officer**

अधिकारी का नाम

Name of Officer:.....

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending:.....

भा.कृ.अनु.प. मुख्यालय/संस्थान

I.C.A.R. Headquarters / Institute

प्रपत्र
Form

भारतीय कृषि अनुसंधान परिषद के प्रशासनिक अधिकारी/वित्त एवं लेखा अधिकारी/सहायक निदेशक (राजभाषा)/विधि अधिकारी/अनुभाग अधिकारी /सहायक विधि सलाहकार/सहायक प्रशासनिक अधिकारी/सहायक वित्त एवं लेखा अधिकारी/सुरक्षा अधिकारी/ सहायक/कनिष्ठ लेखा अधिकारी के लिए वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report of Administrative Officer/Finance & Accounts Officer/ Assistant Director (OL)/Law Officer/ Section Officer/Assistant Legal Advisor/ Assistant Administrative Officer/Assistant Finance & Accounts Officer/ Security Officer/Assistant/Jr. Accounts Officer of the I.C.A.R.

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending.....

वैयक्तिक ब्यौरे
PERSONAL DATA

भाग - 1

Part - I

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

- अधिकारी का नाम
Name of the Officer
- जन्म की तारीख(दिन/माह/वर्ष)
Date of Birth(dd/mm/yyyy)/...../..... (शब्दों में)
(In words).....
- वर्तमान श्रेणी में लगातार नियुक्ति की तारीख
Date of continuous appointment to the present grade दिनांक श्रेणी
Date..... Grade.....
- वर्तमान पद तथा उस पर नियुक्ति की तारीख
Present post and date of appointment thereto पद दिनांक
Post..... Date.....
- वर्ष में कार्य से अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।

Period of absence from duty (on training, leave etc.) during the year. If he has undergone training specify.

भाग - 2
Part - 2

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उनके द्वारा भरे जाने के लिए
TO BE FILLED IN BY THE OFFICER REPORTED UPON

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण
Brief description of duties.

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस मद्दे प्राथमिकता के आधार पर बताएं और हरेक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएं। (उदाहरण के लिए : आपके प्रभाग के लिए वार्षिक कार्य योजना)
Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example : Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धिया Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक:

Dated:.....

सूचना देने वाले अधिकारी के हस्ताक्षर

Signature of officer reported upon

भाग - 3

Part - 3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी किया द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)

(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य-निष्पादन की कोटि Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
(iv) अपवादात्मक कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work / unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण क्षमताएं Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)

(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग - 4
Part - 4

सामान्य
GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने के दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा

Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part – 3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान:

Place:.....

दिनांक

Date:.....

नाम साफ अक्षरों में:

Name in Block Letters:.....

पदनाम:

Designation:.....

प्रतिवेदन की अवधि में:

During the period of Report:.....

भाग – 5
Part – 5

1. पुनर्विलोकन अधिकारी की अभियुक्ति:

REMARKS OF THE REVIEWING OFFICER:

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग- 3(अ)(IV) तथा भाग-4(5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ में दें तथा विद्यमानता के आद्यक्षर करें)।

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A)(IV) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं NO
------------	------------

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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5. प्रतिवेदन के भाग-3 के खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

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पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान:
Place:.....

दिनांक
Date:.....

नाम साफ अक्षरों में:
Name in Block Letters:.....
पदनाम:
Designation:.....
प्रतिवेदन की अवधि में:
During the period of Report:.....

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश
Guidelines regarding filling up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन बड़ी संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- (vi) एपीएआर का 4 से कम का वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

भारतीय कृषि अनुसंधान परिषद् के अधिकारियों

के लिए

वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report

for

Officers of the Indian Council of Agricultural Research

अवर सचिव/वरिष्ठ प्रशासनिक अधिकारी/ वरिष्ठ वित्त एवं
लेखा अधिकारी/ उप निदेशक (राजभाषा)

**Under Secretary/Senior Administrative Officer/Senior Finance &
Accounts Officer/Deputy Director (OL)**

अधिकारी का नाम

Name of Officer:.....

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending:.....

भा.कृ.अनु.प. मुख्यालय/संस्थान

I.C.A.R. Headquarters / Institute

प्रपत्र
Form

भारतीय कृषि अनुसंधान परिषद् के अवर सचिव/वरिष्ठ प्रशासनिक अधिकारी/वरिष्ठ वित्त एवं लेखा अधिकारी/उप निदेशक (राजभाषा) के लिए
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report of Under Secretary/Senior Administrative Officer/Senior Finance & Accounts Officer/Deputy Director (OL) of the I.C.A.R.

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending

वैयक्तिक ब्यौरे

PERSONAL DATA

भाग - 1

Part - I

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

- अधिकारी का नाम
Name of the Officer
- जन्म की तारीख(दिन/माह/वर्ष) (शब्दों में)
Date of Birth(DD/MM/YYYY)/...../..... (In words).....
- वर्तमान श्रेणी में लगातार नियुक्ति की तारीख दिनांक श्रेणी
Date of continuous appointment Date..... Grade.....
to the present grade
- वर्तमान पद तथा उस पर नियुक्ति की तारीख पद दिनांक
Present post and date of appointment thereto Post..... Date.....
- वर्ष में कार्य से अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on training, leave etc.) during the year. If he has under gone training specify.

भाग - 2
Part - 2

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उनके द्वारा भरे जाने के लिए
TO BE FILLED IN BY THE OFFICER REPORTED UPON

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण
Brief description of duties.

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2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बताएं और हरेक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएँ। (उदाहरण के लिए : आपके प्रभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example : Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियाँ Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of officer reported upon

दिनांक:

Dated:.....

भाग - 3
Part - 3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी किया द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)

(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य-निष्पादन की कोटि Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
(iv) अपवादात्मक कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work / unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण क्षमताएं Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
viii) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)
(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग - 4

Part - 4

सामान्य
GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने के दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा

Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section A, B and C in Part – 3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान:
Place:.....

दिनांक
Date:.....

नाम साफ अक्षरों में:
Name in Block Letters:.....
पदनाम:
Designation:.....
प्रतिवेदन की अवधि में:
During the period of Report:.....

भाग - 5

Part - 5

1. पुनर्विलोकन अधिकारी की अभिवृत्ति:

REMARKS OF THE REVIEWING OFFICER:

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग- 3(अ)(IV) तथा भाग-4(5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ में दें तथा विद्यमानता के आदृक्षर करें।)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A)(IV) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं NO
------------	------------

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

--

5. प्रतिवेदन के भाग-3 के खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

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पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान:
Place:.....

दिनांक
Date:.....

नाम साफ अक्षरों में:
Name in Block Letters:.....
पदनाम:
Designation:.....
प्रतिवेदन की अवधि में:
During the period of Report:.....

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश

Guidelines regarding filling up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम का वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

भारतीय कृषि अनुसंधान परिषद् के अधिकारियों

के लिए

वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report

for

Officers of the Indian Council of Agricultural Research

उप सचिव/मुख्य प्रशासनिक अधिकारी/मुख्य वित्त एवं लेख
अधिकारी/उप निदेशक (वित्त)/ विधि सलाहकार/निदेशक
(राजभाषा)/ संयुक्त निदेशक

**Deputy Secretary/Chief Administrative Officer/Chief Finance &
Accounts Officer/Deputy Director(Fin.)/Legal Advisor/
Director(OL)/ Joint Director**

अधिकारी का नाम

Name of Officer:.....

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending:.....

भा.कृ.अनु.प. मुख्यालय/संस्थान
I.C.A.R. Headquarters / Institute

प्रपत्र

Form

भारतीय कृषि अनुसंधान परिषद् के उप सचिव/मुख्य प्रशासनिक अधिकारी/मुख्य वित्त एवं लेखा अधिकारी/उप निदेशक (वित्त)/विधि सलाहकार/निदेशक (राजभाषा)/संयुक्त निदेशक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report of Deputy Secretary/Chief Administrative Officer/Chief Finance & Accounts Officer/Deputy Director(Fin.)/Legal Advisor/Director(OL)/ Joint Director of the I.C.A.R.

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending.....

वैयक्तिक ब्यौरे

PERSONAL DATA

भाग - 1

Part - I

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम
Name of the Officer
2. जन्म की तारीख(दिन/माह/वर्ष) (शब्दों में)
Date of Birth(DD/MM/YYYY)/...../..... (In words).....
3. वर्तमान श्रेणी में लगातार नियुक्ति की तारीख दिनांक श्रेणी
Date of continuous appointment Date..... Grade.....
to the present grade
4. वर्तमान पद तथा उस पर नियुक्ति की तारीख पद दिनांक
Present post and date of appointment thereto Post..... Date.....
5. वर्ष में कार्य से अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on training, leave etc.) during the year. If he has under gone training specify.

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण
Brief description of duties.

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस मंदा प्रथमिकता के आधार पर बताएं और हरेक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएं। (उदाहरण के लिए : आपके प्रभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example : Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियाँ Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण तर्ज कराने की तारीख दी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक:

Dated:.....

सूचना देने वाले अधिकारी के हस्ताक्षर

Signature of officer reported upon

भाग - 3

Part - 3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)

(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य-निष्पादन की कोटि Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
(iv) अपवादात्मक कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work / unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुसंधान Maintenance of Discipline			
iv) संप्रेषण क्षमताएं Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
viii) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)
(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग - 4

सामान्य

Part - 4

GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने के दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा

Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section A, B and C in Part – 3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान:
Place:.....

दिनांक
Date:.....

नाम साफ अक्षरों में:
Name in Block Letters:.....
पदनाम:
Designation:.....
प्रतिवेदन की अवधि में:
During the period of Report:.....

भाग - 5

Part - 5

1. पुनर्विलोकन अधिकारी की अभिवृत्ति:

REMARKS OF THE REVIEWING OFFICER:

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग- 3(अ)(IV) तथा भाग-4(5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ में दें तथा विद्यमानता के आदृक्षर करें।)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A)(IV) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं NO
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3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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5. प्रतिवेदन भाग-3 के खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

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पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान:
Place:.....

दिनांक
Date:.....

नाम साफ अक्षरों में:
Name in Block Letters:.....
पदनाम:
Designation:.....
प्रतिवेदन की अवधि में:
During the period of Report:.....

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश

Guidelines regarding filling up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा/निर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम का वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

भारतीय कृषि अनुसंधान परिषद् के अधिकारियों की वार्षिक
कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report for
Officers of the Indian Council of Agricultural Research**

निजी सचिव
Private Secretary

वैयक्तिक सहायक
Personal Assistant

आशुलिपिक ग्रेड - III
Steno Grade - III

अधिकारी का नाम

Name of Officer

..... को समाप्त होने वाले वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending

भा.कृ.अनु.प. मुख्यालय/संस्थान

I.C.A.R. Headquarters / Institute

प्रपत्र/Form

भारतीय कृषि अनुसंधान परिषद् के निजी सचिव, वैयक्तिक सहायक और आशुलिपिक ग्रेड - III का
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report of Private Secretary, Personal Assistant and Steno Grade 'III'
of the Indian Council of Agricultural Research

..... को समाप्त वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending :

वैयक्तिक ब्यौरे
PERSONAL DATA

भाग - 1

Part - 1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरा जाए)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम	
Name of the Officer	
2. जन्म तिथि: (दिन/माह/वर्ष)/...../..... (शब्दों में)	
Date of Birth (DD/MM/YYYY)/...../..... (In Words)	
3. धारित पद का नाम	
Designation of post held	
4. वर्तमान पद में सतत् नियुक्ति की तारीख Date of continuous appointment in the present grade	दिनांक श्रेणी Date Grade
5. उस अधिकारी का नाम और पदनाम जिसके साथ रिपोर्टाधीन अवधि के दौरान सम्बद्ध हैं। Name of Officer with designation with whom attached during the period under report	अधिकारी का नाम और तारीख, जिससे संबद्ध रहे Name of Officer & date from which attached
6. वर्ष के दौरान छुट्टी, प्रशिक्षण इत्यादि पर रहने के कारण ड्यूटी से अनुपस्थिति की अवधि Period of absence from duty on leave, training, etc. during the year	

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. से तक वर्ष/अवधि के दौरान किए गए कार्यों का संक्षिप्त वृत्त
(संक्षिप्त वृत्त 100 शब्दों तक सीमित होना चाहिए)

Brief resume of the work done by you during the year/period from to
(The resume to be furnished should be limited to 100 words)

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2. कृपया वे मदें दर्शाएँ, जिनमें महत्वपूर्ण उच्चतर उपलब्धियाँ रही हों और उनमें आपका क्या योगदान रहा।
Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

3. कृपया कार्यों को करने के लिए आपके द्वारा किए गए प्रयत्नों में कमियों और उनके कारण, यदि कोई हो, को संक्षेप में बताएं।
Please state, briefly, the shortfalls in your input and reasons therefore, if any.

4. कृपया बताएं कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल सम्पत्ति संबंधी वार्षिक विवरणी नियत तारीख अर्थात् कैलेंडर वर्ष के बाद के 31 जनवरी तक दाखिल कर दी गई थी। यदि नहीं, तो विवरणी दाखिल करने की तारीख दी जाए।
Please state whether the annual return on immoveable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

स्थान/Place :

दिनांक/Date :

उस अधिकारी के हस्ताक्षर जिसकी रिपोर्ट लिखी जानी है
Signature of the officer reported upon

1. क्या रिपोर्ट लिखने वाला अधिकारी भाग-2 में दिए गए विवरण से सहमत है? यदि नहीं, तो असहमति किस सीमा तक है और इसके क्या कारण हैं?

Does the Reporting Officer agree with the statement made in part 2? If not, the extent of disagreement and reasons thereof.

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2. रिपोर्ट लिखने वाले अधिकारी द्वारा प्रत्येक गुण/विशेषता की सांख्यिकीय कोटि का निर्धारण किया जाएगा जो कि 1-10 के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम कोटि से और 10 का तात्पर्य उच्चतम कोटि से है।

Numerical grading is to be awarded for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियाँ भरने से पूर्व दिशा-निर्देशों को ध्यानपूर्वक पढ़ें)
(Please read carefully the instructions before filling the entries)

(क) किए गए कार्य का मूल्यांकन (इस खंड की तरजीह 40 प्रतिशत होगी)
(A) Assessment of work output (weightage to this Section would be 40%)

	कोटि/Grading
i) कार्य की गुणवत्ता Quality of work	
ii) व्यवसायिक कौशल का स्तर Level of professional skill	
iii) गुप्त और परमगुप्त मामलों और कागजातों पर कार्य करने में विश्वसनीयता Trust worthiness in handling secret and top secret matters and papers	
iv) विनियोजन डायरी का रखरखाव और बैठकों, साक्षात्कार इत्यादि के लिए आवश्यक कागजात प्रस्तुत करना Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
‘किए गए कार्य’ पर समग्र कोटि (कुल [i से iv]/4) Overall Grading on 'Work Output'(Total [i to iv]/4)	

(ख) वैयक्तिक गुणों का मूल्यांकन (इस खंड की तरजीह 30 प्रतिशत होगी)
(B) Assessment of personal attributes 'weightage to this Section would be 30%)

	कोटि/Grading
i) कार्य के प्रति अभिरूचि Attitude to work	
ii) बुद्धिमत्ता, उत्सुकता Intelligence, keenness	
iii) अनुशासन बनाए रखना Maintenance of Discipline	
iv) जिम्मेदारी का बोध Sense of responsibility	
v) सम्प्रेषण कौशल Communication Skills	
vi) दल में कार्य करने की योग्यता Ability to work in team	
vii) समय-सीमा का पालन करने की योग्यता Ability to meet deadline	
viii) हाजिरी में नियमितता और समय पाबंदी Regularity and Punctuality in attendance	
'वैयक्तिक गुणों' की समग्र कोटि (कुल [i से viii]/8) Overall Grading on 'Personal Attributes' (Total [i to viii]/8)	

(ग) कार्यात्मक दक्षता का मूल्यांकन (इस खंड की तरजीह 30 प्रतिशत होगी)
(C) Assessment of functional competency (weightage to this Section would be 30%)

	कोटि/Grading
i) आशुलिपि कार्य में दक्षता और शुद्धता Proficiency and accuracy in Stenographic work	
ii) अंतःवैयक्तिक सम्बंध Inter-personal relations	
iii) समन्वय योग्यता Coordination ability	
iv) प्रभावकारी सम्पर्क, पहल और टेलिफोन पर बात करने और आगतुकों से बात करने में व्यवहार-कुशलता Effective liaison, Initiative and tact in dealing with telephone calls & visitor	
'कार्यात्मक दक्षता' की समग्र कोटि (कुल [i से iv]/4) Overall Grading on 'Functional Competency' (Total [i to iv]/4)	

टिप्पणी : समग्र कोटि दी गई वेटेज के अनुपात में, सूचकों के प्रत्येक समूह के औसत मूल्य के जोड़ पर आधारित होगी।

Note : The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य/GENERAL

भाग -- 4

Part - 4

- जनता के साथ संपर्क (जहाँ कहीं लागू हो)
Relations with the public (wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

- प्रशिक्षण (कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने के दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)
Training (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

- स्वास्थ्य की स्थिति
State of Health

- सत्यनिष्ठा (कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)
Integrity (Please comment on the integrity of the officer)

- रिपोर्ट लिखने वाले अधिकारी द्वारा अधिकारी के वृहद गुणों और कम गुणों, असाधारण उपलब्धियों, महत्वपूर्ण कमियों और कमजोर वर्गों के प्रति रवैये सहित उसके समग्र गुणों के संबंध में चरित्र का आकलन (लगभग १०० शब्दों में)
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

- रिपोर्ट के भाग-3 के खंड क, ख तथा ग में दी गई तरजीह के आधार पर 10 के पैमाने पर समग्र सांख्यिकीय कोटि
Overall numerical grading on the basis of weightage given in Section A, B and C in Part - III of the Report.

	रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर Signature of the Reporting Officer
स्थान/Place :	नाम साफ अक्षरों में
दिनांक/Date :	Name in Block Letters
	पदनाम
	Designation
	रिपोर्ट की अवधि के दौरान
	During the period of Report

अनुदेश/INSTRUCTIONS

1. वार्षिक निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है, यह अधिकारी के कार्य-निष्पादन का मूल्यांकन करने के लिए और उसके कैरियर में आगे की बढ़ोतरी के लिए महत्वपूर्ण जानकारी उपलब्ध करवाता है। अतः वह अधिकारी जिसकी रिपोर्ट लिखी जा रही है और रिपोर्ट लिखे जाने वाले अधिकारी को बड़ी जिम्मेवारी के साथ इस फार्म को भरने की जिम्मेवारी निभानी चाहिए।
The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. रिपोर्ट लिखने वाले अधिकारी को यह महसूस करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है, ताकि वह अपनी वास्तविक सामर्थ्य को पहचान सके। यह एक त्रुटि ढूँढ़ने वाली प्रक्रिया नहीं है, बल्कि एक विकासात्मक प्रक्रिया है। रिपोर्ट लिखने वाले अधिकारी को उस अधिकारी, जिसकी रिपोर्ट लिखी जानी है, के कार्य निष्पादन, अभिरुचि अथवा समग्र व्यक्तित्व की कमियाँ अपनी रिपोर्ट में लिखने से संकोच नहीं करना चाहिए।
Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. ये मदें समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए। रिपोर्ट को आकस्मिक तौर पर अथवा ऊपरी तौर से भरे जाने का कोई भी प्रयास उच्च अधिकारियों को स्पष्टतः पता चल जाएगा।
The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. प्रत्येक उत्तर वर्णनात्मक रूप में दिए जाए। केवल उसे छोड़कर जहाँ संख्यात्मक कोटि दी जानी हो। उपलब्ध करवाया गया स्थान उत्तर की अपेक्षित लम्बाई दर्शाता है। शब्दों और पदबंधों को ध्यानपूर्वक चुना जाए और यह उत्तर रिकार्ड करने वाले अधिकारी के इरादे को सही ढंग से दर्शाए। सुस्पष्ट और साधारण भाषा का प्रयोग किया जाए।
Every answer shall be given in a narrative form except where numerical gradings is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
5. रिपोर्ट लिखने वाले अधिकारी, उस अधिकारी जिसकी रिपोर्ट लिखी जानी है, को वर्ष के शुरू में वर्ष में पूरे किए जाने वाले लक्ष्य सौंपेगा। यदि कोई अधिकारी रिपोर्टाधीन वर्ष के लिए नया पद सम्भालता है, तो इस तरह के लक्ष्य नया पद सम्भालने के समय तय किए जाएंगे। कार्य/लक्ष्य दोनों, संबंधित अधिकारियों द्वारा स्पष्ट रूप से जाने और समझे जाने चाहिए।
The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets / goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
6. यद्यपि निष्पादन मूल्यांकन वर्ष में समाप्त होने वाला अभ्यास है और यह कि यह मानव संसाधन विकास का एक कारक बन सकता है, अतः रिपोर्ट लिखने वाले अधिकारी को नियमित अन्तराल पर निष्पादन का मूल्यांकन करना चाहिए और सलाह इत्यादि के माध्यम से सुधारात्मक कदम उठाने चाहिए।
Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
7. प्रत्येक मूल्यांकनकर्ता का यह प्रयास होना चाहिए कि वह मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन, आचरण, व्यवहार और सामर्थ्य की भी यथासंभव वास्तविक तस्वीर प्रस्तुत करे।
It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. यह मूल्यांकन, मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन के बारे में रिपोर्टाधीन अवधि तक ही सीमित होना चाहिए।
Assessment should be confined to the appraisee's performance during the period of report only.
9. यह उम्मीद की जाती है कि 1 तथा 2 की कोई भी कोटि का, (किए गए कार्य अथवा गुण अथवा समग्र ग्रेड के लिए) विशेष कमियों के माध्यम से चरित्र आकलन में पर्याप्त रूप से औचित्य ठहराया जाए। इसी प्रकार 9 तथा 10 के ग्रेड का, किए गए विशेष कार्यों के संबंध में औचित्य ठहराया जाए। 1-2 के ग्रेड और 9-10 के ग्रेड विरले मामलों में होंगे, अतः उनका औचित्य बताने की आवश्यकता है। सांख्यिकी ग्रेड दिए जाने के संबंध में रिपोर्ट लिखने वाले और समीक्षा करने वाले अधिकारी को अपनी कर्मचारियों, जो उसके अंतर्गत कार्य कर रहे हैं, की एक बड़ी संख्या की तुलना में कोटि करनी चाहिए।
It is expected that any grading of 1 & 2 (against work output or attribute or overall grade) would be adequately justified in the pen picture by way of special failures and similarly any grade of 9 & 10 would be justified with respect to special

accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a large population of his/her peers that may be currently working under them.

10. पेनल बनाने/पदोन्नति के लिए औसतन प्राप्तियों की गणना करने के प्रयोजन से, निम्नलिखित ग्रेडों पर विचार किया जाएगा।
For purpose of calculating average scores for empanelment/promotion, the following grade: will be considered.

ए पी ए आर ग्रेड APARs graded	कोटि Grading	प्राप्तांक, जिस पर विचार किया जाना है। Score to be considered
8 और 10 के बीच Between 8 and 10	उत्कृष्ट Outstanding	9
6 और 8 के बीच Between 6 and 8	बहुत अच्छा Very Good	7
4 और 6 के बीच Between 4 and 6	अच्छा Good	5
4 से नीचे Below 4		0

टिप्पणी / NOTE

सत्यनिष्ठा से संबंधित मद को भरने में निम्नलिखित प्रक्रिया का पालन करना चाहिए :-

The following procedure should be followed in filling up the item relating to integrity :-

- यदि अधिकारी की सत्यनिष्ठा से परे हैं, ऐसे बताया जाए।
If the officer's integrity is beyond doubt it may be so stated.
- यदि कोई संदेह है, मद को खाली छोड़ दिया जाए और निम्नानुसार कार्रवाई की जाए :
If there is any doubt of suspicion, the item should be left blank and action taken as under :
 - क) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्रवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले वरिष्ठतम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्रवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिपिबद्ध करना संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं, जैसी भी स्थिति हो।
A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow - up action is taken expeditiously. Where it is not possible either to certify the integrity or to record and secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be
 - ख) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रविष्टि गोपनीय रिपोर्ट में कर दी जाए।
If, as a result of the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - ग) यदि संदेह की पुष्टि हो जाती है, तथ्य भी लिपिबद्ध कर दिए जाने चाहिए और संबंधित अधिकारी को संसूचित कर दी जाए।
If the doubts of suspicions are confirmed, the fact should also be recorded and duly communicated to the officer concerned.
 - घ) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के अचरण को अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथानिर्दिष्ट कार्रवाई की जानी चाहिए।
If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

(गृह मंत्रालय का कार्यालय ज्ञापन सं. 51/4/84-स्था. (क) दिनांक 21.6.1965)

(Ministry of Home Affairs O.M. No. 51/4/84-Estt. (a) dated 21.6.1965)

भारतीय कृषि अनुसंधान परिषद् के अधिकारियों का वार्षिक
कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report for
Officers of the Indian Council of Agricultural Research**

प्रधान निजी सचिव
Principal Private Secretary

अधिकारी का नाम

Name of Officer

..... को समाप्त होने वाले वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending

प्रपत्र/Form

प्रधान निजी सचिव, का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report of Principal Private Secretary

..... को समाप्त वर्ष/अवधि का प्रति
Report for the year/period ending :

वैयक्तिक ब्यौरे
PERSONAL DATA

भाग - 1
Part - 1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरा जाए)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम	
Name of the Officer	
2. जन्म तिथि: (दिन/माह/वर्ष)/...../..... (शब्दों में)	
Date of Birth (DD/MM/YYYY)/...../..... (In Words)	
3. धारित पद का नाम	
Designation of post held	
4. वर्तमान पद में सतत् नियुक्ति की तारीख	दिनांक श्रेणी
Date of continuous appointment in the present grade	Date Grade
5. उस अधिकारी का नाम और पदनाम जिसके साथ रिपोर्टाधीन अवधि के दौरान सम्बद्ध हैं। Name of Officer with designation with whom attached during the period under report	अधिकारी का नाम और तारीख, जिससे संबद्ध र Name of Officer & date from which attached
6. वर्ष के दौरान छुट्टी, प्रशिक्षण इत्यादि पर रहने के कारण इयूटी से अनुपस्थिति की अवधि Period of absence from duty on leave, training, etc. during the year	

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)
(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. से तक वर्ष/अवधि के दौरान किए गए कार्यों का संक्षिप्त वृत्
(संक्षिप्त वृत्त 100 शब्दों तक सीमित होना चाहिए)
Brief resume of the work done by you during the year/period from to
(The resume to be furnished should be limited to 100 words)

2. कृपया वे मदें दर्शाएँ, जिनमें महत्वपूर्ण उच्चतर उपलब्धियाँ रही हों और उनमें आपका क्या योगदान रहा।
Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
3. कृपया कार्यों को करने के लिए आपके द्वारा किए गए प्रयत्नों में कमियों और उनके कारण, यदि कोई हो, को संक्षेप में बताएं।
Please state, briefly, the shortfalls in your input and reasons therefore, if any.
4. कृपया बताएं कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल सम्पत्ति संबंधी वार्षिक विवरणी नियत तारीख अर्थात् कलैण्डर वर्ष के बाद के 31 जनवरी तक दाखिल कर दी गई थी। यदि नहीं, तो विवरणी दाखिल करने की तारीख दी जाए।
Please state whether the annual return on immoveable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

स्थान/Place :

दिनांक/Date :

उस अधिकारी के हस्ताक्षर जिसकी रिपोर्ट लिखी जानी है
Signature of the officer reported upon

1. क्या रिपोर्ट लिखने वाला अधिकारी भाग-2 में दिए गए विवरण से सहमत है? यदि नहीं, तो असहमति किस सीमा तक है और इसके क्या कारण हैं?

Does the Reporting Officer agree with the statement made in part 2? If not, the extent of disagreement and reasons thereof.

2. रिपोर्ट लिखने वाले अधिकारी द्वारा प्रत्येक गुण/विशेषता की सांख्यिकीय कोटि का निर्धारण किया जाएगा जो कि 1-10 के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम कोटि से और 10 का तात्पर्य उच्चतम कोटि से है।

Numerical grading is to be awarded for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियाँ भरने से पूर्व दिशा-निर्देशों को ध्यानपूर्वक पढ़ें)
(Please read carefully the instructions before filling the entries)

(क) किए गए कार्य का मूल्यांकन (इस खंड की तरजीह 40 प्रतिशत होगी)
(A) Assessment of work output (weightage to this Section would be 40%)

	कोटि/Grading
i) कार्य की गुणवत्ता और व्यवसायिक कौशल का स्तर Quality of work and Level of professional skill	
ii) गुप्त और परमगुप्त मामलों और कागज पत्रों के संभालने में विश्वसनीयता का गुण Trust worthiness in handling secret and top secret matters and papers	
iii) कार्य डायरी का रखरखाव और बैठकों, साक्षात्कारों इत्यादि से संबंधित कागज-पत्रों का समय पर प्रस्तुत करना Mainenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc	
iv) अपवादिक कार्य का पूरा किया जाना निष्पादित/अप्रत्याशित कार्य Accomplishment of exceptional work/ unforeseen tasks performed.	
'किए गए कार्य' की समग्र कोटि (कुल [i से iv]/4) Overall Grading on 'Work Output' (Total [i to iv]/4)	

(ख) वैयक्तिक गुणों का मूल्यांकन (इस खंड की तरजीह 30 प्रतिशत होगी)
(B) Assessment of personal attributes (weightage to this Section would be 30%)

	कोटि/Grading
i) कार्य के प्रति अभिरुचि Attitude to work	
ii) बुद्धि, उत्सुकता और मेहनत Intelligence, keenness and industry	
iii) अनुशासन बनाए रखना Maintenance of Discipline	
iv) जिम्मेदारी का बोध Sense of responsibility	
v) सम्प्रेषण कौशल Communication skills	
vi) नेतृत्व गुण Leadership qualities	
vii) टीम में कार्य करने की योग्यता Ability to work in team	
viii) अंतिम तिथि तक कार्य पूरा करने की योग्यता Ability to meet deadline	
'वैयक्तिक गुणों' की समग्र कोटि (कुल [i से viii]/8) Overall Grading on 'Personal Attributes' (Total [i to viii]/8)	

(ग) कार्यात्मक दक्षता का मूल्यांकन (इस खंड की तरजीह 30 प्रतिशत होगी)
(C) Assessment of functional competency (weightage to this Section would be 30%)

	कोटि/Grading
i) प्रारूप टिप्पणियां, पत्रों के कार्यवृत्त, संक्षिप्त विवरण तथा सारांश इत्यादि तैयार करने की योग्यता Ability to draft notes, letter minutes, briefs and ability to prepare summary etc.	
ii) कौशलपरक योजना तैयार करने की योग्यता Strategic planning ability	
iii) पारस्परिक संबंध Inter-personal relations	
iv) समन्वय योग्यता Communication ability	
v) प्रभावी सम्पर्क, पहल और दूरभाषिक काल करने तथा आगन्तुकों के साथ व्यवहार-कौशल Effective liaison, Initiative and tact in dealing with telephone calls & visitor	
vi) अधीनस्थ कर्मचारियों के विकास तथा उन्हें प्रेरित करने की योग्यता Ability to motivate and develop subordinates	
'कार्यात्मक दक्षता' की समग्र कोटि (कुल [i से vi]/6) Overall Grading on 'Functional Competency' (Total [i to vi]/6)	

टिप्पणी : समग्र कोटि दी गई वेटेज के अनुपात में, सूचकों के प्रत्येक समूह के औसत मूल्य के जोड़ पर आधारित होगी।

Note : The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य/GENERAL

भाग - 4

Part - 4

- जनता के साथ संपर्क (जहाँ कहीं लागू हो)
Relations with the public (wherever applicable)
(कृपया जनता की अधिकारी तक पहुँच और उनकी आवश्यकताओं के प्रति उसकी अनुकियाशीलता पर टिप्पणी करें।)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

- प्रशिक्षण (कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने के दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)
Training (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

- स्वास्थ्य की स्थिति
State of Health

- सत्यनिष्ठा (कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)
Integrity (Please comment on the integrity of the officer)

- रिपोर्ट लिखने वाले अधिकारी द्वारा अधिकारी के वृहद गुणों और कम गुणों, असाधारण उपलब्धियों, महत्वपूर्ण कमियों और कमजोर वर्गों के प्रति रवैये सहित उसके समग्र गुणों के संबंध में चरित्र का आकलन (लगभग 100 शब्दों में)
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

- रिपोर्ट के भाग-3 के खंड क, ख तथा ग में दी गई तरजीह के आधार पर 10 के पैमाने पर समग्र सांख्यिकीय कोटि
Overall numerical grading on the basis of weightage given in Section A, B and C in Part - III of the Report.

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान/Place :
दिनांक/Date :

साफ अक्षरों में नाम
Name in Block Letters
पदनाम
Designation
रिपोर्ट की अवधि के दौरान
During the period of Report

(6)

अनुदेश/INSTRUCTIONS

1. वार्षिक निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है, यह अधिकारी के कार्य-निष्पादन का मूल्यांकन करने के लिए और उसके कैरियर में आगे की बढ़ोतरी के लिए महत्वपूर्ण जानकारी उपलब्ध करवाता है। अतः वह अधिकारी जिसकी रिपोर्ट लिखी जा रही है और रिपोर्ट लिखे जाने वाले अधिकारी को बड़ी जिम्मेवारी के साथ इस फॉर्म को भरने की जिम्मेवारी निभानी चाहिए।
The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. रिपोर्ट लिखने वाले अधिकारी को यह महसूस करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है, ताकि वह अपनी वास्तविक सामर्थ्य को पहचान सके। यह एक त्रुटि ढूँढ़ने वाली प्रक्रिया नहीं है, बल्कि एक विकासात्मक प्रक्रिया है। रिपोर्ट लिखने वाले अधिकारी को उस अधिकारी, जिसकी रिपोर्ट लिखी जानी है, के कार्य निष्पादन, अभिरुचि अथवा समग्र व्यक्तित्व की कमियाँ अपनी रिपोर्ट में लिखने से संकोच नहीं करना चाहिए।
Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. ये मदें समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए। रिपोर्ट को आकस्मिक तौर पर अथवा ऊपरी तौर से भरे जाने का कोई भी प्रयास उच्च अधिकारियों को स्पष्टतः पता चल जाएगा।
The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. प्रत्येक उत्तर वर्णनात्मक रूप में दिए जाए। केवल उसे छोड़कर जहाँ संख्यात्मक कोटि दी जानी हो। उपलब्ध करवाया गया स्थान उत्तर की अपेक्षित लम्बाई दर्शाता है। शब्दों और पदबंधों को ध्यानपूर्वक चुना जाए और यह उत्तर रिकार्ड करने वाले अधिकारी के इरादे को सही ढंग से दर्शाए। सुस्पष्ट और साधारण भाषा का प्रयोग किया जाए।
Every answer shall be given in a narrative form except where numerical gradings is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
5. रिपोर्ट लिखने वाले अधिकारी, उस अधिकारी जिसकी रिपोर्ट लिखी जानी है, को वर्ष के शुरू में वर्ष में पूरे किए जाने वाले लक्ष्य सौंपेंगे। यदि कोई अधिकारी रिपोर्टाधीन वर्ष के लिए नया पद सम्भालता है, तो इस तरह के लक्ष्य नया पद सम्भालने के समय तय किए जाएंगे। कार्य/लक्ष्य दोनों, संबंधित अधिकारियों द्वारा स्पष्ट रूप से जाने और समझे जाने चाहिए।
The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets / goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
6. यद्यपि निष्पादन मूल्यांकन वर्ष में समाप्त होने वाला अभ्यास है और यह कि यह मानव संसाधन विकास का एक कारक बन सकता है, अतः रिपोर्ट लिखने वाले अधिकारी को नियमित अन्तराल पर निष्पादन का मूल्यांकन करना चाहिए और सलाह इत्यादि के माध्यम से सुधारात्मक कदम उठाने चाहिए।
Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development; the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
7. प्रत्येक मूल्यांकनकर्ता का यह प्रयास होना चाहिए कि वह मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन, आचरण, व्यवहार और सामर्थ्य की भी यथार्थसंभव वास्तविक तस्वीर प्रस्तुत करे।
It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. यह मूल्यांकन, मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन के बारे में रिपोर्टाधीन अवधि तक ही सीमित होना चाहिए।
Assessment should be confined to the appraisee's performance during the period of report only.
9. यह उम्मीद की जाती है कि 1 तथा 2 की कोई भी कोटि का, (किए गए कार्य अथवा गुण अथवा समग्र ग्रेड के लिए) विशेष कमियों के माध्यम से चरित्र आकलन में पर्याप्त रूप से औचित्य ठहराया जाए। इसी प्रकार 9 तथा 10 के ग्रेड का, किए गए विशेष कार्यों के संबंध में औचित्य ठहराया जाए। 1-2 के ग्रेड और 9-10 के ग्रेड विरले मामलों में होंगे, अतः उनका औचित्य बताने की आवश्यकता है। सांख्यिकी ग्रेड दिए जाने के संबंध में रिपोर्ट लिखने वाले और समीक्षा करने वाले अधिकारी को अपनी कर्मचारियों, जो उसके अंतर्गत कार्य कर रहे हैं, की एक बड़ी संख्या की तुलना में कोटि करनी चाहिए।
It is expected that any grading of 1 & 2 (against work output or attribute or overall grade) would be adequately justified in the pen picture by way of special failures and similarly any grade of 9 & 10 would be justified with respect to special

accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a large population of his/her peers that may be currently working under them.

10. पेनल बनाने/पदोन्नति के लिए औसतन प्राप्तांकों की गणना करने के प्रयोजन से, निम्नलिखित ग्रेडों पर विचार किया जाएगा।
For purpose of calculating average scores for empanelment/promotion, the following grades will be considered.

ए पी ए आर ग्रेड APARs graded	कोटि Grading	प्राप्तांक, जिस पर विचार किया जाना है। Score to be considered
8 और 10 के बीच Between 8 and 10	उत्कृष्ट Outstanding	9
6 और 8 के बीच Between 6 and 8	बहुत अच्छा Very Good	7
4 और 6 के बीच Between 4 and 6	अच्छा Good	5
4 से नीचे Below 4		0

टिप्पणी / NOTE

सत्यनिष्ठा से संबंधित मद को भरने में निम्नलिखित प्रक्रिया का पालन करना चाहिए :-

The following procedure should be followed in filling up the item relating to integrity :-

- i) यदि अधिकारी की सत्यनिष्ठा से परे हैं, ऐसे बताया जाए।

If the officer's integrity is beyond doubt it may be so stated.

- ii) यदि कोई संदेह है, मद को खाली छोड़ दिया जाए और निम्नानुसार कार्रवाई की जाए :

If there is any doubt of suspicion, the item should be left blank and action taken as under :

- क) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्रवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले वरिष्ठतम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्रवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिपिबद्ध करना संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं, जैसी भी स्थिति हो।

A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record and secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be

- ख) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रविष्टि गोपनीय रिपोर्ट में कर दी जाए।

If, as a result of the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

- ग) यदि संदेह की पुष्टि हो जाती है, तथ्य भी लिपिबद्ध कर दिए जाने चाहिए और संबंधित अधिकारी को संसूचित कर दी जाए।
If the doubts of suspicions are confirmed, the fact should also be recorded and duly communicated to the officer concerned.

- घ) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के अचरण को अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथानिर्दिष्ट कार्रवाई की जानी चाहिए।
If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

(गृह मंत्रालय का कार्यालय ज्ञापन सं. 51/4/84-स्था. (क) दिनांक 21.6.1965)

(Ministry of Home Affairs O.M. No. 51/4/84-Estt. (a) dated 21.6.1965)

Detailed guidelines of DOP&T regulating Annual Performance Assessment Report

ANNUAL PERFORMANCE ASSESSMENT REPORT (CONFIDENTIAL REPORTS)

1. The existing provisions in regard to preparation and maintenance of Annual Confidential Reports *inter alia* provide that only adverse remarks should be communicated to the officer reported upon for representation, if any. The Supreme Court has held in their judgment, dated 12-5-2008 in the case of *Dev Dutt v. Union of India* (Civil Appeal No. 7631 of 2002) that the object of writing the confidential report and making entries is to give an opportunity to the public servant to improve the performance. The 2nd Administrative Reforms Commission in their 10th Report has also recommended that the performance appraisal system for all services be made more consultative and transparent on the lines of the PAR of the All India Services.

2. Keeping in view the above position, the matter regarding communication of entries in the ACRs in the case of civil services under the Government of India has been further reviewed and the undersigned is directed to convey the following decisions of the Government:—

- (i) The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
- (ii) The full APAR including the overall grade 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 Authority 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 officers, such communication shall be made after the reporting officer has completed the performance assessment.
- (iii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- (iv) 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 fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output, etc. While communicating the entries, it shall be made clear that in

case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

- (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the Reporting Period 2008-09 which is to be initiated after 1st April, 2009.
- (vi) The Competent Authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and / or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
- (vii) The Competent Authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the Competent Authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

3. All Ministries / Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/1/2005-Estt. (A) (Pt-II), dated the 14th May, 2009.]

2. Importance of Annual Confidential Reports.— Since Government have accepted the principle that confirmation, crossing of efficiency bar, promotion, etc., should be based on the assessment of the confidential dossiers, this matter is of the greatest importance for the efficiency and morale of the services. It is in the interest of Government no less than that of the employee that the value of a proper system of confidential reports is recognized by all concerned.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972, Para. 2.1.]

It is very important both in the interest of efficiency of the service and also of the officers that the reports are written with the greatest possible care so that the work, conduct, character and capabilities of the officers reported upon can be accurately judged from the recorded opinion. Officers recording remarks must realize the importance of these entries as their own competency will be judged partly from the confidential remarks they record about officers working under them.

[Para. 174 (7) of P. & T. Manual, Vol. III.]

3. Responsibility for the maintenance of confidential reports.— The Head of every Department / Office should regard it as his personal and special responsibility to ensure that Annual Confidential Reports are properly maintained in respect of all persons working under his direct or ultimate control.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972, Para. 3.1.]

4. Objectivity in confidential reports and assessment at more than one level.— In order to minimize the operation of the subjective human element and of conscious or unconscious bias, the confidential report of every employee should contain the assessments of more than one officer except in cases where there is only one supervisory level above the officer reported upon. The confidential report should be written by the immediate superior and should be submitted by the reporting officer to his own superior.

While it might be difficult for the higher officer to get to know a large number of employees two grades below him, his overall assessment of the character, performance and ability of the reported officer is vitally necessary as a built-in corrective. The judgment of the immediate superior even though completely fair in its intent might sometimes be too narrow and subjective to do justice to the officer reported upon. The officer superior to the reporting officer should, therefore, consider it his duty to personally know and form his own judgment of the work and conduct of the officer reported upon. He should accordingly exercise positive and independent judgment on the remarks of the reporting officer under the various detailed headings in the form of the report as well as on the general assessment, and express clearly his agreement or disagreement with those remarks. This is particularly necessary in regard to advance remarks (if any) where the opinion of the higher officer shall be construed as the correct assessment.

The reviewing officer is free to make his remarks on points not even mentioned by the reporting officer. Such additional remarks would, in fact, be necessary where the report is too brief, vague or cryptic.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972, Para. 7.]

5. Period of reporting.— In every Department, confidential reports should be recorded annually preferably for the period covered by the financial year.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972.]

6. Uniform year (Financial) for writing CRs.— At present, the reporting period for the members of the Central Secretariat Service, Central Secretariat Clerical Service and Central Secretariat Stenographers Service is on Calendar Year basis. It has now been decided that the reporting period of the Confidential Reports in respect of these officers may be changed from the Calendar Year to the Financial Year in order to fall in line with the majority of the Services and to coincide with the period of Annual Action Plan of the Ministries / Departments of the Government of India.

[G.I., Dept. of Per. & Trg., O.M. No. 1/3/88-CS. I, dated the 19th July, 1988.]

7. Frequency of reporting and eligibility to write a report.— While normally there should be only one report covering the year of report, there can be situations in which it becomes necessary to write more than one report during a year. There is no objection to two or more independent reports being written for the same year by different reporting officers in the event of a change in the reporting officer during the course of a year, provided that no report should be written unless a reporting officer has at least three months' experience on which to base his report. Where an Officer has taken earned leave for a period of more

than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for purposes of computing the period of 3 months which is relevant for writing of entries in the ACR. Leave taken for short-term duration need not be treated as relevant for the purpose. In such cases, each report should indicate precisely the period to which it relates and the reports for the earlier part or parts of the year should be written at the time of the transfer or immediately thereafter and not deferred till the end of the year. The responsibility for obtaining confidential reports in such cases should be that of the Head of the Department or the Office.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972 and G.I., Dept. of Per. & Trg., O.M. No. 21011/1/2006-Estt. (A), dated the 16th January, 2006.]

In respect of each of these officers, a report should (in the first week of April of each year) be written in the appropriate form by the prescribed reporting officer giving a brief opinion regarding the general work and conduct of the officer concerned. When the reporting officer or the officer to be reported upon, is transferred or deputed elsewhere for a period of more than three months, the reporting officer should write a report indicating the period covered by it. The reporting officer should have at least three months' experience of the work and conduct of the officer reported upon before writing or attempting to write an assessment of the work of an officer. A report must, however, be written at the end of the year. If the period of observation happens to be less than three months, this fact only needs to be indicated in the report.

[Para. 174 (3) of P. & T. Manual, Volume-III.]

8. Transfer of Reporting and/or Reviewing Officer in the middle of the reporting year.— If an officer is transferred during the middle of the reporting year, he should immediately write the CRs of his subordinates in respect of the year for the period up to the date of his transfer, provided that the period is at least six months, and the reports should be submitted to the reviewing authority who will retain them in his custody and record his remarks in the reviewing portions in the last of the reports for the year, taking into account the reports for the previous portions of the year also, submitted to him by the transferred officers, at the time of their transfer. If the reviewing authority is transferred not simultaneously with reporting officer, but after some time, he will hand over such reports to his successor and the successor will review the reports if he happens to have three months' experience. Otherwise, the previous reviewing authority will review the reports at the end of the year. If, however, a reviewing authority retires while there is no change in the reporting officer and the subsequent reviewing authority does not have three months' experience of the work and conduct of the reportee, the reviewing portion will be left blank with a suitable note, recorded therein. This note can be recorded by the new reviewing authority who could not review the report because he did not have even three months' experience, or by the reporting officer himself.

[D.G., P. & T., Letter No. 27-3/79-Disc. I, dated the 11th September, 1981.]

9. Reason for gap in the report to be indicated.— When a confidential report does not cover an earlier period during the year, the reporting officer

should, at the top of the report, mention the period of gap indicating the reasons for which a report for that period has not been written.

[Para. 174 (3) of P. & T. Manual, Volume-III.]

10. Report to be written within one month of the expiry of report period.— The annual report should be recorded within one month of the expiry of the report period and delay in this regard on the part of the reporting officer should be adversely commented upon; if the officer to be reported upon delays submission of self-appraisal, this should be adversely commented upon by the reporting officer.

[G.I., D.P. & A.R., O.M. No. 21011/1/77-Estt., dated the 30th January, 1978.]

11. When there is no Reporting Officer having the requisite experience.— A question has been raised as to the course of action to be adopted when, in the case of an officer, there is no Reporting Officer having the requisite experience of three months or more during the period of report, as a result of which no Reporting Officer is in a position to initiate the report. It has been decided that where for a period of report there is no Reporting Officer with the requisite experience to initiate the report, the Reviewing Officer himself may initiate the report as a Reporting Officer, provided the Reviewing Officer has been the same for the entire period of report and he is in a position to fill in the columns to be filled in by the Reporting Officer. Where a report is thus initiated by the Reporting Officer, it will have to be reviewed by the officer above the Reviewing Officer.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/8/85-Estt. (A), dated the 23rd September, 1985.]

12. Authority other than Reporting / Reviewing authority precluded from making entries.— Under the present scheme of writing of confidential reports, there are only two levels for writing reports, namely, the Reporting Officer and the Reviewing Officer. There is no provision for any other authority for writing his remarks / comments about the work and conduct of an officer in his confidential reports. The Department of Personnel have advised that since there are only two levels for writing the confidential reports, i.e., reporting and reviewing authority, the remarks by an officer other than the reporting and reviewing officers in the confidential report are not in order.

[D.G., P. & T., Letter No. 27-2/83-Vig. II, dated the 21st January, 1983.]

13. Writing of confidential reports by officers under suspension.— It has been decided that if the Reporting/Reviewing Officer is under suspension when the confidential report has become due to be written / reviewed, it may be got written / reviewed by the officer concerned within two months from the date of his having been placed under suspension or within one month from the date on which the report was due, whichever is later. An officer under suspension shall not be asked to write / review confidential reports after the time-limit specified above.

[G.I., D.P. & A.R., O.M. No. 21011/2/78-Estt. (A), dated the 1st August, 1978.]

The policy of the Government has been reviewed in the light of a suggestion received from the Central Vigilance Commission and it has been decided in

partial modification of the above orders that no officer under suspension should be allowed to write / review the ACRs on his subordinates, if during major part of writing / reviewing he is under suspension as he might not have full opportunity to supervise the work of his subordinates.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/8/2000-Estt. (A), dated the 25th October, 2000.]

14. Whether a relative of a Government employee can write the report of the latter.— A question had arisen whether a Reporting Officer could write reports on his close relative who may happen to be his subordinate officially. The matter has been examined carefully and the following decisions taken:—

- (i) The administrative authority may take care that, to the extent possible, a close relative of an official is not placed under the direct charge of that official where the latter has to write the CR of the former.
- (ii) Should such a situation become inescapable, it should not be allowed to continue beyond the barest minimum time possible.
- (iii) In such a situation, the employee should abstain from writing the Annual Confidential Report of the employee who is his close relative and instead, the reviewing officer should take on the role of the reporting officer.
- (iv) If a similar relationship exists between the reviewing officer on the one hand and the officer reported upon on the other, the same would apply in respect of the reviewing officer and the role of the reviewing officer would be transferred to the authority next higher up.
- (v) In cases of this nature, where there is any doubt, it would be incumbent upon the reporting officer to consult the next higher authority before he writes the confidential report.

[G.I., D.P. & A.R., O.M. No. 21011/3/78-Estt. (A), dated the 31st March, 1978.]

15. Reporting Officer can write CR of his subordinates within one month of his retirement.— When the reporting officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within a month of his retirement or demission of office. This provision is extended to the Reviewing Authority also to enable him review the ACRs of his subordinates within one month of his retirement or demission of office.

[G.I., D.P. & A.R., O.M. No. 21011/1/77-Estt., dated the 30th January, 1978, Min. of I. & B., U.O. No. A. 280-22/2/85-Vig., dated the 2nd January, 1986 and Dept. of Per. & Trg., O.M. No. 21011/1/93-Estt. (A), dated the 14th January, 1993.]

16. Contents and manner of writing of confidential reports.— Officers writing the confidential reports should have carefully observed the work and conduct of those under their control, and have provided the required training and guidance where necessary. The Annual Confidential Reports should be based upon the results of such observation as well as the periodical inspections.

The form in which the confidential reports are recorded might vary from Department to Department and as between different levels of responsibility within

a departmental hierarchy, depending upon the nature of work and duties attached to various posts. However, an assessment of certain qualities of general importance such as integrity, intelligence, keenness, industry, tact, attitude to superiors and subordinates, relations with fellow-employees, etc., should invariably find place in the report. In addition to the detailed assessment of specific attributes, every confidential report should carry a general appreciation of the character, conduct and aptitudes and shortcomings of the officer reported upon. Reference to specific incidents may be made, if at all only by way of general nature, e.g., inefficiency, dilatoriness, lack of initiative or judgment, etc.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972, Paras. 3.3 and 5.1]

A confidential report should give full particulars of the official reported upon such as his designation and the office in which he works. Below the signature of the reporting and countersigning officers, either their names and designations should be written in capital letters or their rubber stamps affixed. CR files should be maintained in book form, the reports being placed one after the other in chronological order and pages being serially numbered from top downwards. Relevant entries in the index of a CR file should be filled in immediately after a report is written up.

Confidential reports should, as a rule, give general appreciation of the character, conduct and qualities of an officer reported upon and a reference to a specific incident should be made, if at all, only by way of illustration to support adverse comments of a general nature, as for example, inefficiency, delay, lack of initiative, judgment, etc. Specific incidents on the basis of which penalties have been awarded in the course of departmental proceedings must, however, be indicated. An entry relating to a penalty should be recorded in the report for the year in which the punishment order is issued. In this entry, an indication may, however, be given about the period to which the incidents leading to the disciplinary case relate. Warning even though not a statutory penalty should be mentioned in the report if issued as a result of disciplinary proceedings. If the reporting officer feels that although a specific incident is not important enough to call for disciplinary proceedings, it is important enough to be specifically mentioned in the confidential report, he should, before making such an entry, satisfy himself that his own conclusion has been arrived at only after a reasonable opportunity has been given to the official reported upon to present his case relating to that incident. The authority issuing a warning should not normally be one lower than the reporting officer. Further, once investigations are started into specific allegations, the case should not be closed by the issue of a warning without the knowledge of the competent disciplinary authority. Unless so ordered by any higher authority, it would be in the discretion of the reporting officer either to record or not to record such a warning.

Apart from the remarks in regard to work and conduct, in appropriate cases, suitable entries may also be made on the following points:—

- (i) the fact that an officer has attended an approved course of study or training;

- (ii) the report received from the head of such institution or its substance;
- (iii) comments on the quality of the report submitted by an officer on return from deputation or training abroad and whether he has made good use of his period of study or training;
- (iv) outstanding performances in the field of sports, athletics and art;
- (v) suggestions which have been accepted and considered useful for achieving economy and high standard of efficiency in administration;
- (vi) whether there is any physical defect, such as bad eye-sight.

CR file should not contain any extraneous paper other than punishment and appellate orders and letters communicating the adverse remarks.

[Paras. 174 (4), (8), (10), (11) and 6 of P. & T. Manual, Volume-III.]

The forms have been devised with a view to ensuring maximum objectivity in the preparation of the confidential report. In filling up the forms, tick marks and dashes should not be used. The reporting and reviewing authorities should apply their mind carefully to the various alternatives suggested under the different headings and indicate their opinion in writing out in full the appropriate alternative which according to them should best describe the officer's qualities.

[G.I., D. P. & A.R., O.M. No. 51/3/74-Estt. (A), dated the 23rd July, 1975.]

17. Principles to be observed by Reporting Officers in writing reports.— The general principles which are required to be observed by the Reporting Officers for writing annual reports are indicated below—

- (1) Remarks like "Doubtful character", "complaints received about his taking illegal gratification", are not permissible. Entries should be based on established facts and not on mere suspicion.
- (2) No employee should be adversely affected by prejudicial reports recorded without fullest consideration. At the same time, none should be rewarded by excessively flattering reports which are not based on facts. With a view to checking up such possibilities, the following procedure is prescribed:—
 - (a) the memo. of services should invariably be consulted at the time of writing the annual report though the report itself should necessarily be based on the employee's performance during the year as a whole;
 - (b) where an adverse remark is recorded in respect of an official having consistently good record, some details regarding the same should invariably be given;
 - (c) the report should give a clear opinion on the main points like character, integrity, industry, etc.;
 - (d) there should be no hesitation on the part of the Reporting Officers to record adverse remarks in justified cases;

- (e) Reporting Officers should not be in a hurry to write all the reports on one day.

[Para. 174 (9) of P. & T. Manual, Volume-III.]

18. Duties of reviewing / endorsing officer.— The following instructions are brought to the notice of the Ministries / Departments for information, guidance and compliance:—

- (i) Reporting, reviewing and endorsing officers should have been acquainted with the work of the official reported upon for at least three months during the period covered by the Confidential Report;
- (ii) With a view to enabling the reviewing authority to discharge his responsibility in ensuring the objectivity of the Confidential Reports, it has been decided that where he is not sufficiently familiar with the work of the officer reported upon so as to be able to arrive at a proper and independent judgment of his own, it should be his responsibility to verify the correctness of the remarks of the Reporting Officer after making such enquiries as he may consider necessary, he should also give a hearing to the person reported upon before recording his remarks.
- (iii) While it is expected that the detailed format with alternative answers now prescribed for Confidential Reports would go a long way to minimize cryptic, vague or non-committal remarks being made in the reports, there may be cases where the entries are not sufficiently meaningful. Such reports should be returned to the Reporting Officer for amplification or explanation.
- (iv) If the Reporting Officer feels that a prescribed course of training is required by an official in order to equip him better for his duties or to develop his potentialities, he may make a separate recommendation to the appropriate authority on this matter. The Confidential Report would not be a proper place for such a recommendation.

[G.I., D.P. & A.R., O.M. No. 51/3/74-Estt. (A), dated the 22nd May, 1975.]

19. Procedure for filling up the column relating to integrity.— The procedure for filling up the column relating to integrity is as follows:—

- (a) Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Confidential Report, this diary should be consulted and the material in it utilized for filling the column about integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.

- (b) The column pertaining to integrity in the Character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.
- (c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow-up action is taken with the due expedition.
- (d) If, as a result of the follow-up action, an officer is exonerated, his integrity should be certified and an entry made in the Character Roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.
- (e) There are occasions when a reporting officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when an officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely or when an officer has worked under the reporting officer only for a brief period or has been on long leave, etc. In all such cases, the reporting officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity, as the case may be. This would be a factual statement to which there can be no objection. But, it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.
- (f) There may be cases in which after a secret report / note has been recorded expressing suspicion about an officer's integrity, the enquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case, the officer's conduct should be watched for a further period, and in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

Specific mention should be made in the Confidential Reports on officers working in or holding charge of Top Secret / Secret Sections about their trustworthiness especially in matters affecting departmental security.

[C.S., O.M. No. 51/5/72-Estt. (A), dated the 20th May, 1972, Para. 5.]

20. Mention of warnings / reprimands in CRs.— Questions have been raised from time to time regarding the stage at which a mention about warnings, admonitions, reprimands, etc., administered in the course of normal day-to-day work by superior officers should be mentioned in the Confidential Report of

the official to whom the warning, reprimand, etc., has been administered. As there seems to be some doubt in this regard, the position is clarified in the following paragraph:—

2. There may be occasions when a superior officer may find it necessary to criticize adversely the work of an officer working under him or he may call for an explanation for some act of omission or commission and taking all circumstances into consideration, it may be felt that while the matter is not serious enough to justify the imposition of the formal punishment of censure, it calls for some formal action such as the communication of a written warning / displeasure / reprimand. Where such a warning / displeasure / reprimand is issued, it should be placed in the personal file of the officer concerned. At the end of the year, the reporting authority, while writing the confidential report of the officer, may decide not to make a reference in the confidential report to the warning / displeasure / reprimand, if, in the opinion of that authority, the performance of the officer reported on after the issue of the warning or displeasure or reprimand, as the case may be, has improved and has been found satisfactory. If, however, the reporting authority comes to the conclusion that despite such warning / displeasure / reprimand, the officer has not improved, it may make appropriate mention of such warning / displeasure / reprimand, as the case may be, in the relevant column in Part-III of the form of confidential report relating to assessment by the reporting officer and, in that case, a copy of the warning / displeasure / reprimand referred to in the confidential report should be placed in the CR dossier as an annexure to the confidential report for the relevant period. The adverse remark should also be conveyed to the officer and his representation, if any, against the same disposed of, in accordance with the procedure laid down in the instructions issued in this regard.

[G.I., D.P. & A.R., O.M. No. 21011/1/81-Estt. (A), dated the 5th June, 1981.]

Representations against “warnings” or “communication of the displeasure of the Government” or “reprimand” which are recorded in the confidential report of the Government servant should be dealt with in accordance with the procedure laid down for dealing with representations against adverse entries in confidential reports, unless an opportunity had already been given to the officer concerned to make a representation in the matter relating to the relevant incident or faults and such representation had been duly considered and a decision taken before the “warning” or “reprimand” was administered or the “displeasure of the Government” communicated to him.

[G.I., M.H.A., O.M. No. 51/3/69-Ests. (A), dated the 27th September, 1969 and D.P. & A.R., O.M. No. 51/5/72-Ests., dated the 20th May, 1972, Para. 9.6.]

21. Manner of disposal of representation.— The following procedure should be adopted in dealing with representations from the employees against the adverse remarks communicated to them:—

- (1) Representations against adverse remarks should be examined by competent authority in consultation, if necessary, with the reporting officer and countersigning authority, if any.

- (2) If it is found that the remarks were justified and that the representation is frivolous, a note may be made in the confidential report of the petitioner that he did not take the correction in good spirit.
- (3) If the competent authority feels that there is no sufficient ground for interference, the representation should be rejected and the petitioner informed accordingly.
- (4) If, however, it feels that the remarks should be toned down, it should make necessary entry separately with proper attestation at the appropriate place of the report; the correction should not be made in the earlier entries themselves.
- (5) In the rare event of the competent authority coming to the conclusion that the adverse remark was inspired by malice or was entirely incorrect or unfounded, and therefore deserves expunction, it should order accordingly. Before, however, taking such an action, it should bring it to the notice of the Head of the Circle or other Administrative Office if it does not occupy that position and obtain his concurrence.

When a representation against adverse remarks is wholly or partially upheld, the particulars of the orders based thereon should be recorded in the report itself. If it is decided to tone down the remarks, the competent authority may make the necessary entries at the appropriate place of the report under proper attestation, but the past entries should not be corrected. If the remarks are ordered to be expunged, they should be effectively obliterated both in the confidential report as well as in the copy of the letter communicating those remarks. A copy of the order based on such a representation should not be kept in the CR file. Where a penalty is set aside on an appeal or review, the copy of the punishment order should be removed from the CR file as well as the adverse remarks recorded on the basis of the penalty expunged. In a case where the penalty is modified by the appellate or revising authority, the entry in the confidential report originally made on the basis of the penalty awarded should also be immediately modified accordingly.

[Rule 174 (13) and (14) of P. & T. Manual, Volume-III, D.G., P. & T., Letter No. 27/4/78-Disc. I, dated the 19th April, 1978 and D.P. & A.R., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972, Para. 9.5.]

22. Column of report should not be kept blank after expunction of adverse remarks.— It has been observed that in a few cases, after the expunction of the adverse remarks, the relevant column(s) was / were left blank, i.e., without any remarks, thus making the report incomplete.

It may be appreciated that an incomplete report cannot be relied upon for a fair and objective assessment of the officer concerned for his confirmation, promotion, etc. It is essential that the annual confidential reports are complete in all respects. In the circumstances, where on consideration of a representation against adverse remarks, the competent authority comes to the conclusion that the remarks deserve to be expunged, it should see whether total expunction of the remarks will leave the relevant column(s) blank; and if it finds the position to be so, it should order modification of the relevant remarks in a suitable manner so that the column(s) in question does/do not remain blank.

[D.G., P. & T., Letter No. 27-2/83-Vig. II, dated the 9th January, 1984.]

23. Further memorial or appeal against rejection of representation.—

No memorial or appeal against the rejection of the representation against adverse entries should be allowed six months after such rejection.

[G.I., D.P. & A.R., O.M. No. 21011/1/77-Estt., dated the 30th January, 1978.]

24. Procedure of dealing with memorial addressed to the President.—

1. It has been decided that in cases of officers of the Central Secretariat Services of the rank of Under Secretary, Deputy Secretary, Director working in different Ministries, where representation against adverse remarks had been rejected at a level lower than that of Minister-in-charge of the Ministry where the official is posted during the period of the report, such memorials addressed to the President should be disposed of by the Minister of the concerned Ministry. However, where representation has been rejected by the Minister-in-charge of the concerned Ministry, then such memorial would be decided by the Cabinet Minister in the Ministry of Personnel, Public Grievances and Pensions which is the cadre controlling authority.

2. In respect of officers belonging to other cadres who are working in Ministries other than their own, on deputation, any memorial to the President following the rejection of their representation against adverse remarks in the ACR, will be disposed of by the Minister-in-charge of the Ministry in case the representation has been rejected at a level lower than that of Minister-in-charge. In case, where the representation has been rejected at the level of Minister-in-charge, the memorial would be disposed of by the Cabinet Minister in the Ministry controlling the cadre of the officer.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/8/89-Estt. (A), dated the 6th March, 1989.]

25. Result / Performance-oriented appraisal system.— (i) Except clerical and other categories of officials doing jobs of a repetitive nature, the official reported upon should, at the end of each year submit a brief resume not exceeding 300 words, of the work done by him bringing out any special achievements. The resume should be submitted to the reporting officer and should form a part of Confidential Report. The reporting officer should duly take note of the resume and after making his own comments and assessments submit the entire record to the next higher officer, viz., the reviewing officer. The reviewing officer should add his own comments, if any, and also do the grading in regard to fitness for promotion. In respect of the categories of officials doing jobs of a repetitive nature, a brief statement of the official reported upon during the year may be recorded by the reporting officer.

(ii) The Confidential Report should be performance-oriented and its form should provide sufficient space for an objective assessment of the performance of the officer reported upon.

(iii) For all categories of staff, excepting officers of the level of Secretary / Additional Secretary / Joint Secretary (for whom there should be a different pro forma), the format of the report should be detailed and should contain alternative answers to a number of specified headings relating to the different aspects of the officers' performance. Provision should also be made for a summing up in the end.

[G.I., D.P. & A.R., O.M. No. 51/3/74-Estt. (A), dated the 22nd May, 1975.]

26. Self-appraisal not necessary for a period less than three months.—

The Reporting / Reviewing authority can write / review the confidential report of an officer if it has at least an experience of three months of work and conduct of the officer reported upon. The officer reported upon need not submit his self-appraisal if the period of observation of his work and conduct by the reporting / reviewing authority is less than three months.

[D.G., P. & T., Lr. No. 27/3/80-Vig. II/Pt. II, dated the 11th September, 1980, issued in consultation with Dept. of Per.]

Self-appraisal to be confined in the space allotted and no additional sheet allowed.— In the forms for the performance of self-appraisal, sufficient spaces have been allotted for making necessary entries both by the officer reporting upon and by the reporting and reviewing officer. It was envisaged that the space allotted would only be used for making any entries and that no extra sheets would be attached. It has been observed that some of the officers, while preparing the self-appraisal are in the habit of attaching additional sheets and exceeding the spaces allotted. All may be informed that they should confine their self-appraisal to the space allotted and any ACR which would contain additional sheets by way of self-appraisal may not be accepted.

The Department of Personnel and Training have taken strong objection to the enclosing of additional pages and have issued instructions to all Ministries and Departments.

[G.I., Dept. of Posts, Lr. No. 33-12/91-Vig., dated the 31st October, 1991.]

27. Guidelines for self-appraisal and report thereon by the reporting authority.— 1. With the introduction of the confidential report form providing for self-appraisal by the officer reported upon, about his performance during the period of the report, numerous instances have come to notice where in the column meant for the purpose, the Reporting Officer has recorded his disagreement with the self-appraisal of the officer, for one reason or other.

2. The question whether such disagreement be deemed as an adverse remark about the conduct and performance of the officer reported upon, was examined in consultation with the Department of Personnel. It is reiterated for the guidance of all concerned that the self-appraisal should be precise to the point and refer only to the areas of responsibility of the officer reported upon and should be strictly within the prescribed limit of 300 words. While human nature is to indulge in a little bit of self-praise, one should be careful in making the self-appraisal so that one does not unduly prejudice the senior officers who have to record their observations on the work and conduct of the officers. The self-appraisal should reflect actual achievements during the period so that the scope for disagreement with it is reduced to the absolute minimum. While writing the self-appraisal, it would be best if the officer were to write about his performance in a way, as what his best and sincere friend would frankly say to him about his performance in case he were asked to express his opinion.

3. While it is not possible to make any generalization on the question which of the remarks of the reporting officer in relation to the self-appraisal of

the officer reported upon should be treated as adverse or otherwise, the following may be taken as general guidelines by all concerned.

4. If the reporting officer records along with reasons against the column provided that the self-appraisal contains too much of self-praise, such disagreement will not be considered as adverse remarks. Therefore, while recording reason for disagreement with the self-appraisal, the reporting officer may make it clear, whether or not his observations on the self-appraisal are to be taken as adverse remarks. If the reporting officer disagrees with the self-appraisal and intimates such disagreement to be taken as adverse, he may back it up with factual details and put them on record. Nothing prevents the reporting officer to point out the inadequacies or exaggerations in the self-appraisal and ask the officer if he would like to reconsider it. Such an approach may rule out the possibility of disagreement in a large number of cases.

5. Adverse remarks in regard to the performance and conduct of the officer, recorded on the basis of sufficient material against any other column should as usual be communicated to the officer reported upon. The reporting officer's observations have necessarily to be with reference to the actual performance of the officer during the period and that too on the basis of established facts and other relevant materials contained in the memorandum of services, etc.

[D.G. P. & T., Letter No. 27/13/79-Disc., dated the 14th February, 1980.]

28. Introduction of a separate column to indicate the effectiveness in the development and protection of SCs/STs.— It has been decided that in the CR forms for officers of Central Services, there should be a column enabling the reporting officer to give his specific comments on the effectiveness of the officer concerned in the development and protection of SCs and/or STs. Accordingly, all cadre controlling authorities may be directed to incorporate in the reporting officers' part of the CR form a column as under—

*Effectiveness in the development and protection Scheduled Castes and/or Scheduled Tribes.

- | | | | |
|---|-----|-----|-----|
| (a) Attitude towards Scheduled Castes and /or Scheduled Tribes | ... | ... | ... |
| (b) Sensitivity to social justice | ... | ... | ... |
| (c) Ability to take quick and effective action to prevent and quell atrocities / and ensure justice to Scheduled Castes and/or Scheduled Tribes | ... | ... | ... |
| (d) Effectiveness in bringing about the development of Scheduled Castes and/or Scheduled Tribes | ... | ... | ... |

[G.I., D.P. & A.R., O.M. No. 21011/2/83-Estt. (A), dated the 8th April, 1983.]

* To be filled in only in the case of officers dealing with development and protection of SCs and/or STs. Where the column is not applicable in the case of any officer, it may be so stated against the column.

29. Filling up of column relating to grading.— The annual confidential report should also contain a general assessment of the Government servant and he should be graded according to his performance. A Government servant should not be graded outstanding unless exceptional qualities and performance has been noticed in him. Grounds for giving such a grading should be clearly brought out.

[G.I., Dept of Per. & Trg., O.M. No. 12/2/84-PP, dated the 17th December, 1986.]

30. Reports received in respect of approved course of training undergone to be kept in confidential report dossier.— 1. The following principles were laid down in O.M. No. 51/2/62-Ests. (A), dated the 12th April, 1962, for the guidance of all concerned regarding the procedure to be observed for recording the confidential reports of officers who had undergone an approved course of study or training at an institution in India or abroad:—

- (i) Whenever an officer attends an approved course of study or training, the fact of his having done so should be entered in his confidential report. Approved course of training includes courses sponsored by the Government financed wholly or partly by Government attended with the permission of Government or for which Government grant study leave.
- (ii) The report, if any, received from the Head of the Institution should either be placed in original in the confidential report dossier of the officer or the substance of it entered therein.
- (iii) An entry about the report, if any, submitted by the officer on his work abroad should also find mention in his confidential report if it is either outstandingly good or of poor quality indicating that the officer had not made good use of his period of study or training.

2. During the course of review of the confidential reports of officers who had attended approved course of study, etc., it has been observed that the instructions cited in the preceding paragraph are not being followed strictly. In view of the fact that entries regarding courses of study or training undergone by an officer in his confidential report would be useful in giving a more complete picture of the officer's experience and accomplishments, it is essential that the points enumerated above should always be kept in view. The report received from the Head of the Institution in which the training course was undergone should also be placed in original in the confidential reports or the substance of it entered therein.

[G.I., D.P. & A.R., O.M. No. 21001/13/75-Ests. (A), dated the 14th January, 1975.]

31. Setting up of Special Cell for maintenance of up-to-date character rolls.— 1. In their 27th Report for the year 1976-77, the Union Public Service Commission had observed as under—

It is the considered view of the Commission that the question of systematic recording and maintenance of character rolls should receive the urgent and careful attention of the Government, so that Government servants are not denied their

legitimate promotions on account of administrative lapses. It will be appreciated that the character rolls form the basis of selection for promotion and would, therefore, have a significant effect on career management. It is also necessary to take steps to ensure the utmost objectivity in the writing of character rolls, so that uniform standards could be applied in assessing the officers and selecting them for promotion. The Commission suggests that in order to attend to these matters and to ensure that no Departmental Promotion Committee meeting is delayed due to the absence and incompleteness of character rolls, a Special Cell should be set up in each Ministry / Department entrusted with the task of maintaining up-to-date seniority lists and character rolls of all officers. This cell should not only ensure that the character rolls are written in time but also see that adverse remarks, if any, are communicated to the officers in time and a decision taken on the representations submitted by them within a reasonable period as contemplated in the instructions issued on the subject.

2. The above observation of the UPSC is brought to the notice of all Ministries and Departments for appropriate action. The Special Cell contemplated by the UPSC should be constituted from within the existing strength of staff. This office memorandum should not be considered as carrying with it a sanction for creating fresh posts for the Special Cell that may be constituted for maintaining up-to-date confidential reports and seniority lists.

[G.I., D.P. & A.R., O.M. No. 21011/5/78-Estt. (A), dated the 19th August, 1978.]

32. Custody and handling of confidential reports.— The confidential reports on officers of the organized services should be kept by the Ministry / Department / Office which controls the service.

The reports of the Heads of Departments and their deputies, other than those in the IAAS where such reports are kept by the Comptroller and Auditor-General, should be kept by the Administrative Ministry concerned.

The reports of other Group 'A' and Group 'B' officers should be kept by the Head of the Department or any other authority specified by him.

The reports of Group 'C' and Group 'D' employees should be kept by the authority specified by the Head of the Department.

The reports should not in any case be kept by an authority higher than the appointing authority.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972, Para. 4.]

CR files should be handled like confidential documents. The officer concerned should ensure that no room is given for complaints about any leakage of information. These files will be kept in the personal custody of the officers required to maintain them, viz., either the reporting or the counter-signing authority, if any, unless some special arrangements have been made for their maintenance centrally with one particular officer. The officer responsible for maintaining the CR files should hand them to his successor in the office when he is transferred. Whenever it is necessary to send them by post, they must be closed in a confidential cover and registered. When an officer is transferred for

more than three months, the file containing the confidential reports on him should be forwarded direct to the officer by whom it has to be maintained.

[Para. 174 (5) of P. & T. Manual. Volume-III.]

33. Retention / custody of C.Rs. of retired employees whose cases are pending in courts and with UPSC.— ***

2. Since a lot of problems were being faced in the absence of the Annual Confidential Reports, when the proposals by the Ministries / Departments were sent to the Union Public Service Commission for consideration of their promotion after the retirement of the officers whose cases are pending in courts. Therefore, the existing system of retention of ACR dossiers of Government servants has been revised by this Department as per recommendation of Union Public Service Commission.

3. Accordingly, it has been decided that the Annual Confidential Reports of the officers who have retired will be preserved/kept in safe custody till the time for filing of an appeal, has lapsed or till a final decision in the appeal, filed by an officer in the court, has been taken or the promotion case of the officer is pending with UPSC.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/6/2001-Estt. (A), dated the 14th May, 2001.]

34. Maintenance of memorandum of services serving as basis for writing annual reports.— With a view to enabling the Reporting Officers to make correct overall assessment of the work and conduct of their subordinates, the reporting officers are required to maintain memorandum of services in respect of each officer employed under them. All instances of good and bad work coming to the notice of the reporting officer should be promptly noted in the memo. of services. Impression formed by the officer at the time of visits, inspections, interview, etc., should also be included in that memorandum. This memorandum should not be reduced to a black book by recording instances of only adverse nature. Instances of good work should also be liberally recorded. The memoranda of service should, invariably, be consulted at the time of writing of annual reports. In case the reporting officer is not the immediate superior of the officer to be reported upon, the immediate superior should also maintain a memo. of services which should be consulted by the reporting officer at the time of writing the report. The memo. of services in respect of an officer should be a complete and continuous record of his service and accordingly, it should not be destroyed after the annual report has been written. The entries in the memo. of services should be based on facts and documentary evidence. The memo. of services may also be consulted on the occasions of making transfer, promotion or writing special reports. For writing the annual report, only those entries in the memo. which pertain to the year of the report should be taken into account. The entries in the memo. of services need not necessarily be communicated. As the memo. of services is the sole basis for writing the annual reports, the reporting officer at the time of submitting reports to the countersigning authorities, if any, should make a specific mention in the forwarding letters that memoranda of services have been maintained and consulted. With a view to checking up that these memoranda are being properly and regularly maintained, the countersigning

authorities may call for them and check them up. The negligence on the part of the reporting officers in this regard should be duly noticed.

[Para. 174 (7) of P. & T. Manual, Vol. III.]

35. In the case of officers on deputation.— In the case of Central Government Officers who are deputed to other Departments / State Governments or are on foreign service, the confidential rolls should be maintained by their parent departments and the periodicity of such confidential reports should be the same as in the parent department. It will be the responsibility of the parent department to obtain the reports of their officers on deputation and maintain them.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972, Para. 3.2.]

36. Maintenance of confidential reports on officers on deputation to UNO or its agencies.— It has been decided that the following procedure may be followed in the matter.— (a) Where there is no practice of writing periodical assessment reports by the concerned agency, it is not necessary to get confidential reports on Government servants on deputation to United Nations or its Agencies. An entry, however, may be made in the confidential report dossier of the officer to the effect that he is on deputation to a UN Agency where there is no practice of writing annual confidential reports.

(b) In respect of officer working on deputation under the World Bank, Asian Development Bank and International Monetary Fund, confidential reports may be obtained through the Executive Directors, normally at the end of the tenure of the officers, and, in special cases, when an officer is to be considered for promotion. Ministry of Finance (Department of Economic Affairs) may be approached for obtaining such reports as and when required by any cadre authority.

[G.I., D.P. & A.R., O.M. No. 51-1/67-Ests. (A), dated the 10th October, 1974.]

No confidential report need be obtained on an officer deputed to foreign Government (other than the Government of Bhutan) and contract assignment under bilateral arrangements and assignments under ITEC, SCAPP, etc. A note may be kept in the CR dossier of such officers indicating that during the relevant period the officer was on foreign assignment.

[G.I., D.P. & A.R., O.M. No. 1/26/85-FAS, dated the 22nd February, 1985.]

37. Maintenance of CR dossiers complete and up to date of those on deputation to Army Postal Services.— CR dossiers of officials on deputation to APS are maintained by the respective civil units where they held the lien. (Para. 179 of Postal Manual, Volume-III refers.) The responsibility for keeping a watch over the receipt of CR sheets every year, and as and when due, falls on the Heads of Postal Regions / Divisions.

2. It has come to our notice that, though due CRs are initiated and despatched by APS authorities to the concerned civil units and acknowledgements obtained by them, frequent references are made to APS units calling for the wanting CRs at the time of DPC for promotion, confirmation, etc. This ultimately causes avoidable and infructuous correspondence, resulting in delay in confirmation or

promotion of the individuals working in APS. By the time their genuine representations are disposed of favourably, the juniors, by virtue of their continuance in civil and immediate promotions, become seniors to APS personnel. Refixation of seniority and pay and allied service matters affect a chain of persons at a later date. This situation can be avoided with conscious efforts at the level of Heads of Postal Regions / Divisions.

3. Some of the suggested steps are—

- (a) Preparation of list of personnel on deputation to APS.
- (b) Maintenance of check-lists by the Heads of Civil Postal Units in respect of officials on deputation to APS.
- (c) Watching every year the receipt of CR sheet from the APS authorities and calling for them, if not received by the 30th June.
- (d) Prompt filing of the CR sheets in the CR dossiers and immediate indexing.
- (e) Disposal of the CR sheets received missent or wrongly addressed under intimation to the concerned APS authorities.
- (f) Prompt disposal of the CR sheets of the officials to the present civil units, if there is any change in the lien held by the deputationists, under intimation to APS units.
- (g) Addressing P & T Administration Cell, Kamptee, if present address of the individual or the particulars of APS unit is not known.
- (h) Scrutinizing the CR dossier up to 1992-93 and obtaining the wanting reports from the APS units by 31st October, 1993.

4. Please obtain confirmation from the Heads of Postal/RMS Divisions under your control that the CR dossiers in respect of the officials on deputation to APS are complete in all respects and that no report is wanting. Similar exercise may be carried out every year and completion report obtained and kept on your record.

[G.I., Dept. of Posts, No. 87-2/93-SPB. III, dated the 12th October, 1993.]

38. Addition of History Sheet to CR dossier of officers of Central Services.— It has been decided that a History Sheet as in the form at Annexure-I may be added at the beginning of the Character Roll of Government servants belonging to the Central Services and any subsequent additional qualifications or experience, if any, acquired by them, should be entered in the sheet.

NOTE.— A passport size photograph of the officer concerned should be affixed at the right hand top corner of the History Sheet, placed at the beginning of the CR dossier, in so far as Group 'A' officers are concerned.

[G.I., D.P. & A.R., O.M. No. 21011/2/76-Ests. (A), dated the 31st May, 1976 and O.M. No. 21011/9/85-Ests. (A), dated the 18th September, 1985.]

This History Sheet may be added at the beginning of the character roll dossier of all Government servants and subsequent additional qualifications or experience acquired, if any, by them may be entered in the sheet.

[D.G. P. & T., Letter No. 27/25-Disc. I, dated the 4/8th October, 1976.]

39. Inclusion of column regarding Annual Property Returns in the ACR of Groups 'A' and 'B' Officers.— 1. In accordance with the instructions contained in M.H.A., O.M. No. 25/10/55-Estt. (A), dated 12-1-1956, every Government servant holding a Group 'A' or 'B' post is required to submit the immovable property return in the prescribed form in respect of every calendar year by 31st January of the next year. The need for obtaining these returns regularly and in time and making a careful and minute scrutiny of the same was emphasized in this Department's O.M. No. 11013/12/85-Estt. (A), dated 11-10-1985. It has, however, been noticed that the immovable property returns are not submitted in time, as required under the instructions referred to above. The question of enforcing the requirement of timely submission of the return has been considered in this Department and, as one of the steps in this direction, it has been decided to include a column in the ACR format of Group 'A' and Group 'B' Officers which shall be placed as Column 4 in Part- II (Self-appraisal) of the ACR as under—

“Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date, i.e., 31st January of the year following the calendar year. If not, the date of filing the return should be given.”

2. Ministry of Finance, etc., are requested to ensure that a column on the above lines is duly included in the ACR form while taking action for getting the reports for the year 1993-94 onwards completed in respect of various Group 'A' and Group 'B' Officers under their control.

3. The various cadre authorities who have prescribed their own ACR formats for members of their services are also requested to consider including a similar column in the ACR formats applicable to Group 'A' and Group 'B' officers.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/28/93-Estt. (A), dated the 20th October, 1993.]

40. Performance-oriented appraisal system in CRs introduced.— 1. The CR formats for different level of posts in Group 'C' and Group 'B' (non-Gazetted) employees have, therefore, been revised incorporating provisions for 'self-appraisal'. The revised formats are at Annexures-II, III and IV. (The format at Annexure-II relates to LDC/UDC, that at Annexure-III relates to Assistant in the Central Secretariat and the one at Annexure-IV relates to Private Secretary / Senior Personal Assistant / Stenographers 'C' and 'D' of CSSS). These formats are issued in supersession of this Department, O.M. No. 21011/1/77-Estt. (A), dated the 4th March, 1978 (*not printed*).

2. In regard to various posts of Group 'C' and Group 'B' (non-Gazetted) other than those mentioned above under the administrative control of the

Ministries / Departments, the CR formats at Annexures-II and III are intended to serve as a model, and the Ministries / Departments may, if considered necessary, modify the formats to suit the functions attached to such posts under their control. It should, however, be ensured that Part-II and Item I of the Part III of the formats are included in all the formats so modified. As regards attributes / traits under Part-III, appropriate additions / modifications may be made depending on the nature of duties and responsibilities attached to such posts.

Annexures not printed — See Swamy's Compilation on "Seniority and Promotion".

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP. I, dated the 18th December, 1986 and dated the 3rd February, 1987.]

41. Introduction of qualitative and quantitative assessment of performance in CR formats for Officers of the Central Secretariat.— 1. Revision of the Confidential Report formats prescribed for the officers of the Central Government has been under consideration of the Government for some time with a view to evolving a new work culture and a new work ethics wherein the administration is result bound and not procedure bound. The rewards and punishments are related to performance and the Government servants are made accountable to the tasks and targets assigned to them. The quantitative and qualitative assessment of work performed by a Government servant should, therefore, necessarily be reflected in his CR. Accordingly, it has been decided to introduce a result-oriented performance appraisal system for employees in the Central Government from the reporting year ending 31st March, 1987.

2. All the Cadre Controlling Authorities of the various Central Services, Group 'A', have already been advised to review and revise the CR formats prescribed for their officers in order to make it a tool for qualitative and quantitative assessment of performance. As regards the officers of the Central Secretariat Service, CR format in respect of Section Officer, Desk Officer, Under Secretary, Deputy Secretary and Director have been reviewed and revised. The format given at Annexure-V is meant for officers of the level of Section Officer / Desk Officer / Under Secretary and the one given at Annexure-VI is intended for the officers of the level of Deputy Secretary / Director. These formats will supersede the formats issued under this Department's O.M. No. 21011/1/77-Estt. (A), dated the 4th March, 1978 (*not printed*).

3. The revised CR formats for officials of the level of Assistant, Upper Division Clerk, Lower Division Clerk, Private Secretary, Senior Personal Assistant and Stenographers 'C' and 'D' of the CSSS are being issued separately (*See Annexure-IV*).

4. In regard to the isolated posts and group of posts not included in any organized service under the administrative control of the various Ministries / Departments, the formats given at Annexures-V and VI may be used as a model, and the Ministries / Departments may, if considered necessary, modify the formats to suit the requirements of the posts in question. However, Part-II and Part-III of the formats should necessarily be included in all the formats and the attributes /

traits given under Part-III 'B' may be suitably amended/ modified according to the nature of duties and responsibilities assigned to such posts.

5. Attention is also invited to Part-II and Part-III 'A' of the formats at Annexures-V and VI wherein the officer reported upon is required to specify in order of priority eight to ten items of targets / objectives / goals in quantitative or other terms of work set by himself or were set for him in the beginning of the year and to indicate his achievements against each targets/goals/objectives. The comments of the reporting officer on the entries against various columns under Part-II should be made in Part-III (*not printed*).***

6. For the reporting year from 1st April, 1987 and onwards, the practice of fixing physical / financial targets / objectives / goals for each year shall be adopted for each officer. These targets / objectives need not always be expressed in quantitative and physical measures. Wherever possible, they should be so expressed, but some targets / objectives could be set and described in qualitative terms or as goals or milestones which are intended to be achieved during the year. If an adequate analysis is made, every job can be broken down into tasks / goals / milestones. An endeavour should be made to look at one's job as consisting of specific targets / objectives / goals / milestones, whether they are described in quantitative terms or qualitative terms. Even in the case of officers in the Departments in the Secretariat with functions which are regulatory in character, enumeration of Annual Action Plan of the Division can be the targets / goals / objectives that could be filled under Part-II of the format.

7. The new appraisal system, to be effective, require certain attitudinal changes. The reporting and reviewing officers should not shy away from mentioning shortcomings in performance, attitudes and overall personality of the officer reported upon. It should further be realized by the reporting and reviewing officer that the whole objective is to develop the officer and the exercise of report writing is not intended to be a fault-finding process, but a developmental one. It would, therefore, be necessary that the import of the revised CR format, especially the points made herein, are clearly brought home to all the officers in the Ministry, Department, Office, etc.

8. So far, the CRs of the officers of some of the Central Services working in the Central Secretariat on posts of Under Secretary / Deputy Secretary and Director on deputation were being written in the CR formats prescribed for the respective service. It has been decided that the CRs of all officers working in the Central Secretariat in Secretariat posts of Under Secretary / Deputy Secretary / Director would be written in the formats prescribed for these posts. The formats at Annexures-V and VI shall, therefore, be used for writing CRs of all officers in the Central Secretariat holding posts of Under Secretary / Deputy Secretary and Director, irrespective of the Service to which they belong. The CRs of the officers of the All India Services would, however, continue to be written in the formats prescribed under Rule 4 of the All India Services (Confidential Rolls), 1970, to comply with the statutory requirement.

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP, dated the 17th December, 1986.]

The confidential reports of all Central Service Officers and Central Secretariat Service Officers serving in the various Ministries / Departments of the Government of India on posts of the rank of Joint Secretary and equivalent may be recorded in Form II of the format prescribed for the IAS. In the case of Additional Secretary, Secretary and equivalent, the format as in Form III (Fixed Pay levels) of the format prescribed for the IAS may be used. These forms may be used for recording the confidential reports of the concerned officers from the reporting year ending 31st December, 1986/31st March, 1987 and onwards.

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP, dated the 24th February, 1987.]

The reporting period of officers of those Central Services holding Secretariat posts under Central Staffing Scheme should be the same as that followed by the Service to which the officers belong; but in the case of officers holding posts of Under Secretary / Deputy Secretary / Director, the formats should be the ones prescribed for the CSS officers of that level.

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP, dated the 25th March, 1988.]

42. CR dossiers of candidates called for interview on direct recruitment to be made available in time to UPSC.— Whenever officers already working in the Government apply for appointment by direct recruitment against vacancies advertised by the UPSC, the CR dossiers of such candidates should be made available for the perusal of the Commission for the purpose of finalizing selection of candidates. In this connection, the following procedure will be followed. The UPSC will forward to the requisitioning department a list of candidates and their employers as soon as the names of the candidates to be called for interview are finalized by the Commission. On receipt of the list, the requisitioning department will expeditiously collect the CR dossiers from the employers and make them available to the Commission before the interview takes place. It will not, however, be possible for the UPSC to hold up interviews for any recruitment in the event of the requisitioning department not sending the CR dossiers in time. The UPSC will consider the CR dossiers (to the extent they are available) before making their final recommendations.

[G.I., Dept. of Per. & Trg., O.M. No. 22011/14/86-Estt (D), dated the 17th June, 1988]

43. Reports of retired and deceased officers.— Confidential reports or copies thereof should not be given to a retired officer or anybody who has otherwise relinquished Government service. However, on request from such a person, there should be no objection to the issue of an objective testimonial based on his work and conduct.

Confidential reports relating to a deceased officer may be destroyed after a period of two years from the date of his death and that of a retired Government servant, five years after his date of retirement.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972.]

44. Consideration of CRs for— (a) Promotion.— See Para. 6.2.1 of Chapter on Promotion.

(b) *Premature retirement.*— See Section V — Chapter on Premature Retirement.

45. Pro formas of confidential report in bilingual form.—A need has been felt for bringing out the CR formats bilingually. Accordingly, the confidential reports in respect of officers holding posts of Director / Deputy Secretary / Under Secretary / Desk Officer / Section Officer, Assistant, UDC/LDC, Private Secretary / Senior Personal Assistant / Stenographers 'C' and 'D' of CSSS shall henceforth be written in the bilingual format (*not printed*) and the officer reported upon and the Reporting Officer / Reviewing Officer shall give their self-appraisal or assessment, as the case may be, in either English or Hindi, as they may so desire. All the Cadre Controlling Authorities for the various Central Government servants / posts are requested to undertake a similar exercise and ensure that the CR format prescribed by them are also brought out bilingually from the reporting year ending 31st March, 1989.

[G.I., Dept. of Per. & Trg., O.M. No. 21001/17/88-Estt. (A), dated the 20th January, 1989.]

46. Writing of CRs on officers appointed on contract.— A question has been raised whether confidential reports should be written on officers appointed on contract. The matter has been carefully examined in this Department. Confidential report is an annual assessment of the work and conduct of every officer serving under the Government and there is no reason for dispensing with the writing of CRs in the case of officers appointed on contract. Further, the CR written on the officer appointed on contract will enable the authorities to keep a watch on his performance and decide whether to terminate the contract or renew it, according to the circumstances of each individual case. In the circumstances, CRs may be written even in respect of an officer appointed on contract by his immediate superior, i.e., the officer under whose supervision he is placed and it should also be got reviewed by the officer superior to the reporting officer, where applicable.

[G.I., D. P. & A.R., O.M. No. 21011/1/84-Estt. (A), dated the 26th April, 1984.]

47. Time-Schedule for preparation of Confidential Reports.— 1. In spite of the instructions issued by this Department from time to time, Confidential Reports on Central Government employees are not written expeditiously with the result that complete CR dossiers are not available when employees are considered for confirmation, promotion, deputation to *ex cadre* posts, etc. This often results in delay in the issue of orders of promotion, etc., and thereby causes hardship to the employees whose cases are due for consideration. To improve this situation and further streamline the procedure for writing the annual CRs of Central Government employees, it has been decided that a strict time-schedule should be prescribed for various stages in the matter of writing of CRs and this time-schedule should be adhered to by all the authorities concerned. The time-schedule to be followed is given in the enclosed statement (*see Page 859*) and it should be strictly complied with. Any failure on the part of the reporting / reviewing officers to comply with the time-schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the reporting / reviewing officers can issue a written warning for the

delay in completing the ACRs and place the warning in the ACR folder of the reporting / reviewing officers concerned. Clarifications in regard to some of the items in the enclosed statement are also given in the succeeding paragraphs for avoidance of doubts.

2. In regard to Item 2 in the time-schedule, it is clarified that a reporting officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the reporting officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank CR form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

3. When the reporting officer completes his part of the report and submits the report to the reviewing officer for review, he may do so under intimation to the Administration or CR Section/Cell, as the case may be. Thereafter, it shall be the duty of the Administration or CR Section / Cell, as the case may be, to keep in touch with the reviewing officer to secure the timely completion of the CR.

4. The Administration or CR Section / Cell should not wait till the expiry of the time allotted to the reviewing officer for the completion of his part of the report. They should remind the reviewing officer at least 5 days before the expiry of the stipulated date for completing the CRs, if the completed CRs are not received by that time. If in spite of such reminders, the complete CR is not received by the stipulated time, the fact may be brought to the notice of the officer superior to the reviewing officer for taking appropriate action.

5. It shall be the duty of the reviewing officer to forward the complete CR to the Administration or CR Section / Cell so as to reach them on or before the stipulated date. If, for unavoidable reasons, some delay is expected to occur in forwarding the complete CR, the Administration or CR Section/Cell should be informed suitably and every effort should be made to send the complete CR within one week after the stipulated date.

It may be noted that in Item 3 of the time-schedule attached to this OM, there is a third set of dates. This has been prescribed with a view to giving sufficient time to Reporting Officers who may also be Reviewing Officers for officers two levels below them so that they may have time to keep a watch on the completion of reports by Reporting Officers under them by the due dates prescribed for Reporting Officers. Correspondingly, there is a third set of time-limit in Item 4 also.

6. Where the stipulated dates happen to be holidays or closed days, the working day immediately following the closed day or holiday should be deemed to be the stipulated date.

7. It shall be the duty of the Administration or CR Section / Cell to keep a regular watch on the progress in the completion of CRs at different stages. If no intimation is received from the reporting officer regarding the submission of the CRs by him to the reviewing officer within 5 days after the expiry of the stipulated date for completion of his part of the CR, the matter should be taken up immediately with the reporting officer so that the report is submitted by him to reviewing officer without any further delay. Similar action should be taken if the complete report is not received from the reviewing officer. Any delay on the part of the reporting / reviewing officer, in spite of their being reminded as above, should be brought to the notice of the reviewing officer/officer superior to the reviewing officer, as the case may be.

8. Whenever there is a change in the reporting officer, it shall be the duty of the Administration or CR Section / Cell to get the report written by the earlier reporting officer within 3 weeks of such change, if no self-appraisal by the officer reported upon is required, and within 5 weeks of such change if the self-appraisal by the officer reported upon is required to be given. The reports so written by the earlier reporting officer may be got reviewed immediately (without waiting till the end of the calendar year or financial year, as the case may be) within two weeks after the receipt of the report from the earlier reporting officer. The successor reporting officer writing the report up to the end of the year should adhere to the time-limit specified in the attached statement, provided he has the requisite experience of three months or more of the work and conduct of the officer reported upon.

[G.I., Dept. of Per. & Trg., O.M. No. 35014/4/83-Estt. (A), dated the 23rd September, 1985.]

48. Instructions for timely completion of Annual Confidential Reports, reiterated.— This Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to *ex cadre* posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt. (A), dated 23-9-1985. The writing of ACR is a public trust and responsibility. All Ministries / Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M., dated 23-9-1985 are followed to ensure that ACRs are completed in time.

2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting / Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid, O M, dated 23-9-1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and

he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting / Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry / Department and the Head of the organization in the case of attached and subordinate office, the names of those Groups 'A' and 'B' Reporting Officers and Group 'A' Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate / review the ACRs even by 30th June or 31st August, as the case may be. The Secretary in the Department / Head of the Organization in the case of attached / subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

3. In case the remarks of the Reporting officer or Reviewing Officer, as the case may be, have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in Para. 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing Officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries / Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organization in the case of attached / subordinate offices and the Joint Secretary concerned in the Ministries / Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required "No Report Certificate" for valid reasons.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/02/98-Estt. (A), dated the 16th February, 2009.]

49. Preparation and maintenance of Annual Performance Assessment Reports (APAR).— The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions—

- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving

the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.

- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical gradings are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Groups 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.
- (v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting / reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.
- (vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the Reporting Year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc., for descriptive remarks.

3. All Ministries / Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

ANNEXURE - I

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment / promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

ANNEXURE – II

Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Accomplishment of planned work / work allotted as per subjects allotted			
(ii) Quality of output			
(iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility			
(iii) Maintenance of Discipline			
(iv) Communication skills			
(v) Leadership qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to work in time limit			
(viii) Inter-personal relations			
Overall Grading on personal attributes			

Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
<p>(i) Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly.</p> <p>(ii) Strategic planning ability.</p> <p>(iii) Decision-making ability</p> <p>(iv) Co-ordination ability</p> <p>(v) Ability to motivate and develop subordinates</p> <p>Overall Grading on functional competency</p>			

ANNEXURE – III

Time schedule for preparation / completion of APAR (Reporting Year-Financial Year)

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority.	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority.	15 th September

S. No.	Activity	Date by which to be completed
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (a) where there is accepting authority for APAR.	21st September 06 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November

[G.I., Dept. of Per. & Trg., O.M. No. 21011/1/2005-Estt. (A) (Pt-I), dated the 23rd July, 2009.]

50. SC/ST community column in Part-I of the CR formats of Group 'A' Officers, deleted.— Confidential Report formats of Central Services Group 'A' officers and other Group 'A' officers, including CHS officers, have a column in Part-I to indicate whether they belong to SC/ST community. A suggestion was made that this column should be deleted from the CR formats as it operated to the disadvantage of SC/ST officers.

2. This suggestion was examined in consultation with the National Commission for Scheduled Castes and Scheduled Tribes. The Commission agreed to the deletion of the column in Part-I of CR formats of Group 'A' officers meant to indicate whether they belong to SC/ST community.

3. It has, therefore, been decided to delete the said column in CR formats of Group 'A' officers with effect from the next reporting year.

4. CR formats prescribed by this Department *vide* O.M. No. 12/2/84-PP, dated 18-12-1986, *inter alia* for the post of Under Secretary, Deputy Secretary Director in the Central Secretariat would stand modified accordingly.

5. All the Cadre Controlling Authorities are requested to delete the said column in CR formats of Central Services Group 'A' officers and other Group 'A' officers, including CHS officers.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/6/97-Estt. (A), dated the 17th February, 1999]

51. Post of Under Secretary to be clubbed with Deputy Secretary / Director in the CR format.— It is to clarify that instructions relating to deletion of the column in Part-I of CR formats of Group 'A' officers meant to indicate whether they belong to SC/ST community would be effective from the next reporting year, i.e., 1999-2000.

2. It is further clarified that CR formats prescribed by this Department, *vide* O.M. No. 12/2/84-PP, dated 18-12-1986 *inter alia* for the post of Under Secretary may be segregated from the format meant for Section Officer / Desk Officer and clubbed with the format prescribed for the post of Deputy Secretary / Director.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/6/97-Estt. (A), dated the 5th April, 1999.]

52. ACRs of Chief Vigilance Officers.— In regard to Chief Vigilance Officers, who are working on a full-time basis, their Confidential Reports shall be written by the Secretary of the Ministry / Department concerned. Thereafter, the Report would be reviewed by the Minister. As regards Chief Vigilance Officers working on a part-time basis in addition to other items of work, where the vigilance work forms the major part of the Government servant's work, the Head of the Department would write the Confidential Report after obtaining the opinion of the immediate superior about the performance of the Government servants reported upon in the non-vigilance areas and thereafter the report would be reviewed in the manner indicated above. Where the vigilance work forms only a small part of the work of the part-time Chief Vigilance Officer and he is mostly engaged on other work, the Reporting Officer in respect of the major items of work would record his assessment in respect of non-vigilance work and submit the same to the Head of the Department, who will not only review the Report but also add his remarks about vigilance work. The work of the Chief Vigilance Officer will also be assessed by the Central Vigilance Commissioner as provided in the Government Resolution setting up the Central Vigilance Commission.

[G.I., Dept. of Per. & Trg., O.M. No. 122/2/85-AVD.I, dated the 28th January, 1986 and Para. 6.6 of Brochure on Preparation and Maintenance of Confidential Reports.]

53. Placing of letter of appreciation or notes of commendation in CR Dossier should be discouraged.— The practice of granting letter of appreciation or notes of commendation to Government servants and placing them in Confidential Reports Dossier should be discouraged except in the following cases:—

- (i) Letters of appreciation issued by the Government or a Secretary or Head of Department in respect of any outstanding work.
- (ii) Letters of appreciation issued by special bodies or commissions or committees, etc., or excerpts of their Reports expressing appreciation for a Government servant by name.
- (iii) Letters of appreciation from individual non-officials or from individual officials (other than a Secretary or Head of Department) may go into the Confidential Report, if confined to expressing

appreciation for services rendered far beyond the normal call of duty and provided the Secretary or the Head of the Department so directs.

Appreciation of work should be recorded in Annual Confidential Report rather than in letters of appreciation which do not give complete perspective of the Government servant's good and bad points.

[G.I., D.P. & A.R., O.M. No. 51/5/72-Estt. (A), dated the 20th May, 1972 and Para. 7.8 of Brochure on Preparation and Maintenance of Confidential Reports.]

54. Only photocopy of CR dossier should be sent to outside authority.—

Whenever it becomes necessary to send the Confidential Reports dossier to an outside authority for purpose of selection, promotion, appointment, etc., it would be advisable to keep the original Confidential Reports dossier with the cadre authorities and send out only a photocopy. If the Character Roll is required simultaneously at more than one place, the requisite number of photocopies may be prepared and sent. However, sufficient safeguards should be taken to ensure that the confidentiality of the Character Roll is not lost and the minimum number of copies are made under the supervision of a responsible Government servant. Care should also be taken to ensure that the photocopies are destroyed immediately after the purpose for which they were made has been accomplished.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/1/85-Estt. (A), dated the 23rd August, 1985 and Para. 7.3 of Brochure on Preparation and Maintenance of Confidential Reports.]

55. Copies of CR dossiers or the substance of the Reports should not be sent to private bodies.— Copies of Confidential Report dossiers or the substance of the Reports contained in the dossier should not be sent to private bodies in connection with any purpose whatsoever. However, where a request is received from a public undertaking or an autonomous body controlled by Government, a gist of the relevant Confidential Reports may be supplied, unless Government's own interest requires that the management of the public undertaking or autonomous body should see the Confidential Reports in full. In such cases, the full dossier may be furnished to the offices concerned after taking the orders of administrative Ministry / Department in the case of Group 'A' or Group 'B' Government servant.

[G.I., Dept. of D.P. & A.R., O.M. No. 51/5/72-Estt. (A), dated the 20th May, 1972 and Para. 7.5 of Brochure on Preparation and Maintenance of Confidential Reports.]

Revised performance evaluation/ score-card for promotions/ upward movement of ARS Scientists



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 कृषि भवन, डा० राजेंद्र प्रसाद मार्ग, नई दिल्ली ११०००१
 टेलिफोन : २३३८२६८६

F.No. 9(1)/2010-Per.IV

4th November, 2011

To

- (i) Chairman and Members, Agricultural Scientists' Recruitment Board (ASRB), New Delhi
- (ii) All the Directors of ICAR Institutes / Project Directorates / National Research Centres / Bureaux / Zonal Project Directors / Project Coordinators

Sub : Revised performance evaluation / Score-card for promotions / upward movement of ARS Scientists under the revised Career Advancement Scheme (CAS) – effective from 1.1.2009

Sirs,

The revision of pay and Career Advancement Scheme of the Scientists of the Agricultural Research Service (ARS) consequent on revision of pay scales of Central Government employees on the recommendations of the VI Central Pay Commission were notified by the Council vide letter of even number dated 6th March, 2009.

In the letter of 6th March, 2009, Para 5.8 mentioned that the upward movement of Scientists to the next higher Research Grade Pay (RGP) of ₹7000, ₹8000, ₹9000 and ₹10000 as per the CAS would be in accordance with an evaluation procedure / score-card to be notified separately. Accordingly, the matter has been under consideration in the Council in consultation with the concerned Departments / Ministries.

The revised performance evaluation / score-card has been finalized. The Ministry of Finance have conveyed their concurrence vide their UO Note No. 7/11/2009-E.III(A) dated 4.11.2011 and the same has been approved by the Union Agriculture Minister & President of the ICAR Society for implementation for considering all cases of Career Advancement of ARS Scientists falling due on or after 1.1.2009.



The salient features of this revised performance evaluation / score-card are highlighted as below :-

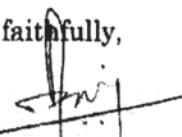
1. The Score-card has been devised specifically for Scientists primarily engaged in (i)research, (ii)research & teaching, (iii)research and extension, (iv)scientists of NAARM, ZPDs, AICRPs and ICAR headquarters. The application format for considering evaluation has also been appropriately devised for the above mentioned categories to consider and assess various specialized activities undertaken by the scientist in totality.
2. The minimum marks (cut-off %age) required for placement in the next RGP / promotion shall be 75% at each stage of evaluation.
3. 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.
4. 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.

The application form for performance evaluation and the score-card with all other details have been uploaded and may be accessed from the ICAR web-site. A copy of the summary of the score-card is enclosed herewith for information and records.

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.

Further necessary action may please be taken at your end accordingly on top priority.

Yours faithfully,


(J. RAVI)
Director (P)

Encl : As above

Copy to :-

1. PPS to DG, ICAR
2. Sr. PPS to Secretary, ICAR
3. PPS to FA, DARE
4. All DDGs and ND (NAIP), ICAR headquarters
5. Director (Fin.), ICAR
6. Secretary, ASRB
7. DS(P), US(P), ICAR
8. Per. I / Per. II / Per. III and Assessment Unit, ICAR
9. President, ARSS Forum, Old NBPGR building, Pusa, New Delhi – 110 012.
10. PD, D-KMA for ICAR website
11. CDN section for giving index number
12. Guard file



Director (P)

Summary of Score-Card for performance evaluation effective from 01-01-2009

Assessment Period	4/5/6 years*												5 years												3 years											
Criteria	RGP 6000						RGP 7000						RGP 8000						RGP 9000																	
	R	R-T	AIC RP	R+ EXT	NA AR M	ZPD	R	R-T	AIC RP	R+E XTN	NA AR M	ZPD	R	R-T	AIC RP	R+E XTN	NA AR M	ZPD	R	R-T	AIC RP	R+E XTN	NA AR M	ZPD	ICAR HQ											
Core Activities																																				
1. Research	45	25	20	20	20	20	45	25	20	20	20	20	35	20	20	20	20	20	35	20	20	20	20	20	20											
(i) Research Activities	20	10	10	10	10	10	20	10	10	10	10	10	15	10	10	10	10	10	15	10	10	10	10	10	10											
(ii) Research Output/ Technology spread & Impact	25	15	10	10	10	10	25	15	10	10	10	10	20	10	10	10	10	10	20	10	10	10	10	10	10	--										
2. Capacity building / monitoring/ evaluation / reporting and Institution building	10	10	25	10	15	25	10	10	25	10	15	25	5	5	15	5	10	10	5	5	15	5	10	10	10	--										
3. Teaching and Focus	--	20	--	--	20	--	--	20	--	--	20	--	--	15	--	--	10	--	--	15	--	--	10	--	--											
4.Etn./AICRP/Activities Coordinated Subtotal	--	--	10	25	--	10	--	--	10	25	--	10	--	--	5	15	--	10	--	--	5	15	--	10	45											
Publication	55	55	55	55	55	55	55	55	55	55	55	55	40	40	40	40	40	40	40	40	40	40	40	40	40	45										
i) Research Papers	20	15	10	10	10	10	20	15	10	10	10	10	15	10	10	10	10	5	15	10	10	10	10	5	5											
ii) Other Publications	5	10	15	15	15	15	5	10	15	15	15	15	5	10	10	15	10	15	5	10	10	15	10	15	10											
Subtotal	25	25	25	25	25	25	25	25	25	25	25	25	20	20	20	20	20	20	20	20	20	20	20	20	15											
Peer Recognition	4	4	4	4	4	4	4	4	4	4	4	4	8	8	8	8	8	8	8	8	8	8	8	8	8											
Annual Assessment Report (AAR)	16	16	16	16	16	16	16	16	16	16	16	16	12	12	12	12	12	12	12	12	12	12	12	12	12											
Interview	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--											
Total	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	20										
																									100											

* With PhD - 4 Years; With Professional PG - 5 Years; General Science PG - 6 Years

Performance Evaluation System / Score Cards for Career Advancement Scheme (CAS) for ARS Scientists as per the 6th Pay Commission Pay Scales

[illegible]

	Part I. Evaluation of Scientist (RGP 6000) who is mainly involved in Research (Use score card with code : CAS.SS.RESEARCH)	Max. Score	Part I. Evaluation of Scientist (RGP 7000) who is mainly involved in Research (Use score card with code : CAS.SS.RESEARCH)	Max. Score	Part I. Evaluation of Scientist (RGP 8000) who is mainly involved in Research (Use score card with code : CAS.SS.RESEARCH)	Max. Score	Part I. Evaluation of Senior Scientist (RGP 9000) who is mainly involved in Research (Use score card with code : CAS.SS.RESEARCH)	Max. Score
A	CORE ACTIVITIES SCIENTIST'S ACHIEVEMENTS IN RESEARCH	55 45	Assessment period 4/5/6 years SCIENTIST'S ACHIEVEMENTS IN RESEARCH	55 45	Assessment period 3 years SCIENTIST'S ACHIEVEMENTS IN RESEARCH	40 35	Assessment period 3 years SCIENTIST'S ACHIEVEMENTS IN RESEARCH	5
A01	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 18 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 12 marks) 	20	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 18 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	20	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 12 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	15	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 12 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	5
A02	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output</p> <ul style="list-style-type: none"> Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks 	25	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output</p> <ul style="list-style-type: none"> Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks 	25	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output</p> <ul style="list-style-type: none"> Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks 	17	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output</p> <ul style="list-style-type: none"> Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks 	7

	..		Technology spread and impact across the system	3	Technology spread and impact across the system
			<ul style="list-style-type: none"> The variety released entered into seed chain . 3 marks Wide spread adoption of the variety /planting materials /tools / machinery / technology developed etc. by the farmers / clients across the system / country with a perceptible impact. (3 marks.) Commercial release/use of the technology attracting revenue to the organization (Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks) Adoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. Max 3 marks 		<ul style="list-style-type: none"> (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered) Note: Paper published out of M.Sc. and Ph.D. work will not be considered.
			<ul style="list-style-type: none"> The variety released entered into seed chain 3 marks Wide spread adoption of the variety /planting materials /tools / machinery / technology developed etc. by the farmers / clients across the system / country with a perceptible impact. (3 marks.) Commercial release/use of the technology attracting revenue to the organization (Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks) Adoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. Max 3 marks 		<ul style="list-style-type: none"> (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered) Note: Paper published out of M.Sc. and Ph.D. work will not be considered.
Capacity building / monitoring/ evaluation / reporting and institution building					
A03	10	10	<ul style="list-style-type: none"> Teaching. 0.5 marks for each credit hour taught (max: 2 marks) Student guide/ co-guide: 1 mark for each Masters Degree awarded as guide, 0.5 mark to co-guide. 2 marks for Ph.D as guide and 1 mark as co-guide. Max. 2 marks Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/ 	10	<ul style="list-style-type: none"> Teaching. 0.5 marks for each credit hour taught (max: 2 marks) Student guide/ co-guide: 1 mark for each Masters Degree awarded as guide, 0.5 mark to co-guide. 2 marks for Ph.D as guide and 1 mark as co-guide. Max. 2 marks Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/
			<ul style="list-style-type: none"> Teaching. 0.5 marks for each credit hour taught (max: 2 marks) Student guide/ co-guide: 1 mark for each Masters Degree awarded as guide, 0.5 mark to co-guide. 2 marks for Ph.D as guide and 1 mark as co-guide. Max. 2 marks Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/ 	5	<ul style="list-style-type: none"> Teaching. 0.5 marks for each credit hour taught (max: 2 marks) Student guide/ co-guide: 1 mark for each Masters Degree awarded as guide, 0.5 mark to co-guide. 2 marks for Ph.D as guide and 1 mark as co-guide. Max. 2 marks Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/

<p>cases etc. (0.5 marks each) Max 2 marks</p> <ul style="list-style-type: none"> Customized instruction materials, ready reckoners, research monographs, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate. (0.5 marks) Max 2 marks Field day/ farmers fair, demonstration, exhibitions etc. 1 mark for each (maximum marks limited to 2.0) Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks Service providing activities related to production, processing and distribution of seeds and planting material, incharge of cattle yard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks) 	<p>cases etc. (0.5 marks each) Max 2 marks</p> <ul style="list-style-type: none"> Customized instruction materials, ready reckoners, research monographs, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate. (0.5 marks) Max 2 marks Field day/ farmers fair, demonstration, exhibitions etc. 1 mark for each (maximum marks limited to 2.0) Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks Service providing activities related to production, processing and distribution of seeds and planting material, incharge of cattle yard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks) 	<p>cases etc. (0.5 marks each) Max 2 marks</p> <ul style="list-style-type: none"> Customized instruction materials, ready reckoners, research monographs, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate. (0.5 marks) Max 2 marks Field day/ farmers fair, demonstration, exhibitions etc. 1 mark for each (maximum marks limited to 2.0) Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks Service providing activities related to production, processing and distribution of seeds and planting material, incharge of cattle yard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks) 	<p>cases etc. (0.5 marks each) Max 2 marks</p> <ul style="list-style-type: none"> Customized instruction materials, ready reckoners, research monographs, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate. (0.5 marks) Max 2 marks Field day/ farmers fair, demonstration, exhibitions etc. 1 mark for each (maximum marks limited to 2.0) Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks Service providing activities related to production, processing and distribution of seeds and planting material, incharge of cattle yard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks)
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	<p>/ National Academy fellow: 2 marks each.</p> <ul style="list-style-type: none"> Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	<p>/ National Academy fellow: 2 marks each.</p> <ul style="list-style-type: none"> Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	<p>/ National Academy fellow: 2 marks each.</p> <ul style="list-style-type: none"> Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	<p>/ National Academy fellow: 2 marks each.</p> <ul style="list-style-type: none"> Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	<p>/ National Academy fellow: 2 marks each.</p> <ul style="list-style-type: none"> Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0
C02	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each. (Maximum of 2 marks) 	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each. (Maximum of 2 marks) 	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each. (Maximum of 2 marks) 	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each. (Maximum of 2 marks) 	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each. (Maximum of 2 marks)
C03	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks)
D	<p>ANNUAL ASSESSMENT REPORTS (Any four years-best out of 5/6 years)</p>	<p>ANNUAL ASSESSMENT REPORTS (Any four years best out of 5 years)</p>	<p>ANNUAL ASSESSMENT REPORTS (Any four years best out of 5 years)</p>	<p>ANNUAL ASSESSMENT REPORTS (Any four years best out of 5 years)</p>	<p>ANNUAL ASSESSMENT REPORTS (Any four years best out of 5 years)</p>
D01	<p>Period of assessment: 4 years</p> <p>4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.</p>	<p>Period of assessment: 5 years</p> <p>4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.</p>	<p>Period of assessment: 5 years</p> <p>4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.</p>	<p>Period of assessment: 5 years</p> <p>4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.</p>	<p>Period of assessment: 3 years</p> <p>4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.</p>
E.	<p>Presentation and Interview</p>	<p>Presentation and Interview</p>	<p>Presentation and Interview</p>	<p>Presentation and Interview</p>	<p>Presentation and Interview</p>
	<p>---</p>	<p>---</p>	<p>---</p>	<p>---</p>	<p>---</p>
	<p>TOTAL</p>	<p>TOTAL</p>	<p>TOTAL</p>	<p>TOTAL</p>	<p>TOTAL</p>
	<p>80</p>	<p>80</p>	<p>80</p>	<p>80</p>	<p>80</p>
	<p>20</p>	<p>20</p>	<p>20</p>	<p>20</p>	<p>20</p>
	<p>100</p>	<p>100</p>	<p>100</p>	<p>100</p>	<p>100</p>

RESEARCH & TEACHING

	Part I. Evaluation of Scientist (RGP 6000) who is mainly involved in Research (Use score card with code : CAS.SS.RESEARCH & Teaching)	Max. Score	Part I. Evaluation of Scientist (RGP 7000) who is mainly involved in Research (Use score card with code : CAS.SS.RESEARCH & Teaching)	Max. Score	Part I. Evaluation of Scientist (RGP 8000) who is mainly involved in Research (Use score card with code : CAS.SS.RESEARCH & Teaching)	Max. Score	Part I. Evaluation of Senior Scientist (RGP 9000) who is mainly involved in Research (Use score card with code : CAS.SS.RESEARCH & Teaching)	Max. Score
A	CORE ACTIVITIES	55	Assessment period 5 years	55	Assessment period 3 years	40	Assessment period 3 years	40
	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	25	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	25	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20
A01	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10
A02	Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output: 4 marks for PI, 3 marks for Co-PI for each output Patents: For PI and Co-PI, for each patent granted 2 marks; for commercialized/popularized(without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks	15	Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output: 4 marks for PI, 3 marks for Co-PI for each output Patents: For PI and Co-PI, for each patent granted 2 marks; for commercialized/popularized(without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks	15	Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output: 4 marks for PI, 3 marks for Co-PI for each output Patents: For PI and Co-PI, for each patent granted 2 marks; for commercialized/popularized(without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks	7	Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output: 4 marks for PI, 3 marks for Co-PI for each output Patents: For PI and Co-PI, for each patent granted 2 marks; for commercialized/popularized(without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks	7
					Technology spread and impact across the system	3	Technology spread and impact across the system	3
					<ul style="list-style-type: none"> The variety released 		<ul style="list-style-type: none"> The variety released 	

			<ul style="list-style-type: none">• into seed chain 3 marks Wide spread adoption of the variety /planting materials /tools / machinery / technology developed etc. by the farmers / clients across the system / country with a perceptible impact. (3 marks.)• Commercial release/use of the technology attracting revenue to the organization (Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks)• Adoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. Max 3 marks (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered) Note: Paper published out of M.Sc. and Ph.D. work will not be considered.	<ul style="list-style-type: none">• entered into seed chain 3 marks Wide spread adoption of the variety /planting materials /tools / machinery / technology developed etc. by the farmers / clients across the system / country with a perceptible impact. (3 marks.)• Commercial release/use of the technology attracting revenue to the organization (Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks)• Adoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. Max 3 marks (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered) Note: Paper published out of M.Sc. and Ph.D. work will not be considered.
Capacity building / monitoring/ evaluation / reporting and institution building				

A03	<ul style="list-style-type: none"> • Innovation in educational/teaching technology and methodology practiced, evaluated and integrated in the system. (0.5 marks each) Max. 2 marks • Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/ cases etc. (0.5 marks each) Max 2 marks • Customized instruction materials, ready reckoners, research monographs, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate. (0.5 marks) Max 2 marks • Field day/ farmers fair, demonstration, exhibitions etc. 1 mark for each (maximum marks limited to 2.0) • Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks • Service providing activities related to production, processing and distribution of seeds and planting material, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Convener or co-convener or organizing/ co-organizing 	<ul style="list-style-type: none"> • Innovation in educational/teaching technology and methodology practiced, evaluated and integrated in the system. (0.5 marks each) Max. 2 marks • Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/ cases etc. (0.5 marks each) Max 2 marks • Customized instruction materials, ready reckoners, research monographs, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate. 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(0.5 marks each) Max. 2 marks • Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/ cases etc. (0.5 marks each) Max 2 marks • Customized instruction materials, ready reckoners, research monographs, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate. 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(0.5 marks each) Max. 2 marks • Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/ cases etc. (0.5 marks each) Max 2 marks • Customized instruction materials, ready reckoners, research monographs, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate. (0.5 marks) Max 2 marks • Field day/ farmers fair, demonstration, exhibitions etc. 1 mark for each (maximum marks limited to 2.0) • Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks • Service providing activities related to production, processing and distribution of seeds and planting material, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference /
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secretary or course director / co-course director of seminars / symposia / workshop / discussion / conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 mark each (Maximum 3 Marks only)	summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 mark each (Maximum 3 Marks only)	3 Marks only	etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only)
<ul style="list-style-type: none"> • Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks 	<ul style="list-style-type: none"> • Other HRD programmes organized / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks 	<ul style="list-style-type: none"> • Convener or co-convenor or organizing / co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion / conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 mark each (Maximum 3 Marks only) • Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks 	<ul style="list-style-type: none"> • Convener or co-convenor or organizing / co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion / conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 mark each (Maximum 3 Marks only) • Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks

TEACHING		20	20	20	15	15
SCIENTIST'S ACHIEVEMENT IN TEACHING		SCIENTIST'S ACHIEVEMENT IN TEACHING	SCIENTIST'S ACHIEVEMENT IN TEACHING	SCIENTIST'S ACHIEVEMENT IN TEACHING	SCIENTIST'S ACHIEVEMENT IN TEACHING	SCIENTIST'S ACHIEVEMENT IN TEACHING
A04	<ul style="list-style-type: none"> Teaching. 0.5 marks for each credit hour taught (A course with credit hour 1+1 taught in a semester will score 1 mark (course 1+1=2 credits x 0.5 marks=1 mark)) 	15	<ul style="list-style-type: none"> Teaching. 0.5 marks for each credit hour taught (A course with credit hour 1+1 taught in a semester will score 1 mark (course 1+1=2 credits x 0.5 marks=1 mark)) 	15	<ul style="list-style-type: none"> Teaching. 0.5 marks for each credit hour taught (A course with credit hour 1+1 taught in a semester will score 1 mark (course 1+1=2 credits x 0.5 marks=1 mark)) 	10
A05	<ul style="list-style-type: none"> Student guide/ co-guide: 1 mark for each Masters Degree awarded as guide, 0.5 mark to co-guide. 2 marks for Ph.D as guide and 1 mark as co-guide. 	2	<ul style="list-style-type: none"> Student guide/ co-guide: 1 mark for each Masters Degree awarded as guide, 0.5 mark to co-guide. 2 marks for Ph.D as guide and 1 mark as co-guide. 	2	<ul style="list-style-type: none"> Student guide/ co-guide: 1 mark for each Masters Degree awarded as guide, 0.5 mark to co-guide. 2 marks for Ph.D as guide and 1 mark as co-guide. 	3
A06	<ul style="list-style-type: none"> Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc, study tour, industrial visit, field visit arranged) 1.0 mark for each 	3	<ul style="list-style-type: none"> Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc, study tour, industrial visit, field visit arranged) 1.0 mark for each 	3	<ul style="list-style-type: none"> Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc, study tour, industrial visit, field visit arranged) 1.0 mark for each 	2
B	PUBLICATIONS	25	PUBLICATIONS	25	PUBLICATIONS	20
B01	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	15	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	15	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0.</p>	10

B02	<p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 2) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 2) Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 2) Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 2) E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks) 	10	<p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 2) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 2) Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 2) Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 2) E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks) 	10	<p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 2) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 2) Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 2) Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 2) E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks) 	10	<p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 2) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 2) Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 2) Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 2) E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks) 	10
C	<p>PEER RECOGNITION</p> <ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	4	<p>PEER RECOGNITION</p> <ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	4	<p>PEER RECOGNITION</p> <ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	4	<p>PEER RECOGNITION</p> <ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	4
C01	<p>PEER RECOGNITION</p> <ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	8	<p>PEER RECOGNITION</p> <ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	8	<p>PEER RECOGNITION</p> <ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	8	<p>PEER RECOGNITION</p> <ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	8
C02	<p>Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)</p> <p>Oral presentation in National seminars / symposia / conference/ workshops : 0.5</p>		<p>Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)</p> <p>Oral presentation in National seminars / symposia / conference/ workshops : 0.5</p>		<p>Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)</p> <p>Oral presentation in National seminars / symposia / conference/ workshops : 0.5</p>		<p>Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)</p> <p>Oral presentation in National seminars / symposia / conference/ workshops : 0.5</p>	

	mark each. (Maximum of 2 marks)	mark each. (Maximum of 2 marks)	mark each. (Maximum of 2 marks)	mark each. (Maximum of 2 marks)	mark each. (Maximum of 2 marks)
C03	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks)
D	16 ANNUAL ASSESSMENT REPORTS (Any four years-best out of 5/6 years)	16 ANNUAL ASSESSMENT REPORTS (Any four years best out of 5 years)	15 ANNUAL ASSESSMENT REPORTS	12 ANNUAL ASSESSMENT REPORTS	12
D01	Period of assessment: 4 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	Period of assessment: 5 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	Period of assessment: 3 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	Period of assessment: 3 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	
E	Presentation and Interview TOTAL	Presentation and Interview TOTAL	Presentation and Interview TOTAL	Presentation and Interview TOTAL	Presentation and Interview TOTAL
	—	—	—	80 20 100	80 20 100
	100	100	100	Grand Total	Grand Total

	Part V. Evaluation of Scientists (RGP 6000) who are in AICRP (Use score card with code : CAS.SS. AICRP)	Max. Score	Part V. Evaluation of Scientists (RGP 7000) who are in AICRP (Use score card with code : CAS.SS. AICRP)	Max. Score	Part V. Evaluation of Scientist (RGP 8000) who are in AICRP (Use score card with code : CAS.SS. AICRP)	Max. Score	Part V. Evaluation of Senior Scientist (RGP 9000) who are in AICRP (Use score card with code : CAS.SS. AICRP)	Max. Score
	Assessment period 4/5/6 years	55	Assessment period 5 years	55	Assessment period 3 years	40	Assessment period 3 years	40
A	Core Activities	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20
A01	<p>Institute projects, 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</p> <p>External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</p>	10	<p>Institute projects, 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</p> <p>External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</p>	10	<p>Institute projects, 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</p> <p>External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</p>	10	<p>Institute projects, 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</p> <p>External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</p>	10
A02	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output</p> <p>Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized(wit hout patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p>	10	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output</p> <p>Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized(wit hout patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p>	10	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output</p> <p>Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized(wit hout patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p>	7	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output</p> <p>Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized(wit hout patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p>	7

					Technology spread and impact across the system	3	Technology spread and impact across the system	3
					<ul style="list-style-type: none">Commercial release/use of the technology attracting revenue to the organization (Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks)Conducting/ co-coordinating and monitoring demonstration, field trials covering 300 acres across the farming system (1 mark per 100 acre demonstration) Max 3 marksAdoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. Max 3 marks(for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered)Note: Paper published out of M.Sc. and Ph.D. work will not be considered.			
Capacity building / monitoring/ evaluation / reporting and institution building								
	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	25	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	25	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	15	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	15
A03	Organizing capacity building programmes and sensitization workshops, zonal workshops, annual review meetings and/or Interface meetings (1 mark for each activity per year)	5	Organizing capacity building programmes and sensitization workshops, zonal workshops, annual review meetings and/or Interface meetings (1 mark for each activity per year)	5	Organizing capacity building programmes and sensitization workshops, zonal workshops, annual review meetings and/or Interface meetings (1 mark for each activity per year)	3	Organizing capacity building programmes and sensitization workshops, zonal workshops, annual review meetings and/or Interface meetings (1 mark for each activity per year)	3
A04	Technology and methodology linkages established. Preparation of technology inventory, and methodology module. Convergence and linkages established (1 mark)	5	Technology and methodology linkages established. Preparation of technology inventory, and methodology module. Convergence and linkages established (1 mark)	5	Technology and methodology linkages established. Preparation of technology inventory, and methodology module. Convergence and linkages established (1 mark)	3	Technology and methodology linkages established. Preparation of technology inventory, and methodology module. Convergence and linkages established (1 mark)	3

A05	for each activity per year) Monitoring of AICRP activities: Assistance in monitoring of OFT, FLD and training activities of AICRPs (1 mark for each activity per year)	5	for each activity per year) Monitoring of AICRP activities: Assistance in monitoring of OFT, FLD and training activities of AICRPs (1 mark for each activity per year)	5	for each activity per year) Monitoring of AICRP activities: Assistance in monitoring of OFT, FLD and training activities of AICRPs (1 mark for each activity per year)	3	for each activity per year) Monitoring of AICRP activities: Assistance in monitoring of OFT, FLD and training activities of AICRPs (1 mark for each activity per year)	3
A06	Evaluation and report compilation of AICRP. Impact analysis of AICRP mandated activities. Preparation of case studies/success stories (1 mark for each activity per year)	5	Evaluation and report compilation of AICRP. Impact analysis of AICRP mandated activities. Preparation of case studies/success stories (1 mark for each activity per year)	5	Evaluation and report compilation of AICRP. Impact analysis of AICRP mandated activities. Preparation of case studies/success stories (1 mark for each activity per year)	3	Evaluation and report compilation of AICRP. Impact analysis of AICRP mandated activities. Preparation of case studies/success stories (1 mark for each activity per year)	3
A07	<ul style="list-style-type: none"> • Reporting: Preparation of zonal report, annual report, evaluation reports etc. (0.5 mark for each activity per year) • Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks • Service providing activities related to production, processing and distribution of seeds and planting material, incharge of cattleyard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) 	5	<ul style="list-style-type: none"> • Reporting: Preparation of zonal report, annual report, evaluation reports etc (0.5 mark for each activity per year) • Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks • Service providing activities related to production, processing and distribution of seeds and planting material, incharge of cattleyard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) 	5	<ul style="list-style-type: none"> • Reporting: Preparation of zonal report, annual report, evaluation reports etc (0.5 mark for each activity per year) • Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks • Service providing activities related to production, processing and distribution of seeds and planting material, incharge of cattleyard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) 	3	<ul style="list-style-type: none"> • Reporting: Preparation of zonal report, annual report, evaluation reports etc (0.5 mark for each activity per year) • Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks • Service providing activities related to production, processing and distribution of seeds and planting material, incharge of cattleyard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) 	3

A08		<ul style="list-style-type: none"> • Convenor or co-convenor or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each, 6 to 20 days: 2 mark each, 21 days or more: 3 marks each (Maximum 3 Marks only) • Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks) 	<ul style="list-style-type: none"> • Convenor or co-convenor or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each, 6 to 20 days: 2 mark each, 21 days or more: 3 marks each (Maximum 3 Marks only) • Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks) 	<ul style="list-style-type: none"> • Convenor or co-convenor or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each, 6 to 20 days: 2 mark each, 21 days or more: 3 marks each (Maximum 3 Marks only) • Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks) 	<ul style="list-style-type: none"> • Convenor or co-convenor or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each, 6 to 20 days: 2 mark each, 21 days or more: 3 marks each (Maximum 3 Marks only) • Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks) 	5	5	5	5
		<p>AICRP ACTIVITIES CO-ORDINATED</p> <ul style="list-style-type: none"> • HRD/Training / Extension/ services organized/ coordinated/assisted as per Institute mandate (2.0 marks for each assignment per year) • Inter institutional HRD programmes for the benefit of AICRP organized/ coordinated/assisted as per Institute mandate (2.0marks for each assignment per year) 	<p>AICRP ACTIVITIES CO-ORDINATED</p> <ul style="list-style-type: none"> • HRD/Training / Extension/ services organized/ coordinated/assisted as per Institute mandate (2.0marks for each assignment per year) • Inter institutional HRD programmes for the benefit of AICRP organized/ coordinated/assisted as per Institute mandate (2.0marks for each assignment per year) 	<p>AICRP ACTIVITIES CO-ORDINATED</p> <ul style="list-style-type: none"> • HRD/Training / Extension/ services organized/ coordinated/assisted as per Institute mandate (2.0marks for each assignment per year) • Inter institutional HRD programmes for the benefit of AICRP organized/ coordinated/assisted as per Institute mandate (2.0marks for each assignment per year) 	<p>AICRP ACTIVITIES CO-ORDINATED</p> <ul style="list-style-type: none"> • HRD/Training / Extension/ services organized/ coordinated/assisted as per Institute mandate (2.0marks for each assignment per year) • Inter institutional HRD programmes for the benefit of AICRP organized/ coordinated/assisted as per Institute mandate (2.0marks for each assignment per year) 	10	10	10	10
		<p>PUBLICATIONS</p> <p>Research Papers (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	<p>PUBLICATIONS</p> <p>Research Papers (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	<p>PUBLICATIONS</p> <p>Research Papers (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	<p>PUBLICATIONS</p> <p>Research Papers (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	25	25	25	25
B	B01	<p>Research Papers (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	<p>Research Papers (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	<p>Research Papers (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	<p>Research Papers (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p>	10	10	10	10
	B02	<p>Other publications:</p> <ul style="list-style-type: none"> • Books authored (minimum 100 pages): 1.0 mark for each author/Max marks limited to 2) 	<p>Other publications:</p> <ul style="list-style-type: none"> • Books authored (minimum 100 pages): 1.0 mark for each author/Max marks limited to 2) 	<p>Other publications:</p> <ul style="list-style-type: none"> • Books authored (minimum 100 pages): 1.0 mark for each author/Max marks limited to 2) 	<p>Other publications:</p> <ul style="list-style-type: none"> • Books authored (minimum 100 pages): 1.0 mark for each author/Max marks limited to 2) 	15	15	15	15

	workshops : 1 mark each (Maximum of 2 marks) • Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)	workshops : 1 mark each (Maximum of 2 marks) • Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)	workshops : 1 mark each (Maximum of 2 marks) • Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)	workshops : 1 mark each (Maximum of 2 marks) • Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)	workshops : 1 mark each (Maximum of 2 marks) • Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)
C03	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)) International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks)
D	ANNUAL ASSESSMENT REPORTS (Any four years- best out of 5/6 years)	16	16	16	12
D01	Period of assessment: 4 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	Period of assessment: 5 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	Period of assessment: 5 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	Period of assessment: 5 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	Period of assessment: 3 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.
E	Presentation and Interview	---	---	---	80
	TOTAL	100	100	100	20
					100

RESEARCH AND EXTENSION

	Part I. Evaluation of Scientist (RGP 6000) who is mainly involved in Research & Extension (Use score card with code : CAS.SS.RESEARCH & EXTENSION)	Max. Score	Part I. Evaluation of Scientist (RGP 7000) who is mainly involved in Research & Extension (Use score card with code : CAS.SS.RESEARCH & EXTENSION)	Max. Score	Part I. Evaluation of Scientist (RGP 8000) who is mainly involved in Research & Extension (Use score card with code : CAS.SS.RESEARCH & EXTENSION)	Max. Score	Part I. Evaluation of Senior Scientist (RGP 9000) who is mainly involved in Research & Extension (Use score card with code : CAS.SS.RESEARCH & EXTENSION)	Max. Score
A	Assessment period 4/5/6 years	55	Assessment period 5 years	55	Assessment period 3 years	40	Assessment period 3 years	40
	CORE ACTIVITIES	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20
A01	<p>Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</p> <p>External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</p>	10	<p>Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</p> <p>External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</p>	10	<p>Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</p> <p>External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</p>	10	<p>Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</p> <p>External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</p>	10
A02	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output: 4 marks for PI, 3 marks for Co-PI for each output</p> <p>Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p>	10	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output: 4 marks for PI, 3 marks for Co-PI for each output</p> <p>Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p>	10	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output: 4 marks for PI, 3 marks for Co-PI for each output</p> <p>Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p>	7	<p>Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output: 4 marks for PI, 3 marks for Co-PI for each output</p> <p>Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p>	7

	Instructional materials etc) 0.5 mark for each (Maximum of 2 marks)	Instructional materials etc) 0.5 mark for each (Maximum of 2 marks)	Instructional materials etc) 0.5 mark for each (Maximum of 2 marks)	Instructional materials etc) 0.5 mark for each (Maximum of 2 marks)
	<ul style="list-style-type: none"> Activities related to e-extension services, mobile advisory system and promotion of ICT based extension programmes. 2 marks each. Max 4 marks. Field day/ farmers fair, demonstration, exhibitions, Radio talks, TV presentations etc. 1 mark for each. Max 2 marks Research-Extension-Farmers-interface meetings organized. 1 mark for each. Maximum 2 marks 	<ul style="list-style-type: none"> Activities related to e-extension services, mobile advisory system and promotion of ICT based extension programmes. 2 marks each. Max 4 marks. Field day/ farmers fair, demonstration, exhibitions, Radio talks, TV presentations etc. 1 mark for each. Max 2 marks Research-Extension-Farmers-interface meetings organized. 1 mark for each. Maximum 2 marks 	<ul style="list-style-type: none"> Activities related to e-extension services, mobile advisory system and promotion of ICT based extension programmes. 2 marks each. Max 4 marks. Field day/ farmers fair, demonstration, exhibitions, Radio talks, TV presentations etc. 1 mark for each. Max 2 marks Research-Extension-Farmers-interface meetings organized. 1 mark for each. Maximum 2 marks 	<ul style="list-style-type: none"> Activities related to e-extension services, mobile advisory system and promotion of ICT based extension programmes. 2 marks each. Max 4 marks. Field day/ farmers fair, demonstration, exhibitions, Radio talks, TV presentations etc. 1 mark for each. Max 2 marks Research-Extension-Farmers-interface meetings organized. 1 mark for each. Maximum 2 marks
B	PUBLICATIONS	PUBLICATIONS	PUBLICATIONS	PUBLICATIONS
B01	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p> <p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension 	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). One best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0 (Marks limited to 5)</p> <p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension 	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). One best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0 (Marks limited to 5)</p> <p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension 	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). One best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0 (Marks limited to 5)</p> <p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension
B02	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0</p> <p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension 	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). One best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0 (Marks limited to 5)</p> <p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension 	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). One best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0 (Marks limited to 5)</p> <p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension 	<p>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). One best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0 (Marks limited to 5)</p> <p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension

	leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3). • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4) • E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks)	leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3). • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4) • E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks)	leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3). • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4) • E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks)	leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3). • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4) • E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks)	8
C	PEER RECOGNITION	4	4	4	8
C01	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0 	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks) Best Paper, Best Posters 0.5 marks each (maximum 1 mark). Conference prizes / medals, 0.5 each max 1.0
C02	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks) 	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks) 	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks) 	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks) 	<ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)
C03	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark 	<ul style="list-style-type: none"> Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) International seminars / symposia / conference/ workshops/ attended: 0.5 mark

	each (Maximum of 2 marks) ANNUAL ASSESSMENT REPORTS (Any four years- best out of 5/6 years)	16	each (Maximum of 2 marks) ANNUAL ASSESSMENT REPORTS (Any four years best out of 5 years)	16	each (Maximum of 2 marks) ANNUAL ASSESSMENT REPORTS	12	each (Maximum of 2 marks) ANNUAL ASSESSMENT REPORTS.	12
D								
D01	Period of assessment: 4 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.		Period of assessment: 5 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.		Period of assessment: 3 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.		Period of assessment: 3 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	
E	Presentation and Interview	---	Presentation and Interview	---	TOTAL	80	TOTAL	80
	TOTAL	100	TOTAL	100	Presentation and Interview	20	Presentation and Interview	20
					Grand Total	100	Grand Total	100

	Part I. Evaluation of Scientist (RGP 6000) NAARM (Use score card with code : CAS.SS.NAARM)	Max. Score	Part I. Evaluation of Scientist (RGP 7000) NAARM (Use score card with code : CAS.SS.NAARM)	Max Score	Part I. Evaluation of Scientist (RGP 8000) NAARM (Use score card with code : CAS.SS.NAARM)	Max Score	Part I. Evaluation of Senior Scientist (RGP 9000) NAARM (Use score card with code : CAS.SS.NAARM)	Max Score
A	Assessment period 4/5/6 years	55	Assessment period 5 years	55	Assessment period 3 years	40	Assessment period 3 years	40
	CORE ACTIVITIES	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20
A01	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10
A02	Innovative technologies developed, participatory technology developed, prototype, educational / training kit, process, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks	10	Innovative technologies developed, participatory technology developed, prototype, educational / training kit, process, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks	10	Innovative technologies developed, participatory technology developed, prototype, educational / training kit, process, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks	7	Innovative technologies developed, participatory technology developed, prototype, educational / training kit, process, product /concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output Patents: For PI and Co-PI, for each patent granted 2 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks	7

					3	3	3
					<p>Educational technology spread and impact across the system</p> <ul style="list-style-type: none"> Commercial release/use of the technology attracting revenue to the organization (Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks) Adoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. <p>Max 3 marks (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered)</p> <p>Note: Paper published out of M.Sc. and Ph.D. work will not be considered.</p>	<p>Educational technology spread and impact across the system</p> <ul style="list-style-type: none"> Commercial release/use of the technology attracting revenue to the organization (Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks) Adoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. <p>Max 3 marks (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered)</p> <p>Note: Paper published out of M.Sc. and Ph.D. work will not be considered.</p>	<p>Educational technology spread and impact across the system</p> <ul style="list-style-type: none"> Commercial release/use of the technology attracting revenue to the organization (Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks) Adoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. <p>Max 3 marks (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered)</p> <p>Note: Paper published out of M.Sc. and Ph.D. work will not be considered.</p>
Capacity building / monitoring/ evaluation / reporting and institution building							
A03	15	15	15	15	10	10	10
<p>Capacity building /training programme / activities (other than foundation course for ARS scientist) under taken as per the institute mandate. (0.5 marks for each programme / activity Max. 4 marks)</p> <ul style="list-style-type: none"> Outreach Programmes organized. 1.0 mark for each (maximum marks limited to 4.0) Customized /specialized /in service training programme organized. (1.0 marks limited to 4.0 marks) Innovative training /educational concept, methodology and module developed. (2.0 marks for each methodology and each methodology and 	<p>Capacity building /training programme / activities (other than foundation course for ARS scientist) under taken as per the institute mandate. (0.5 marks for each programme / activity Max. 4 marks)</p> <ul style="list-style-type: none"> Outreach Programmes organized. 1.0 mark for each (maximum marks limited to 4.0) Customized /specialized /in service training programme organized. (1.0 marks limited to 4.0 marks) Innovative training /educational concept, methodology and module developed. (2.0 marks for each methodology and each methodology and 	<p>Capacity building /training programme / activities (other than foundation course for ARS scientist) under taken as per the institute mandate. (0.5 marks for each programme / activity Max. 4 marks)</p> <ul style="list-style-type: none"> Outreach Programmes organized. 1.0 mark for each (maximum marks limited to 4.0) Customized /specialized /in service training programme organized. (1.0 marks limited to 4.0 marks) Innovative training /educational concept, methodology and module developed. (2.0 marks for each methodology and each methodology and 	<p>Capacity building /training programme / activities (other than foundation course for ARS scientist) under taken as per the institute mandate. (0.5 marks for each programme / activity Max. 4 marks)</p> <ul style="list-style-type: none"> Outreach Programmes organized. 1.0 mark for each (maximum marks limited to 4.0) Customized /specialized /in service training programme organized. (1.0 marks limited to 4.0 marks) Innovative training /educational concept, methodology and module developed. (2.0 marks for each methodology and each methodology and 	<p>Capacity building /training programme / activities (other than foundation course for ARS scientist) under taken as per the institute mandate. (0.5 marks for each programme / activity Max. 4 marks)</p> <ul style="list-style-type: none"> Outreach Programmes organized. 1.0 mark for each (maximum marks limited to 4.0) Customized /specialized /in service training programme organized. (1.0 marks limited to 4.0 marks) Innovative training /educational concept, methodology and module developed. (2.0 marks for each methodology and each methodology and 	<p>Capacity building /training programme / activities (other than foundation course for ARS scientist) under taken as per the institute mandate. (0.5 marks for each programme / activity Max. 4 marks)</p> <ul style="list-style-type: none"> Outreach Programmes organized. 1.0 mark for each (maximum marks limited to 4.0) Customized /specialized /in service training programme organized. (1.0 marks limited to 4.0 marks) Innovative training /educational concept, methodology and module developed. (2.0 marks for each methodology and each methodology and 	<p>Capacity building /training programme / activities (other than foundation course for ARS scientist) under taken as per the institute mandate. (0.5 marks for each programme / activity Max. 4 marks)</p> <ul style="list-style-type: none"> Outreach Programmes organized. 1.0 mark for each (maximum marks limited to 4.0) Customized /specialized /in service training programme organized. (1.0 marks limited to 4.0 marks) Innovative training /educational concept, methodology and module developed. (2.0 marks for each methodology and each methodology and 	<p>Capacity building /training programme / activities (other than foundation course for ARS scientist) under taken as per the institute mandate. (0.5 marks for each programme / activity Max. 4 marks)</p> <ul style="list-style-type: none"> Outreach Programmes organized. 1.0 mark for each (maximum marks limited to 4.0) Customized /specialized /in service training programme organized. (1.0 marks limited to 4.0 marks) Innovative training /educational concept, methodology and module developed. (2.0 marks for each methodology and each methodology and

	<p>module Max. 4 marks)</p> <ul style="list-style-type: none">• Training /teaching/educational technology / methodology evaluated and customized. (2 marks for each technology / methodology evaluated & customized Max 4 marks)• Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT / PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark for each assignment) (Maximum 3 Marks only)• Convener or co-convenor or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion / conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 mark each (Maximum 3 Marks only)• Other HRD programmes organized / coordinated / assisted as per institutional mandate, (0.5 marks for each assignment) Max 2 marks)							
	<p>TEACHING AND FOUNDATION COURSE PROGRAMME FOR ARS SCIENTIST</p>							
	<p>SCIENTIST'S ACHIEVEMENT IN TEACHING AND FOCARS</p>	<p>20</p>	<p>SCIENTIST'S ACHIEVEMENT IN TEACHING AND FOCARS</p>	<p>20</p>	<p>SCIENTIST'S ACHIEVEMENT IN TEACHING AND FOCARS</p>	<p>10</p>	<p>SCIENTIST'S ACHIEVEMENT IN TEACHING AND FOCARS</p>	<p>10</p>
A04	<ul style="list-style-type: none">• Foundation course organized for ARS scientist(3marks for course coordinator & 2 marks for co-coordinator Max. 6 marks)• Innovative theme based	<ul style="list-style-type: none">• Foundation course organized for ARS scientist(3marks for course coordinator & 2 marks for co-coordinator Max. 6 marks)• Innovative theme based concept and methodology developed,	<ul style="list-style-type: none">• Foundation course organized for ARS scientist(3marks for course coordinator & 2 marks for co-coordinator Max. 6 marks)• Innovative theme based concept and methodology developed,	<ul style="list-style-type: none">• Foundation course organized for ARS scientist(3marks for course coordinator & 2 marks for co-coordinator Max. 6 marks)• Innovative theme based concept and methodology developed,	<ul style="list-style-type: none">• Foundation course organized for ARS scientist(3marks for course coordinator & 2 marks for co-coordinator Max. 6 marks)• Innovative theme based concept and methodology developed,	<ul style="list-style-type: none">• Foundation course organized for ARS scientist(3marks for course coordinator & 2 marks for co-coordinator Max. 6 marks)• Innovative theme based concept and methodology developed,	<ul style="list-style-type: none">• Foundation course organized for ARS scientist(3marks for course coordinator & 2 marks for co-coordinator Max. 6 marks)• Innovative theme based concept and methodology developed,	<ul style="list-style-type: none">• Foundation course organized for ARS scientist(3marks for course coordinator & 2 marks for co-coordinator Max. 6 marks)• Innovative theme based concept and methodology developed,

concept and methodology developed, tested and introduced in the foundation course programme for ARS scientists (2 Marks for each innovative concept and methodology, tested and introduced Max. 4 marks)	tested and introduced in the foundation course programme for ARS scientists (2 Marks for each innovative concept and methodology, tested and introduced Max. 4 marks)	tested and introduced in the foundation course programme for ARS scientists (2 Marks for each innovative concept and methodology, tested and introduced Max. 4 marks)	tested and introduced in the foundation course programme for ARS scientists (2 Marks for each innovative concept and methodology, tested and introduced Max. 4 marks)	tested and introduced in the foundation course programme for ARS scientists (2 Marks for each innovative concept and methodology, tested and introduced Max. 4 marks)
<ul style="list-style-type: none"> Innovative theme based trainings /workshops conceptualized and organized. 2 marks for course coordinator and 1.0 mark for co-coordinator for each course (Max. 4 marks) Courses designed and curriculum developed for training programmes. (2 marks for each course designed and curriculum developed Max.4 marks.) Teaching. 0.5 marks for each credit hours taught (A course with credit hour 1+1 taught in a semester will score 1mark (2 credit x 0.5 marks)) Max 2marks Student guidance/ co-guide: 2 marks for each Masters Degree awarded as guide, 1 mark to co-guide / advisory committee member Max 2marks Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc, FET, study tour, industrial visit arranged.) 1.0 mark for each Max. 2 marks 	<ul style="list-style-type: none"> Innovative theme based trainings /workshops conceptualized and organized. 2 marks for course coordinator and 1.0 mark for co-coordinator for each course (Max. 4 marks) Courses designed and curriculum developed for training programmes. (2 marks for each course designed and curriculum developed Max.4 marks.) Teaching. 0.5 marks for each credit hours taught (A course with credit hour 1+1 taught in a semester will score 1mark (2 credit x 0.5 marks)) Max 2marks Student guidance/ co-guide: 2 marks for each Masters Degree awarded as guide, 1 mark to co-guide / advisory committee member Max 2marks Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc, FET, study tour, industrial visit arranged.) 1.0 mark for each Max. 2 marks 	<ul style="list-style-type: none"> Innovative theme based trainings /workshops conceptualized and organized. 2 marks for course coordinator and 1.0 mark for co-coordinator for each course (Max. 4 marks) Courses designed and curriculum developed for training programmes. (2 marks for each course designed and curriculum developed Max.4 marks.) Teaching. 0.5 marks for each credit hours taught (A course with credit hour 1+1 taught in a semester will score 1mark (2 credit x 0.5 marks)) Max 2marks Student guidance/ co-guide: 2 marks for each Masters Degree awarded as guide, 1 mark to co-guide / advisory committee member Max 2marks Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc, FET, study tour, industrial visit arranged.) 1.0 mark for each Max. 2 marks 	<ul style="list-style-type: none"> Innovative theme based trainings /workshops conceptualized and organized. 2 marks for course coordinator and 1.0 mark for co-coordinator for each course (Max. 4 marks) Courses designed and curriculum developed for training programmes. (2 marks for each course designed and curriculum developed Max.4 marks.) Teaching. 0.5 marks for each credit hours taught (A course with credit hour 1+1 taught in a semester will score 1mark (2 credit x 0.5 marks)) Max 2marks Student guidance/ co-guide: 2 marks for each Masters Degree awarded as guide, 1 mark to co-guide / advisory committee member Max 2marks Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc, FET, study tour, industrial visit arranged.) 1.0 mark for each Max. 2 marks 	<ul style="list-style-type: none"> Innovative theme based trainings /workshops conceptualized and organized. 2 marks for course coordinator and 1.0 mark for co-coordinator for each course (Max. 4 marks) Courses designed and curriculum developed for training programmes. (2 marks for each course designed and curriculum developed Max.4 marks.) Teaching. 0.5 marks for each credit hours taught (A course with credit hour 1+1 taught in a semester will score 1mark (2 credit x 0.5 marks)) Max 2marks Student guidance/ co-guide: 2 marks for each Masters Degree awarded as guide, 1 mark to co-guide / advisory committee member Max 2marks Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc, FET, study tour, industrial visit arranged.) 1.0 mark for each Max. 2 marks

B	PUBLICATIONS	25	PUBLICATIONS	25	PUBLICATIONS	20	PUBLICATIONS	20
B0 1	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0	10	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0	10	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0.	10	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0.	10
B0 2	Other publications: • Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2.0) • Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) • Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) • Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) • Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3) • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 3) • e-publications, learning modules, concept series, educational technology inventory and methodology modules published (0.5 marks for each publication Max 4 marks)	15	Other publications : • Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) • Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) • Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) • Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 4) • Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 4) • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 3) • e-publications, learning modules, concept series, educational technology inventory and methodology modules published (0.5 marks for each publication Max 6 marks)	15	Other publications: • Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) • Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) • Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 2) • Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 2) • Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 2) • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 2) • e-publications, learning modules, concept series, educational technology inventory and methodology modules published (0.5 marks for each publication Max 4 marks)	10	Other publications: • Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) • Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) • Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 2) • Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 2) • Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 2) • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 2) • e-publications, learning modules, concept series, educational technology inventory and methodology modules published (0.5 marks for each publication Max 4 marks)	10

	Average. Grading to be awarded for each year.	Grading to be awarded for each year.	Grading to be awarded for each year.	Grading to be awarded for each year.	Average. Grading to be awarded for each year.
E	Presentation and Interview	---	Presentation and Interview	TOTAL Presentation and Interview	80 20
	TOTAL	100	TOTAL	Grand Total	100

	Part V. Evaluation of Scientists (RGP 6000) who are in Zonal Project Directorates (Use score card with code : CAS.SS.ZPD)	Max. Score	Part V. Evaluation of Scientists (RGP 7000) who are in Zonal Project Directorates (Use score card with code : CAS.SS.ZPD)	Max. Score	Part V. Evaluation of Scientist (RGP 8000) who are in Zonal Project Directorates (Use score card with code : CAS.SS.ZPD)	Max. Score	Part V. Evaluation of Senior Scientist (RGP 9000) who are in Zonal Project Directorates (Use score card with code : CAS.SS.ZPD)	Max. Score
	Assessment period 4/5/6 years	55	Assessment period 5 years	55	Assessment period 3 years	40	Assessment period 3 years	40
A	Core Activities SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20	SCIENTIST'S ACHIEVEMENTS IN RESEARCH	20
A01	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10	<ul style="list-style-type: none"> Institute projects. 3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks) External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. 	10
A02	<ul style="list-style-type: none"> Innovative conceptual models, approaches and methodology aiding technology assessment, refinement and demonstration of KVKs developed and popularized as part of projects: 4 marks for PI, 3 marks for Co-PI. Development/Standardization of procedures for measurement and analysis of the following: Training needs of KVK Scientists. Training of KVK Scientists. Training needs of farmers/rural youth, Farming systems existing in the KVK districts, Development of Zone specific KVK action plan Proformas, annual report / FLD proforma any other relevant output. 4 marks for each activity. One effort will score only once. Innovative technologies /methodologies developed, participatory technology development, concept, software development/Data base 	10	<ul style="list-style-type: none"> Innovative conceptual models, approaches and methodology aiding technology assessment, refinement and demonstration of KVKs developed and popularized as part of projects: 4 marks for PI, 3 marks for Co-PI. Development/Standardization of procedures for measurement and analysis of the following: Training needs of KVK Scientists. Training of KVK Scientists. Training needs of farmers/rural youth, Farming systems existing in the KVK districts, Development of Zone specific KVK action plan Proformas, annual report / FLD proforma any other relevant output. 4 marks for each activity. One effort will score only once. Innovative technologies /methodologies developed, participatory technology development, concept, software development/Data base 	10	<ul style="list-style-type: none"> Innovative conceptual models, approaches and methodology aiding technology assessment, refinement and demonstration of KVKs developed and popularized as part of projects: 4 marks for PI, 3 marks for Co-PI. Development/Standardization of procedures for measurement and analysis of the following: Training needs of KVK Scientists. Training of KVK Scientists. Training needs of farmers/rural youth, Farming systems existing in the KVK districts, Development of Zone specific KVK action plan Proformas, annual report / FLD proforma any other relevant output. 4 marks for each activity. One effort will score only once. Innovative technologies /methodologies developed, participatory technology development, concept, software development/Data base 	7	<ul style="list-style-type: none"> Innovative conceptual models, approaches and methodology aiding technology assessment, refinement and demonstration of KVKs developed and popularized as part of projects: 4 marks for PI, 3 marks for Co-PI. Development/Standardization of procedures for measurement and analysis of the following: Training needs of KVK Scientists. Training needs of farmers/rural youth, Farming systems existing in the KVK districts, Development of Zone specific KVK action plan Proformas, annual report / FLD proforma any other relevant output. 4 marks for each activity. One effort will score only once. Innovative technologies /methodologies developed, participatory technology development, concept, software development/Data base 	7

Capacity building / monitoring/ evaluation / reporting and institution building					
	25	25	25	10	10
CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING	CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING
A03	5	5	5	2	2
<ul style="list-style-type: none"> Organizing Capacity building programmes, sensitization workshops, zonal workshops, Interface meetings etc. 1 mark each. Max 4 marks E connectivity content management. 2 marks 	<ul style="list-style-type: none"> Organizing Capacity building programmes, sensitization workshops, zonal workshops, Interface meetings etc. 1 mark each. Max 3 marks E connectivity content management. 2 marks 	<ul style="list-style-type: none"> Organizing Capacity building programmes, sensitization workshops, zonal workshops, Interface meetings etc. 0.5 mark each. E connectivity content management. 0.5 mark 	<ul style="list-style-type: none"> Organizing Capacity building programmes, sensitization workshops, zonal workshops, Interface meetings etc. 0.5 mark each. E connectivity content management. 0.5 mark 	<ul style="list-style-type: none"> Organizing Capacity building programmes, sensitization workshops, zonal workshops, Interface meetings etc. 0.5 mark each. E connectivity content management. 0.5 mark 	2
A04	5	5	5	2	2
<ul style="list-style-type: none"> Technology and methodology linkages established Preparation of technology inventory Preparation of Methodology module Convergence and linkages established (1 mark for each activity per year) 	<ul style="list-style-type: none"> Technology and methodology linkages established Preparation of technology inventory Preparation of Methodology module Convergence and linkages established (1 mark for each activity per year) 	<ul style="list-style-type: none"> Technology and methodology linkages established Preparation of technology inventory Preparation of Methodology module Convergence and linkages established (0.5 mark for each activity per year) 	<ul style="list-style-type: none"> Technology and methodology linkages established Preparation of technology inventory Preparation of Methodology module Convergence and linkages established (0.5 mark for each activity per year) 	<ul style="list-style-type: none"> Technology and methodology linkages established Preparation of technology inventory Preparation of Methodology module Convergence and linkages established (0.5 mark for each activity per year) 	2
A05	5	5	5	2	2
<ul style="list-style-type: none"> Monitoring Assistance in monitoring of OFT, FLD and training activities of KVKs Organizing zonal workshops and mid term review meetings (1 mark for each activity per year) 	<ul style="list-style-type: none"> Monitoring Assistance in monitoring of OFT, FLD and training activities of KVKs Organizing zonal workshops and mid term review meetings (1 mark for each activity per year) 	<ul style="list-style-type: none"> Monitoring Assistance in monitoring of OFT, FLD and training activities of KVKs Organizing zonal workshops and mid term review meetings (0.5 mark for each activity per year) 	<ul style="list-style-type: none"> Monitoring Assistance in monitoring of OFT, FLD and training activities of KVKs Organizing zonal workshops and mid term review meetings (0.5 mark for each activity per year) 	<ul style="list-style-type: none"> Monitoring Assistance in monitoring of OFT, FLD and training activities of KVKs Organizing zonal workshops and mid term review meetings (0.5 mark for each activity per year) 	2
A06	5	5	5	2	2
<ul style="list-style-type: none"> Evaluation and report compilation of OFT, FLD and training Impact analysis of KVK mandated activities Preparation of case studies/success stories (1 mark for each activity per year) 	<ul style="list-style-type: none"> Evaluation and report compilation of OFT, FLD and training Impact analysis of KVK mandated activities Preparation of case studies/success stories (1 mark for each activity per year) 	<ul style="list-style-type: none"> Evaluation and report compilation of OFT, FLD and training Impact analysis of KVK mandated activities Preparation of case studies/success stories (0.5 mark for each activity per year) 	<ul style="list-style-type: none"> Evaluation and report compilation of OFT, FLD and training Impact analysis of KVK mandated activities Preparation of case studies/success stories (0.5 mark for each activity per year) 	<ul style="list-style-type: none"> Evaluation and report compilation of OFT, FLD and training Impact analysis of KVK mandated activities Preparation of case studies/success stories (0.5 mark for each activity per year) 	2
A07	5	5	5	2	2
<ul style="list-style-type: none"> Reporting Preparation of zonal report, annual report, evaluation reports etc (1 mark for each activity per year) 	<ul style="list-style-type: none"> Reporting Preparation of AICRP report, annual report, evaluation reports etc (1 mark for each activity per year) 	<ul style="list-style-type: none"> Reporting Preparation of zonal report, annual report, evaluation reports etc (0.5 mark for each activity per year) 	<ul style="list-style-type: none"> Reporting Preparation of zonal report, annual report, evaluation reports etc (0.5 mark for each activity per year) 	<ul style="list-style-type: none"> Reporting Preparation of zonal report, annual report, evaluation reports etc (0.5 mark for each activity per year) 	2
A08	10	10	10	10	10
EXTENSION ACTIVITIES CO-ORDINATED	EXTENSION ACTIVITIES CO-ORDINATED	EXTENSION ACTIVITIES CO-ORDINATED	EXTENSION ACTIVITIES CO-ORDINATED	EXTENSION ACTIVITIES CO-ORDINATED	EXTENSION ACTIVITIES CO-ORDINATED
<ul style="list-style-type: none"> HRD/Training / Extension/ services organized/ 	<ul style="list-style-type: none"> HRD/Training / Extension/ services organized/ 	<ul style="list-style-type: none"> HRD/Training / Extension/ services organized/ 	<ul style="list-style-type: none"> HRD/Training / Extension/ services organized/ 	<ul style="list-style-type: none"> HRD/Training / Extension/ services organized/ 	10

	coordinated/assisted as per Institute mandate (1.0marks for each assignment per year) (maximum 3 marks)	coordinated/assisted as per Institute mandate (1.0marks for each assignment per year) (maximum 3 marks)	coordinated/assisted as per Institute mandate (1.0marks for each assignment per year) (maximum 2 marks)	coordinated/assisted as per Institute mandate (1.0marks for each assignment per year) (maximum 2 marks)					
	<ul style="list-style-type: none">• Inter institutional HRD programmes for benefit of KVKs organized/ coordinated/assisted as per Institute mandate (1.0marks for each assignment per year) (maximum 3 marks)• Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark for each assignment) (Maximum 3 Marks only)• Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks only)• Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks)	<ul style="list-style-type: none">• Inter institutional HRD programmes for benefit of KVKs organized/ coordinated/assisted as per Institute mandate (1.0marks for each assignment per year) (maximum 3 marks)• Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark for each assignment) (Maximum 3 Marks only)• Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks only)• Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks)	<ul style="list-style-type: none">• Inter institutional HRD programmes for benefit of KVKs organized/ coordinated/assisted as per Institute mandate (1.0marks for each assignment per year) (maximum 2 marks)• Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark for each assignment) (Maximum 3 Marks only)• Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks only)• Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks)	<ul style="list-style-type: none">• Inter institutional HRD programmes for benefit of KVKs organized/ coordinated/assisted as per Institute mandate (1.0marks for each assignment per year) (maximum 2 marks)• Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark for each assignment) (Maximum 3 Marks only)• Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks only)• Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks)					
B	PUBLICATIONS	25	10	PUBLICATIONS	25	10	PUBLICATIONS	20	5
B01	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score	10	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score	10	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score	5	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). One best research papers published during the period of review will be	5	

	according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0	according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0	according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totaled and divided by 2.0	allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0 (Marks limited to 5)
B02	<p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Editors of Annual Reports/FLD Reports (1.0 mark for each assignment per year for each editor). Max 3 marks. Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3) Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4) e-publications, learning modules, concept series, educational/training technology inventory and methodology modules published (0.5 marks for each publication Max 4 marks) 	<p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Editors of Annual Reports/FLD Reports (1.0 mark for each assignment per year for each editor). Max 3 marks. Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3) Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4) e-publications, learning modules, concept series, educational/training technology inventory and methodology modules published (0.5 marks for each publication Max 4 marks) 	<p>Other publications:</p> <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Editors of Annual Reports/FLD Reports (1.0 mark for each assignment per year for each editor). Max 3 marks. Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3) Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4) e-publications, learning modules, concept series, educational/training technology inventory and methodology modules published (0.5 marks for each publication Max 4 marks) 	15
C	PEER RECOGNITION	PEER RECOGNITION	PEER RECOGNITION	PEER RECOGNITION
C01	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. 	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. 	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each. 	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 2 marks each.

	<ul style="list-style-type: none">• Post-Doctoral Fellowships: 1 mark.• Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks)• Best Paper, Best Posters 0.5 marks each (maximum 1 mark).• Conference prizes / medals, 0.5 each max 1.0	<ul style="list-style-type: none">• Post-Doctoral Fellowships: 1 mark.• Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks)• Best Paper, Best Posters 0.5 marks each (maximum 1 mark).• Conference prizes / medals, 0.5 each max 1.0	<ul style="list-style-type: none">• Post-Doctoral Fellowships: 1 mark.• Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks)• Best Paper, Best Posters 0.5 marks each (maximum 1 mark).• Conference prizes / medals, 0.5 each max 1.0	<ul style="list-style-type: none">• Post-Doctoral Fellowships: 1 mark.• Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks)• Best Paper, Best Posters 0.5 marks each (maximum 1 mark).• Conference prizes / medals, 0.5 each max 1.0	<ul style="list-style-type: none">• Post-Doctoral Fellowships: 1 mark.• Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 marks)• Best Paper, Best Posters 0.5 marks each (maximum 1 mark).• Conference prizes / medals, 0.5 each max 1.0			
C02	<ul style="list-style-type: none">• Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)• Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)	<ul style="list-style-type: none">• Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)• Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)	<ul style="list-style-type: none">• Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)• Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)	<ul style="list-style-type: none">• Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)• Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)	<ul style="list-style-type: none">• Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)• Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each, (Maximum of 2 marks)			
C03	<ul style="list-style-type: none">• Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 0.5 mark for each (maximum marks limited to 2)• International seminars / symposia / conference/ workshops/ attended: 1.0 mark each (Maximum of 2 marks)	<ul style="list-style-type: none">• Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 0.5 mark for each (maximum marks limited to 2)• International seminars / symposia / conference/ workshops/ attended: 1.0 mark each (Maximum of 2 marks)	<ul style="list-style-type: none">• Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 0.5 mark for each (maximum marks limited to 2)• International seminars / symposia / conference/ workshops/ attended: 1.0 mark each (Maximum of 2 marks)	<ul style="list-style-type: none">• Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 0.5 mark for each (maximum marks limited to 2)• International seminars / symposia / conference/ workshops/ attended: 1.0 mark each (Maximum of 2 marks)	<ul style="list-style-type: none">• Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 0.5 mark for each (maximum marks limited to 2)• International seminars / symposia / conference/ workshops/ attended: 1.0 mark each (Maximum of 2 marks)			
D	ANNUAL ASSESSMENT REPORTS (Any four years- best out of 5/6 years)	16	ANNUAL ASSESSMENT REPORTS (Any four years best out of 5 years)	16	ANNUAL ASSESSMENT REPORTS	12	ANNUAL ASSESSMENT REPORTS	12
D01	Period of assessment: 4 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.		Period of assessment: 5 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.		Period of assessment: 3 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.		Period of assessment: 3 years 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.	
E	Presentation and Interview	---	Presentation and Interview	---	Presentation and Interview	80	Presentation and Interview	80
	TOTAL	100	TOTAL	100	Grand Total	20	Grand Total	100

ICAR HQs

Evaluation of Scientists (RGP8000) and Senior Scientists (RGP 9000) working at ICAR HQ (Use score card with Code : CAS.SS.ICAR HQs) Assessment Period 3 Years			Max. Score
A SCIENTIST'S ACHIEVEMENTS			45
A01	Assistance in Coordination (No. of Institutes /SAUs being handled, AICRPs handled, Funded projects, Processing for release of funds)		10
A02	Assistance in monitoring (Physical, financial and scientific targets) / Scientific assistance to senior officers, meetings organization, lectures and drafts prepared		10
A03	Reports/ proceedings preparation, parliament questions handled etc.		15
A04	Innovative theme based trainings /workshops conceptualized and organized. 2 marks for course coordinator and 1.5 marks for associate for each course		10
B PUBLICATIONS			15
B01	Research/ Review/ Policy Paper (Full score for the First Author/ Corresponding Author, 0.75 score each for rest of the authors). One best papers published during the assessment period will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, divided by a factor of 2.0		5
B02	Other publications: <ul style="list-style-type: none"> Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 4) Conference Proceedings edited: 0.5 marks for editor and co-editors (Max marks limited to 4) Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 4) Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 2) E-learning modules, concept series and newsletter edited (0.5 marks each and Max marks limited to 2) 		10
C PEER RECOGNITION			8
C01	<ul style="list-style-type: none"> International and National Awards / National Academy fellow: 3 marks each. Post-Doctoral Fellowships: 1 mark. Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each Best Paper, Best Posters 0.5 marks each. (Note: Conference prizes / medals, office bearers of societies excluded) <ul style="list-style-type: none"> Oral presentation in International seminars / symposia / conference/ workshops : 0.5 mark each (Maximum of 1 mark) Invited key speaker in a National / International scientific meeting: 1 mark each. Special assignments (International organizations, overseas and special national assignments/ consultancies not covered any where else in the application: 1.0 mark for each (maximum marks limited to 2) 		
D ANNUAL ASSESSMENT REPORTS			12
D01	Period of assessment: 3 years. 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 mark for Average and 0.5 marks for Below Average. Grading to be awarded for each year.		
TOTAL			80
E Presentation and Interview			20
GRAND TOTAL			100



भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डा० राजेंद्र प्रसाद मार्ग, नई दिल्ली 110001
टेलिफोन : 23382686



F.No. 9(1)/2010-Per.IV

12th December, 2011

To

- (i) Chairman and Members,
Agricultural Scientists' Recruitment Board (ASRB),
New Delhi
- (ii) All the Directors of ICAR Institutes / Project Directorates /
National Research Centres / Bureaux /
Zonal Project Directors / Project Coordinators

Sub : Revised performance evaluation / Score-card for promotions / upward movement of ARS Scientists under the revised Career Advancement Scheme (CAS) - effective from 1.1.2009 - Clarifications regarding

Sirs,

This is in continuation of the Council's circular letter of even number dated 4th November, 2011 forwarding the revised performance evaluation / score-card for promotions / placements as per CAS effective from 1.1.2009.

Subsequently, the Council has been receiving communications seeking clarifications concerning certain aspects of the score card and all such issues were formally discussed with the representatives of the ARSS Forum on 17.11.2011.

The issues raised have been considered in detail and the following fine-tuning in the method of scoring for publications has been approved by the Union Agriculture Minister & President, of the ICAR Society in the score-card circulated earlier vide letter of even number dated 4th November, 2011 against Item B/BO1 :-

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 scale of 1.0 to 10.0 totalled and divided by 2.0.	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 scale of 1.0 to 10.0 totalled and divided by 1.2.

All other parameters and criteria for evaluation shall remain the same.

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 ₹8000/- to ₹9000/- 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.

As in the past, the ASRB shall be conducting the assessment and placement of Scientists from the Research Grade Pay of ₹9000/- to ₹10000/- only and assessment of all other cases shall be initiated and processed as per existing instructions at the respective Institutes. The proceedings alongwith all relevant documents shall be forwarded to the Council's Headquarters for obtaining the approval and acceptance of the Competent Authority in the Council.

Further necessary action may please be taken at your end accordingly on top priority.

Yours faithfully,

(J. Ravi)

Director (P)

Copy to :-

1. PPS to DG, ICAR
2. PPS to Secretary, ICAR
3. PPS to FA, DARE
4. All DDGs and ND (NAIP), ICAR headquarters
5. Director (Fin.), ICAR
6. Secretary, ASRB
7. DS(P), US(P), ICAR
8. Per. I / Per. II / Per. III and Assessment Unit, ICAR
9. President, ARSS Forum, Old NBPGR building, Pusa, New Delhi – 110 012.
10. PD, D-KMA for ICAR website
11. CDN section for giving index number
12. Guard file

Director (P)



भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डा0 राजेंद्र प्रसाद मार्ग, नई दिल्ली 110001

टेलिफोन : 23382686

ई-मेल : jravi_icar@yahoo.co.in

F.No. 9(1)/2012-Per.IV

25th April, 2012

To

The Secretary,
Agricultural Scientists' Recruitment Board (ASRB)
KAB-I, Pusa
New Delhi – 110 012.

Sub : **Career Advancement Scheme (CAS) effective from 1.1.2009
– Clarifications regarding**

Sirs,

The Council had conveyed the revised Performance Evaluation / Score Card for upward movements / promotions of ARS Scientists under the CAS effective from 1.1.2009 vide Council's letters of even number dated 4th November, 2011 and 12th December, 2011.

Subsequently, the Council has been receiving representations from various Scientists and the ARSS Forum seeking clarifications on the following issues:

Issue : Due to the revision of UGC pay package in consonance with the VI CPC adoptions, all those Senior Scientists who were holding the position as on 1.1.2006 and who were subsequently placed as Senior Scientist by virtue of the then existing CAS between the period 1.1.2006 to 31.12.2008 are at an unintended disadvantageous position as their performance prior to the period of assessment as per revised CAS for placement in RGP ₹10000.

The following clarifications are being issued for information and compliance of the Board.

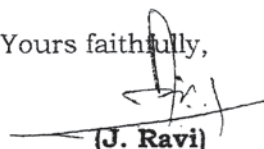
In the CAS effective upto 31.12.2008, eight years of service as Senior Scientist was to be evaluated for being placed as Principal Scientist. However, in the current CAS effective from 1.1.2009, this has been modified for assessment at two stages i.e. from RGP of ₹8000 to RGP of ₹9000 and from RGP of ₹9000 to RGP of ₹10000 with a spell of three years of service each to be evaluated in both the stages. Thus, the spell of evaluation has been reduced. Further, revision of pay scales has been given effect from 1.1.2006 whereas the revised CAS has been made effective from 1.1.2009.

To rectify this aspect, the UGC have granted a one-time relaxation for a comprehensive review of the performance even for the earlier unevaluated period before finally recommending placement of Teacher in the AGP of ₹10000. This shall be a one-time dispensation and shall not be a recurring feature.

Therefore, ASRB is requested to consider evaluation, in totality, of Senior Scientists placed in the above mentioned situation as a one-time measure.

This issues with the approval of the Competent Authority.

Yours faithfully,



(J. Ravi)

Copy for information to :-

1. Deputy Secretary (R), ASRB, KAB-I, Pusa, New Delhi
2. DS(P), US(P), ICAR
3. Assessment Unit, ICAR
4. President, ARSS Forum, Old NBPGR building, Pusa, New Delhi.



भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डा० राजेंद्र प्रसाद मार्ग, नई दिल्ली 110001

टेलिफोन : 23382686

ई-मेल : jravi_icar@yahoo.co.in



F.No. 9(1)/2012-Per.IV

25th April, 2012

To

- (i) Chairman and Members, Agricultural Scientists' Recruitment Board (ASRB), New Delhi
- (ii) All the Directors of ICAR Institutes / Project Directorates / National Research Centres / Bureaux / Zonal Project Directors / Project Coordinators

Sub : **Career Advancement Scheme (CAS) effective from 1.1.2009 – Clarifications regarding**

Sirs,

The Council had conveyed the revised Performance Evaluation / Score Card for upward movements / promotions of ARS Scientists under the CAS effective from 1.1.2009 vide Council's letters of even number dated 4th November, 2011 and 12th December, 2011.

Subsequently, the Council has been receiving a spate of representations from various Scientists and the ARSS Forum seeking clarifications on certain aspects. Similar clarifications were also sought in the recently held Directors' Conference.

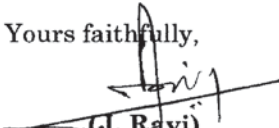
Accordingly, the following clarifications are offered for kind perusal, information and further appropriate action at your end :-

Sl. No.	Issue	Clarification
1.	Placement from RGP ₹8000 to RGP ₹9000	<p>All those Senior Scientists who were holding the pre-revised scale of ₹12000-18300 who had completed three years of service as on 1.1.2006 and who shall complete three years before the effective date of the revised CAS i.e. 1.1.2009 were to be automatically placed in RGP ₹9000 without any formal assessment. This is an in-built recommendation of the UGC pay package while revising the scales in consonance with the VI CPC adoptions.</p> <p>Similarly, all Senior Scientists who were appointed either by direct selection or placed as Senior Scientist / Scientist (Selection Grade) by virtue of the erstwhile CAS during the period from 1.1.2006 to 31.12.2008, on completion of three years of service as Senior Scientist / Scientist (Selection Grade) will be automatically placed in RGP ₹9000 without any formal assessment.</p>

		<p>However, this time-bound dispensation flowing out of the recommendations of Pay Commission should not be misconstrued with the Career Advancement Scheme (CAS) made effective from 1.1.2009.</p> <p>Therefore, as clarified in the circulars of 4th November and 12th December, 2011 all Senior Scientists appointed on or after 1.1.2009 shall be granted the RGP of ₹9000 after assessment by due process as per the provisions of the CAS made effective from 1.1.2009.</p>
2.	Scores of PI and Co-PI in the projects may be reviewed and rationalized.	The difference in the scores of the PI and Co-PI has been a conscious and considered decision to promote excellence and objectivity. However, in case for some administrative reasons or for zero based budgetary projections, if some of the institutional projects have been clubbed together, the same may be reviewed by the concerned Institutes for appropriate action at their end for correct and actual reflection concerning the PI and Co-PI.
3.	Scoring for publications.	Clarifications in this regard have been issued vide circular of even number dated 12 th December, 2011. There shall be no change in the number of research papers as mentioned in the original score-card for different levels. The final score will be according to the NAAS rating for scientific journals on a scale of 1.0 to 10.0 totalled and divided by 1.2.

The above clarifications may be brought to the knowledge of all concerned for further appropriate action and compliance.

Yours faithfully,


(J. Ravi)
Director (P)

Copy to :-

1. PPS to DG, ICAR
2. Sr. PPS to Secretary, ICAR
3. PPS to FA, DARE
4. All DDGs and ND (NAIP), ICAR headquarters
5. Director (Fin.), ICAR
6. Secretary, ASRB
7. DS(P), US(P), ICAR
8. Per. I / Per. II / Per. III and Assessment Unit, ICAR
9. President, ARSS Forum, Old NBPGR building, Pusa, New Delhi.
10. PD, D-KMA for ICAR website
11. CDN section for giving index number
12. Guard file

Syllabus for limited departmental competitive examination for filling up the various admines tractive post of assistant at ICAR Hqrs and Institutes

Scheme and Syllabus for LDCE

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

No.F.14-(3)/89.E.stt. I

Dated the 8 January, 1990

To

The Directors/Project Directors of
All the Research Institutes under ICAR.

Sub: **Syllabus for Limited Departmental Competitive Examination for filling up the post of Assistant at ICAR Hqrs and at Its Research Institutes-Prescription of-**

Sir,

I am to say that the Recruitment Rules for the post of Assistant at the Hqrs. of the Council and its Research Institutes prescribed fixed percentage of vacancies to be filled up on the basis of Ltd. Departmental Competitive Examination confined to U.D.Cs./Sr. Clerks. The matter regarding prescribing of uniform syllabus and scheme for the Ltd. Departmental Examination for the post of Assistant at the Council's Hqrs. as well as its Research Institutes has been under consideration for some time past. It has now been decided with the approval of D.G. ICAR that the syllabus and scheme for the said examination will be as under:-

PART-I

Written examination carrying a maximum of 400 marks in the subjects given below. Each paper will carry a maximum of 100 marks and will be of the two hours duration.

- | | | |
|------------------------|---|---|
| Paper-I | - | Noting, Drafting, précis writing. |
| Paper-II | - | Office procedure and practice generally and also specifically with reference to the ICAR. |
| Paper-III
Machinery | - | General knowledge of the Constitution of India and of Govt. practice and procedure in Parliament. |
| Paper-IV | - | General Financial and Service Rules. |

The syllabus (in detail) for the above question papers is enclosed (Annexure-I)

PART-II

Evaluation of record of service of the candidates for a period of 5 years carrying of maximum of 150 marks.

The receipt of this letter may kindly be acknowledged.

Yours faithfully

Sd/-
(M.S. KAUNDAL)
Under Secretary (A)

Copy forwarded:-

1. All Officers/Sections, Krishi Bhavan, New Delhi.
2. All Officers/Section, K.A.B., New Delhi.
3. Secretary (SS), CJSC and HJSC Krishi Bhawan, New Delhi.
4. Guard file/Spare copies (75).

Sd/-
(M.S. KAUNDAL)
Under Secretary (A)

Syllabus for Limited Departmental Competitive Examination for the post of Assistant at ICAR Headquarters & ICAR Research Institutes.

.....
WHERE KNOWLEDGE OF THE RULES, ORDERS, INSTRUCTION ETC. IS REQUIRED CANDIDATES WILL BE EXPECTED TO BE CONVERSANT WITH AMENDMENTS ISSUED UPTO THE DATE OF NOTIFICATION OF THIS EXAMINATION.

1. NOTING AND DRAFTING, PRÉCIS WRITING

In addition to questions requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary or précis.

2. OFFICE PROCEDURE AND PRACTICE

This is intended to be an intensive and detailed test in methods and procedure of work in the I.C.A.R. specifically and also in the Government of India Secretariat and attached Offices generally. Some guidance on the subject can be obtained from:

- i) Manual of Office Procedure current at the time of Notification.
- ii) Notes on Office Procedure issued by the Institutes of Secretariat Training and Management.
- iii) Manual of Administrative Instructions compiled by P.V. Hariharasankaran.

3. GENERAL KNOWLEDGE OF THE CONSTITUTION OF INDIA AND MACHINERY OF GOVERNMENT PRACTICE AND PROCEDURE IN PARLIAMENT.

Note: Knowledge of the following will be expected:-

- i) the main principles of the Constitution of India
- ii) rules of procedure and conduct of business in the Lok Sabha and the Rajya Sabha and
- iii) the organization of the machinery of Government of India – designation and allocation of subjects between Ministries and Departments and Attached and Subordinate Offices and their relation inter-se.

4. GENERAL FINANCIAL AND SERVICE RULES

The following books are recommended:-

- i) Fundamental and Supplementary Rules (A.G.P. & Ts.) compilation or Chaudhuri's compilation.
- ii) The Central Civil Services Pension Rules, 1972.
- iii) The Central Civil Services (Conduct) Rules, 1964.
- iv) The Central Civil Services (Classification, Control and Appeal) Rules 1965.
- v) Compilation of the General Financial Rules.
- vi) Delegation of Powers in I.C.A.R. (O.D. Garg's Compilation).
- vii) Rules and Bye-laws of the I.C.A.R.
- viii) A.R.S. Booklet brought out by I.C.A.R.
- ix) Handbook of Tech. Services brought out by Indian Council of Agricultural Research.
- x) Revised Leave Rules.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

F.No. 33 (7)/2012-Estt.I

Dated 27 November, 2012

To

The Director of all the ICAR Institute/Bureaux/PDs/NRCs/ZCUs.

Sub: Examination / Syllabus under Limited Departmental Competitive Examination for the post of Upper Division Clerk (UDC) ICAR Headquarters / ICAR Institutes - reg.

Sir/Madam,

The Examination Rules / Syllabus under Limited Departmental Competitive Examination for the post of Upper Division Clerk (UDC) at ICAR Headquarters / ICAR Institutes as approved by the Competent Authority are hereby notified with immediate effect for the information guidance and necessary action of all concerned.


(K.N.CHOUDHARY)
Under Secretary (Admn.)

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2. Directors of all the ICAR Institutes/PDs/NRCs/ZPDs
3. All the Directors/Deputy Secretaries/Under Secretaries at ICAR Hqrs.
4. PPS to DG, ICAR/PPS to AS (D) & Secretary, ICAR/PS to AS&FA, DARE/ICAR/PS to Director (A).
5. Secretary (SS), CJSC
6. Secretary, SS (HJSC)
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(K N Choudhary)
Under Secretary (Admn.)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN : NEW DELHI**

R U L E S

**SCHEME OF LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF UPPER DIVISION CLERK (UDC)**

These are the Examination Rules for the Limited Departmental Competitive Examination (for Group "C" staff only in the Grade Pay of Rs.2400) to be conducted by the ICAR Headquarters/ICAR Institutes for the purpose of filling up the posts of Upper Division Clerk at ICAR Hqrs and ICAR Institutes falling under LDCE quota.

The number of vacancies to be filled on basis of the results of the examination will be decided by each cadre authority participating in the examination.

Length of Service: He/She should have LDCs at the respective ICAR Institutes/ICAR Headquarters and have completed five years regular service as on 1st January, if the 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 year.

(I) Candidates should not be more than 50 years of age.

(II) The upper age limit prescribed above will be further relaxable:-

- Up to maximum of five years if a candidate belongs to a Scheduled Castes or a Scheduled Tribes;
- Up to a maximum of three years (eight years for SC/ST) in case of Defence Service Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof, if re-employed in ICAR;
- Up to a maximum of three years (eight years for SC/ST) in case of Border security Force personnel disabled in operation during the Indo-Pakistan hostilities of 1971 and released as a consequence thereof, if re-employed in ICAR;

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED.

Typewriting Test:- Unless exempted from passing the Monthly/Quarterly Typewriting Test held by ICAR Headquarters/ICAR Institutes for the purpose of confirmation in the Lower Division Grade, he/she should have passed this test on or before the date of notification of the examination, from one of these organization.

The decision of the ICAR Headquarters/ICAR Institutes as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

No candidate will be admitted to the examination unless he/she holds a certificate of admission from the ICAR Headquarters/ICAR Institutes.

A candidate who is or has been declared by the ICAR Headquarters/ICAR Institutes to be guilty of:-

- (i) Obtaining support for his /her candidature by any means, or
- (ii) Impersonating. Or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or which have been tampered with, or
- (v) Making statement which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his /her candidature for the examination, or
- (vii) Using unfair means in the examination hall, or
- (viii) Misbehaving in any other manner in the examination hall, or
- (ix) Writing irrelevant matter including obscene language or pornographic matter in the answer sheet/booklet, or
- (x) Found in possession of Mobile Phones/Cellular Phones/Pagers and other unauthorized electronic gadget after commencement of the examination inside the examination hall whether in use or not, will be deemed to have been using unfair means, or
- (xi) Taking away question paper or booklet/answer sheet or answer book with him/her from the examination hall or passing it on to the unauthorized person/persons during the conduct of their examination, or
- (xii) Harassing or doing bodily harm to the staff employed by the ICAR Headquarters/ICAR Institutes for the conduct of their examination, or
- (xiii) Violating any of the instructions issued to the candidates along with their admission certificates permitting them to take the examination, or
- (xiv) Attempting to commit or, as the case be abetting the ICAR Headquarters/ICAR Institutes of all or any of the acts specified above

To be disqualified by the ICAR Headquarters/ICAR Institutes from the examination for which he/she is candidate, or to be debarred either permanently or for a specified period:-

- (i) By the ICAR Headquarters/ICAR Institutes from any examination or selection held by them;
- (ii) By the ICAR Headquarters/ICAR Institutes from any employment under them, and
 - (a) to disciplinary action under the appropriate rules.
 - (b) To take other appropriate legal action.

Any attempt on the part of the candidate to obtain support to his/her candidature by any means would disqualify him/her for admission to the examination.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes may, to the extent of the number of vacancies reserved for the Scheduled Castes/Scheduled Tribes by the ICAR Headquarters/ICAR Institutes by a relaxed standard, subject to the fitness of these candidates for selection to the service.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes who have been recommended by the ICAR Headquarters/ICAR Institutes without resorting to the relaxed standard referred to in this sub rule, shall not be adjusted against the vacancies reserved for the Scheduled Castes and Scheduled Tribes.

Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List for Upper Division Grade on the results to the examination is entirely within the competence of ICAR Headquarters/ICAR Institutes to decide. No candidates will, therefore, have any claim for inclusion in the select list on the basis of his/her performance in this examination as a matter of right.

The form and manner of communication of the result of the examination to individual candidates shall be decided by the ICAR Headquarters/ICAR Institutes in its discretion and the ICAR Headquarters/ICAR Institutes will not enter into correspondence with them regarding the result.

Success in the examination confers no right to selection unless the cadre authority is satisfied, after such enquiry as may be considered necessary that the candidate having regard to his/her conduct in service is suitable in all respect for selection.

Provided that the decision as to whether a particular candidate recommended for selection by the ICAR Headquarters/ICAR Institutes is not suitable shall be taken in consultation with the Director of the concerned Institutes.

APPENDIX

The Examination shall be conducted according to the following plan:-

Part-I

Written examination carrying a maximum of 300 marks in the subject as shown in Part - II below:-

Part-II

Evaluation of record of service of such of the candidates who attain at the written examination, minimum standard as may be fixed by the ICAR Headquarters/ICAR Institutes in their discretion, carrying a maximum of 100 marks.

The subject of the written examination in Part-I, the maximum marks allotted to each paper and the time allowed will be as follows:-

"Objective - Multiple - Choice - Type" whereas Paper-II will be descriptive type.

Note: - There will be separate papers on Noting, Drafting and Office Procedure for candidates belonging to following two categories viz.

Subject	Maximum Marks	Time for General Candidates
Paper-I (Objective Type) (a) General Awareness (100 Questions) (b) Comprehension and writing Ability of English Language (100 Question)	200 Marks	9.30 AM to 11.30 AM (2 hours)
Paper-II (Conventional Type) Noting, Drafting and Office Procedure	100 Marks	1.00 PM to 3.00 PM (2 hours)

The syllabus for the examination will be as shown in the Schedule.

- Note-1:- Candidates are allowed the option to answer the Paper-II on Noting, Drafting and Office Procedure either in English or Hindi.
- Note-2:- The option will be for a complete paper and not for different question in the same paper.
- Note-3:- Candidates desirous of exercising the option to answer the aforesaid paper in Hindi (Devanagri) or in English should indicate clearly in the application form, otherwise, it would be presumed that they would answer the Paper in English.
- Note-4:- The option once exercised shall be final and no request for alteration in the application form shall ordinarily be entertained.
- Note-5:- Question paper in respect of Paper-I (a) and Paper-II will be supplied both in English and Hindi.
- Note-6:- No credit for Paper-II will be given for an answer written in a language other than the one opted by the candidate.

The ICAR Headquarters/ICAR Institutes has discretion to fix qualifying marks in any or all the subject of the examination.

Marks will not be allowed for mere superficial knowledge.

Deduction up to 5 percent of the maximum marks in the written subject will be made for illegible handwriting.

Credit will be given for orderly, effective and exact expression, combined with due Economy of words in all the subject of the examination.

SCHEDULE

Syllabus of Examination

PART-A

Standards and Syllabus of the Written Test.

Paper-I

(a) General Awareness: - Question will be aimed at testing the candidates General

Awareness of the environment around him and its application to society, Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research.

(b) Comprehension and Writing Ability of English Language:-

Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also

Paper-II

(a) Noting Drafting and Office Procedure

The paper on Noting, Drafting and Office Procedure will be designed to test the candidates' knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts. Rules and Bye Laws of ICAR, Audit Manual and Delegation of Powers.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI

F.No. 33(1)/2012-Estt.I

Dated 10th February, 2012

To

The Director of all the ICAR Institute/Bureaux/PDs/NRCs/ZCUs.

Sub: Examination / Syllabus under Limited Departmental Competitive Examination for the post of Private Secretary at ICAR/ICAR Hqrs. and Section Officer at ICAR Hqrs. - reg.

Sir/Madam,

The Examination Rules / Syllabus under Limited Departmental Competitive Examination for the post of Private Secretary at ICAR/ICAR Hqrs. and Section Officer at ICAR Hqrs. as approved by the Competent Authority are hereby notified with immediate effect for the information guidance and necessary action of all concerned.


(K.N. CHOUDHARY)
Under Secretary (Admn.)

DISTRIBUTION

1. All Officers/Sections of ICAR (including ASRB) at KB/KAB-I/II/NASC Complex, DPS Marg, New Delhi.
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(K.N. CHOUDHARY)
Under Secretary (Admn.)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN : NEW DELHI**

RULES

**SCHEME OF LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF SECTION OFFICER/ PRIVATE SECRETARY**

These are the Examination Rules for the Limited Departmental Competitive Examination to be conducted by the ASRB/ICAR Institutes for the purpose of filling up the posts of Private Secretary at ICAR Hqrs and ICAR Institutes / Section Officer at ICAR Hqrs falling under LDCE quota.

2. The number of vacancies to be filled on basis of the results of the examination will be specified in the Notice issued by the ASRB/ICAR Institutes. Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes in respect of the vacancies as may be fixed by ICAR in accordance with the Government of India instructions on the subject.

The examination shall be conducted according to the following plan:

PART - I

- (a) Written examination carrying maximum of 500 marks in the subject as shown in para 2 below:
- (b) A qualifying Shorthand test in Hindi or English at 100 w.p.m. for Private Secretary only

Note ;

- All the candidates competing for the post of Private Secretary will be required to take qualifying shorthand test at the time of the written examination. However, evaluation of record of service will be done of only those candidates who qualify both in written examination as well as in the Shorthand Test.
- Candidates will be required to transcribe their shorthand notes on computers which will be provided by the ASRB at the time of examination Centre.

PART - II

Evaluation of record of service carrying a maximum of 100 marks of candidates:

- (a) Who obtain such minimum qualifying marks in the written examination as may be fixed by the ASRB / ICAR Institutes at their discretion (for S.O. and P.S.).
- (b) Who obtain such minimum qualifying marks in the shorthand test as may be fixed by the ASRB / ICAR Institutes at their discretion (for P.S.).

Note:

- Marks obtained in evaluation of record of service will be counted for ranking
 - There shall be a minimum of 40% marks in the evaluation of record of service. Therefore, such candidates who obtain less than 40% marks in the evaluation of record of service will not be considered for ranking.
1. The subject whom the candidates competing for different categories of services are required to take the written examination is as follow:

Paper No.	Subject	Type of Paper	Maximum marks	Duration
	General Studies and General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005, Rules and Bye Law of ICAR	Objective	150	2 hrs.
	Procedure and Practice in Government of India Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of service	Objective	150	2 hrs.
3	Noting and Drafting, Precis Writing	Subjective	200	3 hrs.

2. Penalty for wrong answers (In Objective Type Papers)

- There will be penalty (negative marking) for wrong answers marked by a candidate in the objective type question papers.
- There will be four alternatives for the answer to every question. For each question, for which a wrong answer has been given by the candidate, 1/3rd (0.33) of the marks assigned to that question will be deducted as penalty.
- If a candidate gives more than one answer to a question, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.
- If a question is left blank, i.e. no answer is given by the candidate there will be no penalty for that question.

3. Syllabi for the Examination will be as shown in the schedule.

4. Candidates are allowed the option to answer the Noting and Drafting, Precis Writing paper either in Hindi (Devanagari) or in English. All the three question papers/ test booklets will be set both in Hindi and English.

1. Candidates desirous of exercising the option to answer the Noting and Drafting, Precis Writing Paper in Hindi (Devanagari) should indicate their intention to do so in a prescribed column of the application form, otherwise, it would be assumed that they would answer the aforesaid paper in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.
2. Candidates exercising the option to answer the paper in Hindi (Devanagari) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi version.
3. If a medium other than the one indicated by the candidate in the application form is used to write the answer in the examination, the paper of such candidates will not be evaluated.
4. The shorthand test in English / Hindi would comprise dictation test at the speed of 100 (hundred) words per minute of ten minutes which the candidate will be required to transcribe in 40/55 minutes.
5. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
6. Appearance of candidates in all the three papers is a must for qualifying in the examination. The ASRB has the discretion to fix minimum qualifying marks in any or all the subject at the examination.
7. Marks will not be allotted for mere superficial knowledge.
8. Deduction up to 5% of the maximum marks in the written subjects will be made for illegible handwriting.
9. Credit will be given for orderly, effective and exact expression combined with due economy of words in the subjective papers.
10. Candidates should use only international form of Indian numbers (e.g. 1, 2, 3, 4, 5, 6 etc.) while answering Paper - III.

SCHEDULE

SYLLABI FOR EXAMINATION

Where knowledge of the rules, orders, instructions etc. is required, candidates will be expected to be conversant with amendments issued up to the date of notification of this examination.

Paper No.	Subjects	Syllabus
1	General Studies and General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005, Rules and Bye Law of ICAR	<p>The paper will cover subject of interest and importance at the present day. Questions will be set to test knowledge of the broad salient features of the Five Year Plans, Indian Economy and major Developmental Scheme as also intelligence awareness of current affairs both national and international.</p> <p>A broad knowledge of the following aspects will also be expected:</p> <ul style="list-style-type: none"> - The principles of the Constitution of India. - Rules of procedure and Conduct of Business in Lok Sabha and Rajya Sabha. - The organization of the machinery of the Government of India, Designation and allocation of subjects between Ministries, Departments, and attached and Subordinate Offices and their relation inter se. - RTI Act, 2005 - Rules and Bye Laws of ICAR
	Procedure and Practice in Government of India, ICAR Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of service	<p>The paper is intended to be intensive and detailed test in methods and procedure of work in the Government of India Secretariat and attached offices. Detailed knowledge of General Financial and Service Rules viz. Conduct Rules, Leave Rules, TA Rules etc. will be tested. A list of Reference Books (which are however not exhaustive) are recommended.</p> <ul style="list-style-type: none"> - Manual of Office Procedure (latest edition) - Notes on office procedure issued by the Institute of Secretariat Training and Management.

		<p>Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs</p> <p>Fundamental and Supplementary Rules (AGP and T's compilation, Chaudhury's compilation, Swamy's compilation)</p> <ul style="list-style-type: none"> - The Central Civil Services (Pension) Rules, 1972 - The Central Civil Services (Conduct) Rules, 1964 - The Central Civil Services (Classification, Control and Appeal) Rules, 1965 <p>Central Civil Service (Leave\) Rules, 1972</p> <p>Compilation of the General Financial and Financial Rules (Revised and Enlarged), 1963</p> <ul style="list-style-type: none"> - Delegation of Financial Powers Rules, 1978 - ICAR Audit Manual / Delegation of Powers
III	Noting and Drafting, Precis Writing	Candidates are required to prepare notes and drafts on specific problems and precis from a passage.

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

No.F.14-3/98.Estt. I

Dated the 18th August, 1998

RULES

The rules for the Limited Competitive Examination to be held by the ICAR Headquarters and its' Research Institutes for drawing up a select panel for filling up the posts of Lower Division Clerk in the scale Rs.3050-75-3950-80-4590 falling under Limited Department Examination quota are published for general information.

1. The number of persons to be selected for inclusion in the select list will be specified in the Notice to be issued by ICAR Headquarters or its Research Institutes. Reservation shall be made for candidates belonging to SC and ST as per Govt. of India orders and Rules from time to time.
2. The examination will be conducted by the ICAR Headquarters and Research Institutes in the manner prescribed in the Appendix-I to these rules.
3. The date on which and the place at which the examination will be held shall be decided by the ICAR Headquarters and its' Research Institutes as the case may be.
4. The examination will be confined to Group 'D' staff at the ICAR Headquarters and its' Research Institutes having not less than 5 years regular service as a Group 'D' employee. Crucial date for the purpose of eligibility will be determined as under:-
 - i) **first day of January of the year if the examination is notified to be held before 1st July of that year;**
 - ii) **first day of August of the year if the examination is notified to be held on or after 1st July of that year.**
5. **Submission of application:** Application in the prescribed form are required to be submitted within prescribed date given in the notice alongwith two copies of latest passport size photographs to the Estt. Section concerned through their branch officers.
6. **Acknowledgement of Applications:** The concerned Estt. Section will acknowledge receipt of every application. Candidates are advised to sent further correspondence, if any, only after they have received the acknowledgement quoting the reference number of the acknowledgement card.
7. **Admission Certificate for Examination:-** Admission certificate of the examination will be issued to every candidate by the concerned Estt. Section., In case the certificate is not received by the candidate, he/she should contact the Estt. Section immediately. No candidate will be allowed to enter in the examination hall without showing the Admission Certificate.
8. The decision of the ICAR Headquarters and its' Research Institutes as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
9. A candidate who is declared by the Council to be guilty of
 - i) **obtaining support for his candidature by any means, or**
 - ii) **impersonating, or**
 - iii) **procuring impersonation by any person, or**
 - iv) **submitting fabricated document or documents which have been tempered with, or**

- v) making statements which are incorrect or false or suppressing material information, or
 - vi) resorting to any other irregular or improper means in connection with his candidature for the examination, or
 - vii) using unfair means during the examination, or
 - viii) writing irrelevant matter including obscene language or pornographic matter in the script(s), or
 - ix) misbehaving in any other manner in the examination hall, or
 - x) harassing or doing bodily harm to the staff employed for the conduct of this examination, or
 - xi) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution be liable:-
 - a) to be disqualified from the examination of which he is a candidate.
 - b) To be debarred permanently or for a specified period
 - i) from any examination or selection held by ICAR Headquarters/Institutes;
 - ii) from any employment under ICAR Headquarters/Institutes and to disciplinary action under the appropriate rules.
10. After the examination, candidates will be arranged in the order of merit as disclosed by the aggregate marks finally awarded to each candidate and in that order as many candidates as are found to be qualified by the examination shall be recommended for inclusion in the select list, upto the required number in each category.
 11. Candidates who pass the written examination will also be required to qualify in a typing test with a minimum speed of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of one year from the date of their appointment failing which no annual increment shall be allowed until he/she passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.

Note: Candidate should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the select list on the result of the exam, is entirely within the competence of ICAR or concerned Institutes as the case may be, to decide. No candidate will, therefore, have any claim for inclusion in the Select List on the basis of his performance in the exam, as a matter of right.

12. The form and manner of communication of the result of the exam. to individual candidates shall be decided by the competent authority at their discretion and the ICAR Headquarters or the Research Institutes as the case may be, will not enter into correspondence with them regarding the examination.
13. Success at the exam. confers no right to selection unless the competent authority is satisfied after such enquiry, as may be considered necessary, that the candidate, having regard to his conduct in service, is eligible and suitable in all respects for selection.
14. A candidate who after applying for admission to the exam. or after appearing at it, resigns his appointment or otherwise quits the service or severs his connection with it or whose services are terminated by the Council or who is

appointed to an ex-cadre post or another service on transfer and does not have a lien in the ICAR will not be eligible for appointment on the results of this examination. This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

Sd/-
(DR. A.R. GOYAL)
Deputy Secretary (Admn.)

The examination shall be conducted according to the following scheme:-

Paper No.	Subject	Maximum Marks	Time Allowed
I	Short Essay	100	1 ½ hours
II	General English	50	1 hours
III	General Knowledge including Geographer of India	50	1 hours

Syllabus

Paper-II **Short Essay:** An essay to be written on any one of the several specified subjects.

Paper II **General English:** Candidates will be tested in simple composition, applied grammar and Elementary Tabulation (to test candidates ability in the art of compiling, arranging and presenting data in a tabular form.).

Paper-III **General Knowledge including Geography of India;** Knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will include question on Geography of India.

Note :- Candidates are allowed the option to answer paper I and / or Paper III either in Hindi (in Devnagari script) or in English. Paper II must be answered in English by all candidates. Paper I & Paper III will be published in bilingual form, in English and Hindi. The option for paper III will be for the complete paper and not for different parts/questions in it.

1. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
2. The ICAR Headquarters/Research Institutes as the case may be, will have the discretion to fix qualifying marks in any or all the subjects of the examination.
3. Marks will not be allotted for mere superficial knowledge.
4. Credit will be given for orderly, effective and exact expression combined with due economy of words in all the subjects of the examination.

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI**

F.No.33(5)/2001-Estt.I

Dated: June 27,2001

To

The Directors of all ICAR Research Institutes/Bureaux/PDs/NRCs

Subject: Scheme and Syllabus for the Limited Departmental Competitive Examination for the posts of Section Officer/Assistant Administrative Officer.

The rules for the Limited Departmental Competitive Examination to be held by the Agricultural Scientists Recruitment Board/concerned Institute for drawing up a select panel for filling up the post of Section Officers/Assistant Administrative Officer in the pay scale of Rs. 6500-200-10500 falling under "Limited Departmental Competitive Examination Quota" are notified herewith.

1. The number of persons to be selected for inclusion in the Select Panel/List will be specified in the Notice issued by the Agricultural Scientists Recruitment Board/concerned Institute. Reservations shall be made for candidates belonging to the Scheduled Castes and the Scheduled Tribes in respect of posts as per practice in the Government of India/ICAR.
2. The examination will be conducted by the Agricultural Scientists Recruitment Board / concerned Institute in the manner prescribed in Appendix to these rules.
3. The dates on which and the place at which the examination will be held shall be fixed by the Agricultural Scientists Recruitment Board/concerned Institute.
4. The examination will be confined to :-
 - (i) **For the post of SO at ICAR Hqrs:-** Assistants and Personal Assistants at the ICAR Headquarters having not less than five years regular service in the Grades as on the closing date notified for receipt of applications for the examination.
 - (ii) **For the post of AAO at ICAR Research Institutes:** Supdt.(Admn.)/Sr. Steno. having three years regular service or 5 years combined regular service in the grade of Assistant & Supdt.(Admn.)/P.A. & Sr. Steno. or 5 years regular service in the grade of Assistant/P.A. in the scale of Rs. 5500-9000 as on the closing date notified for receipt of application for examination, at the respective Institute.
5. The decision of the Agricultural Scientist Recruitment Board/Director of the concerned Institute as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

6. No candidate will be admitted to the examination unless he holds a certificate of admission from the Agricultural Scientists Recruitment Board/concerned Institute.
7. A candidate who is declared by the Agricultural Scientists Recruitment Board/concerned Institute to be guilty of :
 - (i) Obtaining support for his candidature by the following means, namely:-
 - (a) offering illegal gratification to, or
 - (b) applying pressure on, or
 - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - (ii) Impersonating, or
 - (iii) Procuring impersonation by any person, or
 - (iv) Submitting fabricated document or documents which have been tampered with, or
 - (v) Making statements which are incorrect or false or suppressing material information, or
 - (vi) Resorting to the following means in connection with his candidature for the examination, namely
 - (a) Obtaining copy of question paper through improper means,
 - (b) Finding out the particulars of the persons connected with secret work relating to the examination, or
 - (vii) Using unfair means during the examination, or
 - (viii) Writing obscene matter or drawing obscene sketches in the scripts, or
 - (ix) Misbehaving in the examination hall including tearing of the scripts , provoking fellow examinees to boycott examination , creating a disorderly scene and the like, or
 - (x) Harassing or doing bodily harm to the staff employed by the Agricultural Scientists Recruitment Board/ by the concerned Institute for the conduct of their examination, or
 - (xi) Violating any of the instructions issued to candidates alongwith their admission certificates permitting them to take the examination, or
 - (xii) Attempting to commit or as the case may be abetting the ASRB/ Institute of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable :-
 - (a) To be disqualified by the Agricultural Scientists Recruitment Board/ the concerned Institute from the examination for which he is a candidate and/or
 - (b) To be debarred either permanently or for a specific period:
 - (i) by the Agricultural Scientists Recruitment Board/ the concerned Institute from any examination or selection held by them ;
 - (ii) by the Indian Council of Agricultural Research, from any employment under them; and
 - (c) To disciplinary action under the appropriate rules.

8. After the examination, candidates will be arranged by the Agricultural Scientists Recruitment Board/concerned Institute in the order of merit as disclosed by the aggregate marks finally awarded to each candidate in the select panel /list and in that order equal to the number of posts to be filled. Apart from the select panel/list, a reserve panel/list may also be prepared in accordance with the relevant instructions/guidelines in force.

Provided that candidates belonging to the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Agricultural Scientists Recruitment Board/concerned Institute by a relaxed standard, to make up the deficiency in the reserved quota, subject to the fitness of these candidates for inclusion in the Select List irrespective of their ranks in the order of merit at the examination and in this connection, relevant Government of India instructions/guidelines in force may be followed.

Note: candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List on the result of the examination is entirely within the competence of I.C.A.R to decide. No candidate will, therefore, have any claim for inclusion in the Select List on the basis of his performance in this examination, as a matter of right.

9. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Agricultural Scientists Recruitment Board/concerned Institute in their discretion and the Agricultural Scientists Recruitment Board/concerned Institute will not enter into correspondence with them regarding the result.
10. Success in the examination confers no right to selection unless Indian Council of Agricultural Research are satisfied after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is eligible and suitable in all respects for selection.

Provided that the decision as to eligibility for selection in the case of any candidate recommended for selection by the Agricultural Scientists Recruitment Board/concerned Institute shall be taken in consultation with the Agricultural Scientists Recruitment Board/concerned Institute.

11. A candidate who after applying for admission to the examination or after appearing at it, resigns his appointment or otherwise quits the service or severs his connection with it or whose services are terminated by his Department or who is appointed to an ex-cadre post or another service or transferred and does not have a lien in the Assistants' Grade/Supdt.(Admn.) or the Personal Assistants' Grade/Sr. Steno of the Indian Council of Agricultural

Research/ ICAR Institutes , will not be eligible for appointment on the result of this examination.

This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

Encl. As above.

Yours faithfully,
Sd/-
(N.S.Randhawa)
Deputy Secretary(Admn.)

1. The examination shall be conducted according to the following plan:--

Part I Written examination carrying a maximum of 500 marks in the subjects as shown in para 2 below.

Part II Evaluation of record of service of such of the candidates as may be decided by the Agricultural Scientists Recruitment Board/concerned Institute at their discretion carrying a maximum of 150 marks.

2. The subjects in which the candidates will be required to take the written examination, will be as follows:-

Paper No.	Subject
1	Noting, drafting and Precis writing
2	Office procedure and practice generally and also specifically with reference to the ICAR.
3	General knowledge of the Constitution of India and Machinery of Government, Practice and Procedure in Parliament.
4	General Financial and Service Rules.
5	General Studies. (Objective Type)

Each paper will carry a maximum of 100 marks and will be of 2 hours and 30 minutes duration.

Note:- The paper on General Studies will consist of objective type questions only.

3. Syllabus for the examination will be as shown in the schedule.

4. Candidates are allowed the option to answer papers (2), (3) and (5) either in English or Hindi (Devanagari). Papers (1) and (4) must be answered in English. Question papers will be set both in English and Hindi.

Note1. The option will be the same for all the three papers mentioned above and not for different papers or different questions in the same paper.

Note 2. Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devanagari) should indicate their intention to do so in the application form otherwise it would be assumed that they would answer all papers

in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

Note 3: Candidates exercising the option to answer the paper in Hindi (Devanagari) may, if they so desire, give English version within brackets of the description of the technical terms, if any in addition to the Hindi version.

5. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
6. The Agricultural Scientists Recruitment Board/ICAR have the discretion to fix qualifying marks in any or all the subjects of the examination.
7. Marks will not be allotted for mere superficial knowledge.
8. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
9. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.

Schedule

Syllabus of the Examination

Where knowledge of the rules, orders, instructions etc. is required, candidates will be expected to be conversant with amendments issued upto the date of notification of this examination.

1. Noting, Drafting and Precis writing

In addition to questions requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary or précis.

2. Office Procedure and Practice

This is intended to be an intensive and detailed test in methods and procedure of work in the ICAR specifically and also in the Government of India Secretariat and attached offices generally. Some guidance on the subject can be obtained from:-

- (i) Manual of Office Procedure current at the time of Notification.
- (ii) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.
- (iii) Manual of Administrative Instructions compiled by Shri P.V. Hariharasankaran.

3. General knowledge of the Constitution of India and Machinery of Government; Practice and Procedure in Parliament.

Note: Knowledge of the following will be expected:

- (i) The main principles of the Constitution of India.
- (ii) Rules of procedure and conduct of business in the Lok Sabha and the Rajya Sabha and
- (iii) The organization of the machinery of Government of India- designation and allocation of subjects between Ministries and Departments and attached and Subordinate offices and their relation inter-se.

4. General Financial and Service Rules

The following books are recommended:-

- (i) Fundamental and Supplementary Rules.
- (ii) The Central Civil Services pension Rules, 1972.
- (iii) The Central Civil Services (Conduct) Rules, 1964.
- (iv) The Central Civil Services (Classification, Control and Appeal) Rules, 1965.

- (v) Compilation of the General Financial Rules.
- (vi) Delegation of Powers in I.C.A.R.
- (vii) Rules and Bye-laws of the I.C.A.R.
- (viii) A.R.S. Booklet Brought out by I.C.A.R.
- (ix) Handbook of Technical Services brought out by Indian Council of Agricultural Research.
- (x) CCS(Leave) Rules, 1972.

5. General Studies

The paper will cover subjects of interest and importance at the present day. Questions will be set to test knowledge of broad and salient feature of the Five Year Plans and Community Development Schemes, as also intelligent awareness of current affairs both national and international which an educated person may be expected to have. Candidates' answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, report etc.



Fax Message No. 7025 /ICAR HQ.

Dated 18/4/2013

No. of Pages 6

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F.No.5-1/2008-CDN (A&A)

Dated the 18th April, 2013

To

- i) All Directors/Projects Directors of ICAR Research Institutes/NRCs/Bureaus/ZCUs
- ii) Project Coordinators/Coordinated Research Projects/Zonal Coordinators
- iii) CF&AO/Sr. F&AO/F&AO of the Institutes/National Research Centre/Bureaux/Project Directorate of ICAR

SUB: Revised Scheme and syllabus for Training and Examination of employees of the Indian Council of Agricultural Research in Audit and Accounts Examination.

Sir,

The revised scheme and syllabus for Training and Examination of employees of the Indian Council of Agricultural Research (ICAR) in Audit and Accounts matters as approved by the Hon'ble Agriculture Minister and President of ICAR is being uploaded on ICAR website for information (Annexure-A & B).

The revised scheme may be circulated among the staff members for information.

Yours faithfully,

(G.P. Sharma)

Deputy Director (Fin.)

DISTRIBUTION:

- i. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, Pusa, New Delhi
- ii. PD, DIPA
- iii. ADG (CDN)/ADG (PIM)
- iv. Director (A)
- v. DS (A) (Estt. II)
- vi. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PPS to AS&FA, DARE/ICAR and PS to Chairman, ASRB/ND, NAIP
- vii. Shri Hans Raj, Information System Officer, (DKMA) KAB-1 for uploading the above mentioned letter with enclosures on ICAR Web-Site.
- viii. Secretary (Staff Side), CJSC, NRC on Meat, Hyderabad
- ix. Guard file
- x. Spare copies-10

SCHEME FOR TRAINING AND EXAMINATION OF EMPLOYEES OF THE I.C.A.R. IN AUDIT & ACCOUNTS MATTERS.

1. Object of the Scheme:

The object of the Scheme is to equip the employees of the I.C.A.R. Hqrs. and its Institutes/Centres/Regional and Sub-stations with a sound knowledge of the Financial Rules, Administrative Procedure and Audit and Accounts Regulations such as Fundamental Rules, Supplementary Rules, CCS (Pension) Rules, CCS (Leave) Rules, and G.F.R.s., Income Tax, delegation of powers, Fundamental Principles of Book keeping & Accounting, etc. as adopted in the Council.

2. Eligibility:

Any employee in the Council holding any post in the Administrative or Finance & Accounts Wing the maximum of whose grade pay does not exceed Rs. 4200/- and having minimum 3 years service shall be eligible to sit for the examination. The period of 3 years will be determined on the basis of service rendered up to 31st March of the year in which the examination is to be held.

3. Training:

The Council will arrange for the training of the candidates who are desirous of taking the examination. The training shall be for a period of about three months in all.

- (i) The training will be imparted at the ICAR Headquarters and at all Institutes of the Council provided the minimum number of candidates is not less than five. Where, however, the number of trainees is less than five, the Council will endeavour to supply the candidates with cyclostyled notes on the portion prescribed for the examination. Candidates working in the Regional and Sub-stations where there are no facilities for imparting training will also be given cyclostyled material covering the syllabus and shall have to prepare for the examination on their own.
- (ii) Candidates are expected to study the subject themselves. The training imparted by the Council is intended to be a sort of help to the candidates to supplement their study.
- (iii) At the Institutes the lectures will normally be delivered by the Officer-in-Charge of the Finance & Accounts Wing. Where such officer is a Comptroller/CF&AO/SF&AO/F&AO, he will distribute the work amongst officers in the Audit & Accounts Wing. At the ICAR Headquarters, the Director (Finance) will allocate the work among the officers in the Finance Division. The Officer selected for delivering lectures will be sanctioned honorarium as per the prevailing rate.
- (iv) It will be the duty of the lecturer to provide the lecture notes incorporating therein the latest orders on the subject.

Contd.....2/-

The syllabus will be approved by the Secretary, ICAR and circulated to all the Directors. The papers for the examination will be as follows:

<u>S.No.</u>	<u>Subject</u>	<u>Time</u>	<u>Maximum marks</u>
1.	Essay, Précis and Draft and English/Hindi Grammar	3.00 hrs	150
2.	Finance and Accounts	3.00 hrs	150
3.	Service Rules (Theory)	3.00 hrs.	150
4.	Service Rules (Practical)	3.00 hrs.	150
5.	Auditing (Theory & Practical)	2.00 hrs.	100
Total: -			<u>700</u>

The examination will be conducted by the ICAR/ASRB at selected Centres. All the Papers will be set both in English and Hindi. Candidates will have the option to give examination either in English or in Hindi.

4. Each candidate will be given not more than six chances to pass the examination. If a candidate gives his name for the examination and is permitted by the ICAR/ASRB to take the examination, it shall count as one chance irrespective of whether he actually appears for the examination or not. However, if due to unavoidable circumstances the candidate is not in a position to appear for the written examination after having been permitted to do so, he may withdraw his candidature provided, he furnishes full justification for such withdrawal and the ICAR/ASRB, is satisfied with the reasons given.

5. The qualifying marks for passing shall be an average of 45% with not less than 40% marks in each paper. Any candidate who has passed in particular paper will not be required to repeat that paper provided he/she gets not less than 60% marks in that paper. For the paper-Essay, Précis & Draft – this limit will be 50%.

6. Where a candidate is required to take the examination at a Centre which is away from his place of duty, he shall be entitled to TA. No daily allowance will, however, be admissible in such cases. The payment of traveling allowance as above will be admissible only for the first two attempts. Thereafter, the candidate shall have to appear for the examination at his own expenses.

7. **Incentives:**

The successful candidates will be eligible for promotion to the post of Junior Accounts Officer in the grade pay of Rs.4200/- in PB-2 Rs.9, 300-34,800 at the Institute and Headquarters of the Council subject to availability of vacancies and on the recommendation of the DPC. Upon such appointment as Junior Accounts Officer he/she would be eligible for grant of two (2) advance increments in addition to normal pay fixation increment under Rule 13 of CCS (RP) Rules, 2006.

Subjects for ICAR Audit and Accounts Examination.

<u>S. No.</u>	<u>Subject</u>	<u>Time</u>	<u>Maximum marks</u>
1.	Essay, Précis and Draft and English/Hindi Grammar	3.00 hrs	150
2.	Finance and Accounts	3.00 hrs	150
3.	Service Rules (Theory)	3.00 hrs.	150
4.	Service Rules (Practical)	3.00 hrs.	150
5.	Auditing (Theory & Practical)	2.00 hrs.	100
Total: -			<u>700</u>

Syllabus for the above subjects:

1. Essay, Précis and Drafting:

- i) Essay on a current topic
- ii) Précis of a correspondence or of notes on official subject
- iii) Drafting of an official letter or Office Memorandum bearing on the subject matter of
- iv) Questions on English/Hindi Grammar.

2. Finance and Accounts:

(A) Financial Rules.

- i) Rules and Bye-laws of the ICAR Society and Financial powers delegated there under.
- ii) Central Government compilation of the General Financial Rules.
- iii) Delegation of Financial Powers Rules, 1978.

(B) Budgeting:

- i) Funds of the ICAR Society.
- ii) Preparation of Budget and Revised Estimates for:
 - a) Revenue Receipts & Capital Receipts
 - b) Revenue Expenditure & Capital Expenditure
 - c) Loans and Advances and
 - d) Pension and other Retirement benefits
- iii) Sanction of Budget Estimates
- iv) Control of expenditure
- v) Appropriation and Re-appropriation of Funds.
- vi) Preparation of Plan Document viz EFC/SFC
- vii) Revolving Funds Scheme, Externally Aided Projects & IRGS Schemes.

Contd...2/-

- (C) **Principles of Commercial Accounting:**
- i) Accounting Concepts and Convention.
 - ii) Book keeping up to Trial Balance.
 - iii) Preparation of Trading Account, Profit & Loss Account and Balance Sheet.
 - iv) Receipts & Payments Account, Income & Expenditure Account and Balance Sheet.
 - v) Bank reconciliation Statement.
 - vi) Depreciation.
 - vii) Rectification of errors.
- (D) **Tax Related matters:**
- i) Income tax on salary and TDS on various payments
 - ii) Service Tax.
 - iii) Professional Tax.

Suggested Books:

Finance and Accounts

- i) Rules and Bye-laws of ICAR Society.
- ii) Central Govt. Compilation of the G.F.R. 2005, including amendments
- iii) Delegation of Financial Powers Rules, 1978.
- iv) Delegation of Powers in ICAR.
- v) Book-keeping & Accounting (Any standard book on the subject)
- vi) Standard Books on Income Tax, Service Tax etc.

3. Service Rules (Theory)

- (i) **Fundamental Rules.**
 - a) Definitions – Rule 9.
 - b) General conditions of Service Rules 10 to 18.
 - c) Pay Rules 19 to 40.
 - d) Additions to Pay Rules 44 to 48-B.
 - e) Deputation out of India – Rules 50 to 51-A.
 - f) Dismissal, Removal and Suspension Rules 52 to 55.
 - g) Retirement Rules 56.
 - h) Joining Time Rules.
 - i) Foreign Service Rules 109 to 127.
- (ii) **Supplementary Rules: S.Rs. 1 to 12 and Rules relating to T.A. excluding S.R 64, 82 to 88-B, 105-A, 105-B, 107 to 113, 120, 127 to 129, 131, 132, 140, 144, 148 to 150, 164-A, 165 to 188.**
- (iii) **Central Services (Medical Attendance) Rules, 1944.**
- (iv) **Advances to Government Servant: Interest bearing & Non-Interest bearing.**
- (v) **C.C.S. (General Provident Fund), Rules, 1960.**
- (vi) **C.C.S. (Conduct) Rules, 1964.**
- (vii) **C.C.S. (CCA) Rules, 1965.**
- (viii) **C.C.S. (Temporary Services) Rules, 1965.**
- (ix) **C.C.S. (Leave) Rules, 1972.**
- (x) **C.C.S. (Pension Rules), 1972 and New Pension Schemes.**
- (xi) **C.C.S. Receipt & Payment Rules, 1983.**
- (xii) **C.C.S. (LTC) Rules, 1988.**
- (xiii) **C.C.S. (Revised Pay) Rules, 2008.**

Contd...3/-

4. Service Rules (Practical) with books.

Practical questions on the subjects mentioned in the Service Rules (Theory).

Suggested Books:

- i) Fundamental Rules & Supplementary Rules (FR&SR): General Rules.
- ii) Central Services (Medical Attendance) Rules, 1944.
- iii) Advances to Government Servant: Interest bearing & Non-Interest bearing.
- iv) CCS (GPF) Rules, 1960.
- v) CCS (Conduct) Rules, 1964.
- vi) CCS (CCA) Rules, 1965.
- vii) CCS (Temporary Service) Rules, 1965.
- viii) CCS (Pension) Rules, 1972 and New Pension Scheme
- ix) CCS (Leave) Rules, 1972.
- x) CCS (Receipt & Payment) Rules, 1983.
- xi) CCS (LTC) Rules, 1988.
- xii) CCS (Revised Pay) Rules, 2008.

5. Auditing.

- I Duties and responsibilities of the officers of the Audit and Accounts Wings of the Council.
- II General Principles and Rules of Audit (Chapter 6 to 11 of ICAR Audit Manual)
- III Supplementary Audit Instructions regarding procedure of Audit. (Chapter 12 to 23 of ICAR Audit Manual)
- IV Local Audit (Chapter 24 to 26 of ICAR Audit Manual)
- V Raising and pursuance of objections (Chapter 27 of ICAR Audit Manual)
- VI Statutory Audit (Chapter 28 of ICAR Audit Manual)

Suggested Book

ICAR Audit Manual.

Detailed guidelines on modified assured carrier progression scheme

**G.I., Dept. of Per., P.G. & P., No. AB. 14017/32/2002-Estt. (RR),
dated the 2nd December, 2002**

**DPC Procedure – Constitution of DPCs in respect of cases
which required ACC approval – Applicability in the case of
promotions under the Flexible Complementing Scheme**

In this Department's O.M. No. 22012/5/97-Estt. (D), dated 12-1-1998, while prescribing guidelines for reconstitution of the Departmental Promotion Committees (DPCs) for certain Secretariat / Non-Secretariat appointments, a list showing the designated nominee of the Department of Personnel and Training on the DPC of each Ministry / Department was also endorsed to the various Ministries / Departments for appropriate action to amend the composition of DPCs in the relevant Recruitment / Service Rules. References have been received in this Department for clarification whether the nominee of this Department as conveyed in Office Memorandum, dated 12-1-1998 referred to above will function in Assessment Boards, Selection Committees, etc., set up for considering promotions under FCS. It is confirmed that this Department's nominee indicated in the Office Memorandum of 12-1-1998 will also be the nominee of this Department in Assessment Boards, Selection Committees or equivalent constituted for considering promotions under FCS, after the screening process is over, for posts carrying scales of pay covered in this Department's Office Memorandum, dated 12-1-1998.

2. Various Ministries / Departments administering FCS for their Scientists / Technologists may take necessary action to make appropriate amendments to their Rules covering scientific / technical posts.

**Modified Assured Career Progression Scheme (MACPS)
for the Central Government Civilian Employees**

**G.I., Dept. of Per. & Trg., O.M. No. 35034/3/2008-Estt. (D),
dated the 19th May, 2009**

The Sixth Central Pay Commission in Para. 6.1.15 of its report, has recommended Modified Assured Career Progression Scheme (MACPS). As per the recommendations, financial upgradation 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 upgradations 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.

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 upgradations under the MACPS at intervals of 10, 20 and 30 years of continuous regular service.

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 thereunder 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. The details of the MACP Scheme and conditions for grant of the financial upgradation under the Scheme are given in Annexure-I.

4. A Screening Committee shall be constituted in each Department to consider the case for grant of financial upgradations 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.

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.

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.

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 30th June, 2009 for grant of benefits under the MACPS.

8. In so far as persons serving in The Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor-General of India.

9. 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 upgradations as per the provisions of the earlier ACP Scheme (of August, 1999) would be granted till 31-8-2008.

10. 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.

11. 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 upgradation under the old ACP Scheme (of August 1999) and under the MACP Scheme within the same cadre shall not be construed as an anomaly.

ANNEXURE - I

Modified Assured Career Progression Scheme (MACPS)

1. There shall be three financial upgradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years' service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay.

2. The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section 1, Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre / organization will be given only at the time of regular promotion.

3. The financial upgradations under the MACPS would be admissible up to the highest grade pay of Rs. 12,000 in the PB-4.

4. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion, if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Government servant joins as a direct recruit in the grade pay of Rs. 1,900 in PB-I and he gets no promotion till completion of 10 years of service, he will be granted financial upgradation under MACPS in the next higher grade pay of Rs. 2,000 and his pay will be fixed by granting him one increment *plus* the difference of grade pay (i.e. Rs. 100). After availing financial upgradation under MACPS, if the Government servant gets his regular

promotion in the hierarchy of his cadre, which is to the grade of Rs. 2,400, on regular promotion, he will only be granted the difference of grade pay between Rs. 2,000 and Rs. 2,400. No additional increment will be granted at this stage.

5. Promotions earned / upgradations granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay scales / upgradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting upgradations under Modified ACPS.

Illustration-I

The pre-revised hierarchy (in ascending order) in a particular organization was as under:—

Rs. 5,000-8,000, Rs. 5,500-9,000 and Rs. 6,500-10,500

- (a) A Government servant who was recruited in the hierarchy in the pre-revised pay scale Rs. 5,000-8,000 and who did not get a promotion even after 25 years of service prior to 1-1-2006, in his case as on 1-1-2006, he would have got two financial upgradations under ACP to the next grades in the hierarchy of his organization, i.e., to the pre-revised scales of Rs. 5,500-9,000 and Rs. 6,500-10,500.
- (b) Another Government servant recruited in the same hierarchy in the pre-revised scale of Rs. 5,000-8,000 has also completed about 25 years of service, but he got two promotions to the next higher grades of Rs. 5,500-9,000 and Rs. 6,500-10,500 during this period.

In the case of both (a) and (b) above, the promotions / financial upgradations granted under ACP to the pre-revised scales of Rs. 5,500-9,000 and Rs. 6,500-10,500 prior to 1-1-2006 will be ignored on account of merger of the pre-revised scales of Rs. 5,000-8,000, Rs. 5,500-9,000 and Rs. 6,500-10,500 recommended by the Sixth CPC. As per CCS (RP) Rules, both of them will be granted grade pay of Rs. 4,200 in the pay band PB-2. After the implementation of MACPS, two financial upgradations will be granted both in the case of (a) and (b) above to the next higher grade pays of Rs. 4,600 and Rs. 4,800 in the pay band PB-2.

6. In the case of all the employees granted financial upgradations under ACPS till 1-1-2006, their revised pay will be fixed with reference to the pay scale granted to them under the ACPS.

6.1 In the case of ACP upgradations granted between 1-1-2006 and 31-8-2008, the Government servant has the option under the CCS (RP) Rules, 2008 to have his pay fixed in the revised pay structure either (a) with effect from 1-1-2006 with reference to his pre-revised scale as on 1-1-2006; or (b) with effect from the date of his financial upgradation under ACP with reference to the pre-revised scale granted under ACP. In case of option (b), he shall be entitled to draw his arrears of pay only from the date of his option i.e. the date of financial upgradation under ACP.

6.2 In cases where financial upgradation had been granted to Government servants in the next higher scale in the hierarchy of their cadre as per the provisions

of the ACP Scheme of August, 1999, but whereas as a result of the implementation of Sixth CPC's recommendations, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted to the post. To illustrate, in the case of Jr. Engineer in CPWD, who was granted 1st ACP in his hierarchy to the grade of Asstt. Engineer in the pre-revised scale of Rs. 6,500-10,500 corresponding to the revised grade pay of Rs. 4,200 in the pay band PB-2, he will now be granted grade pay of Rs. 4,600 in the pay band PB-2 consequent upon upgradation of the post of Asstt. Enggs. in CPWD by granting them the grade pay of Rs. 4,600 in PB-2 as a result of Sixth CPC's recommendation. However, from the date of implementation of the MACPS, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified *vide* CCS (Revised Pay) Rules, 2008.

7. With regard to fixation of his pay on grant of promotion / financial upgradation under MACP Scheme, a Government servant has an option under FR 22 (I) (a) (1) to get his pay fixed in the higher post / grade pay either from the date of his promotion / upgradation or from the date of his next increment viz. 1st July of the year. The pay and the date of increment would be fixed in accordance with Clarification No. 2 of Department of Expenditure's O.M. No. 1/1/2008-IC, dated 13-9-2008.

8. Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.

8.1 Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs. 5,400 is now in two pay bands viz., PB-2 and PB-3. The grade pay of Rs. 5,400 in PB-2 and Rs. 5,400 in PB-3 shall be treated as separate grade pays for the purpose of grant of upgradations under MACP Scheme.

9. 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption / re-employment basis. Service rendered on *ad hoc* / contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

10. Past service rendered by a Government employee in a State Government / statutory body / Autonomous body / Public Sector organization, before appointment in the Government shall not be counted towards Regular Service.

11. 'Regular service' shall include all periods spent on deputation / foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority.

12. The MACPS shall also be applicable to work-charged employees, if their service conditions are comparable with the staff of regular establishment.

13. Existing time-bound promotion scheme, including *in situ* promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry / Department or its offices, may continue to be operational for the concerned category of employees if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.

14. The MACPS is directly applicable only to Central Government Civilian employees. It will not get automatically extended to employees of Central Autonomous / Statutory Bodies under the administrative control of a Ministry / Department. Keeping in view the financial implications involved, a conscious decision in this regard shall have to be taken by the respective Governing Body / Board of Directors and the administrative Ministry concerned and where it is proposed to adopt the MACPS, prior concurrence of Ministry of Finance shall be obtained.

15. If a financial upgradations under the MACPS is deferred and not allowed after 10 years in a grade pay, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.

16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.

17. The financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS, the benchmark of 'good' would be applicable till the grade pay of Rs. 6,600 in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7,600 and above.

18. In the matter of disciplinary / penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.

19. The MACPS contemplates merely placement on personal basis in the immediate higher Grade pay / grant of financial benefits only and shall not amount to actual / functional promotion of the employees concerned. Therefore, no reservation orders / roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the

Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.

20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay / grade pay under the MACPS.

21. Pay drawn in the pay band and the grade pay allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.

22. If Group "A" Government employee, who was not covered under the ACP Scheme has now become entitled to, say third financial upgradation directly, having completed 30 years' regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly.

23. In case an employee is declared surplus in his/her organization and appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organization shall be counted towards the regular service in his/her new organization for the purpose of giving financial upgradation under the MACPS.

24. In case of an employee after getting promotion / ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial upgradations on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.

25. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal.

26. Cases of persons holding higher posts purely on *ad hoc* basis shall also be considered by the Screening Committee along with others. They may be allowed the benefit of financial upgradation on reversion to the lower post or if it is beneficial vis-a-vis the pay drawn on *ad hoc* basis.

27. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may

exercise a fresh option to draw the pay in the pay band and the grade pay of the post held by them or the pay *plus* grade pay admissible to them under the MACPS, whichever is beneficial.

28. Illustrations:

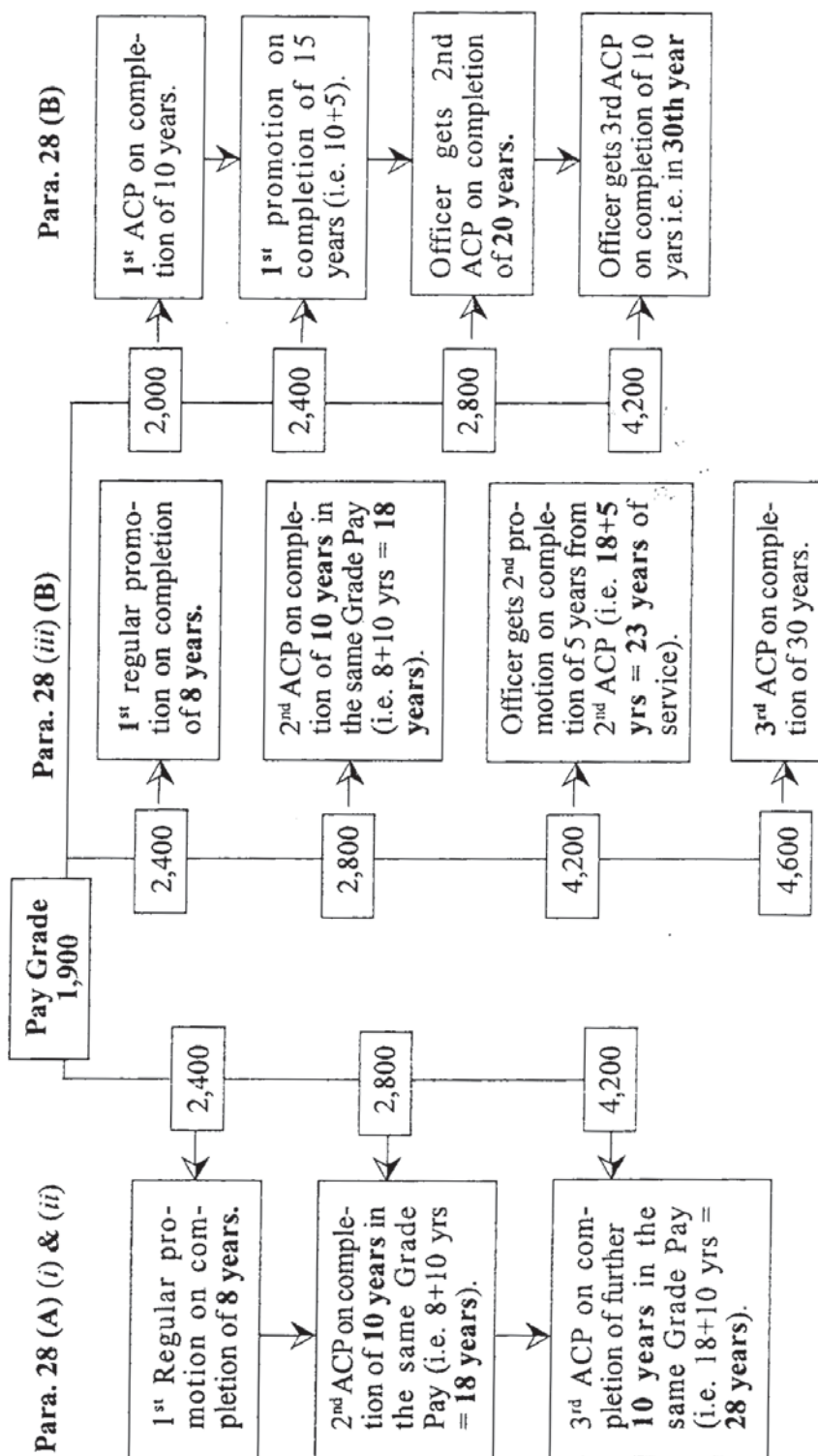
- A (i) If a Government servant (LDC) in PB-I in the Grade Pay of Rs. 1,900 gets his first regular promotion (UDC) in the PB-I in the Grade Pay of Rs. 2,400 on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion, then he would be eligible for 2nd financial upgradation under the MACPS in the PB-I in the Grade Pay of Rs. 2,800 after completion of 18 years (8+10 years).
- (ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation in the PB-II in Grade Pay of Rs. 4,200 on completion of further 10 years of service i.e., after 28 years (8+10+10).
- (iii) However, if he gets 2nd promotion after 5 years of further service in the pay PB-II in the Grade Pay of Rs. 4,200 (Asstt. Grade / Grade "C") i.e. on completion of 23 years (8+10+5 years), then he would get 3rd financial upgradation after completion of 30 years i.e. 10 years after the 2nd ACP in the PB-II in the Grade Pay of Rs. 4,600.

In the above scenario, the pay shall be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay or in the higher Grade Pay. Only the difference of grade pay would be admissible at the time of promotions.

(B) If a Government servant (LDC) in PB-I in the Grade Pay of Rs. 1,900 is granted 1st financial upgradation under the MACPS on completion of 10 years of service in the PB-I in the Grade Pay of Rs. 2,000 and 5 years later he gets 1st regular promotion (UDC) in PB-I in the Grade Pay of Rs. 2,400, the 2nd financial upgradation under MACPS (in the next Grade Pay w.r.t. Grade Pay held by Government servant) will be granted on completion of 20 years of service in PB-I in the Grade Pay of Rs. 2,800. On completion of 30 years of service, he will get 3rd ACP in the Grade Pay of Rs. 4,200. However, if two promotions are earned before completion of 20 years, only 3rd financial upgradation would be admissible on completion of 10 years of service in Grade Pay from the date 2nd promotion or at 30th year of service, whichever is earlier.

(C) If a Government servant has been granted either two regular promotions or 2nd financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service, then only 3rd financial upgradation would be admissible to him under the MACPS on completion of 30 years of service, provided that he has not earned third promotion in the hierarchy.

ILLUSTRATIONS



the officer reported upon should be treated as adverse or otherwise, the following may be taken as general guidelines by all concerned.

4. If the reporting officer records along with reasons against the column provided that the self-appraisal contains too much of self-praise, such disagreement will not be considered as adverse remarks. Therefore, while recording reason for disagreement with the self-appraisal, the reporting officer may make it clear, whether or not his observations on the self-appraisal are to be taken as adverse remarks. If the reporting officer disagrees with the self-appraisal and intimates such disagreement to be taken as adverse, he may back it up with factual details and put them on record. Nothing prevents the reporting officer to point out the inadequacies or exaggerations in the self-appraisal and ask the officer if he would like to reconsider it. Such an approach may rule out the possibility of disagreement in a large number of cases.

5. Adverse remarks in regard to the performance and conduct of the officer, recorded on the basis of sufficient material against any other column should as usual be communicated to the officer reported upon. The reporting officer's observations have necessarily to be with reference to the actual performance of the officer during the period and that too on the basis of established facts and other relevant materials contained in the memorandum of services, etc.

[D.G., P. & T., Letter No. 27/13/79-Disc., dated the 14th February, 1980.]

28. Introduction of a separate column to indicate the effectiveness in the development and protection of SCs/STs.— It has been decided that in the CR forms for officers of Central Services, there should be a column enabling the reporting officer to give his specific comments on the effectiveness of the officer concerned in the development and protection of SCs and/or STs. Accordingly, all cadre controlling authorities may be directed to incorporate in the reporting officers' part of the CR form a column as under—

*Effectiveness in the development and protection Scheduled Castes and/or Scheduled Tribes.

- (a) Attitude towards Scheduled Castes and /or Scheduled Tribes
- (b) Sensitivity to social justice
- (c) Ability to take quick and effective action to prevent and quell atrocities / and ensure justice to Scheduled Castes and/or Scheduled Tribes ...
- (d) Effectiveness in bringing about the development of Scheduled Castes and/or Scheduled Tribes ...

[G.I., D.P. & A.R., O.M. No. 21011/2/83-Estt. (A), dated the 8th April, 1983.]

* To be filled in only in the case of officers dealing with development and protection of SCs and/or STs. Where the column is not applicable in the case of any officer, it may be so stated against the column.

29. Filling up of column relating to grading.— The annual confidential report should also contain a general assessment of the Government servant and he should be graded according to his performance. A Government servant should not be graded outstanding unless exceptional qualities and performance has been noticed in him. Grounds for giving such a grading should be clearly brought out.

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP, dated the 17th December, 1986.]

30. Reports received in respect of approved course of training undergone to be kept in confidential report dossier.— 1. The following principles were laid down in O.M. No. 51/2/62-Ests. (A), dated the 12th April, 1962, for the guidance of all concerned regarding the procedure to be observed for recording the confidential reports of officers who had undergone an approved course of study or training at an institution in India or abroad:—

- (i) Whenever an officer attends an approved course of study or training, the fact of his having done so should be entered in his confidential report. Approved course of training includes courses sponsored by the Government financed wholly or partly by Government attended with the permission of Government or for which Government grant study leave.
- (ii) The report, if any, received from the Head of the Institution should either be placed in original in the confidential report dossier of the officer or the substance of it entered therein.
- (iii) An entry about the report, if any, submitted by the officer on his work abroad should also find mention in his confidential report if it is either outstandingly good or of poor quality indicating that the officer had not made good use of his period of study or training.

2. During the course of review of the confidential reports of officers who had attended approved course of study, etc., it has been observed that the instructions cited in the preceding paragraph are not being followed strictly. In view of the fact that entries regarding courses of study or training undergone by an officer in his confidential report would be useful in giving a more complete picture of the officer's experience and accomplishments, it is essential that the points enumerated above should always be kept in view. The report received from the Head of the Institution in which the training course was undergone should also be placed in original in the confidential reports or the substance of it entered therein.

[G.I., D.P. & A.R., O.M. No. 21001/13/75-Ests. (A), dated the 14th January, 1975.]

31. Setting up of Special Cell for maintenance of up-to-date character rolls.— 1. In their 27th Report for the year 1976-77, the Union Public Service Commission had observed as under—

It is the considered view of the Commission that the question of systematic recording and maintenance of character rolls should receive the urgent and careful attention of the Government, so that Government servants are not denied their

legitimate promotions on account of administrative lapses. It will be appreciated that the character rolls form the basis of selection for promotion and would, therefore, have a significant effect on career management. It is also necessary to take steps to ensure the utmost objectivity in the writing of character rolls, so that uniform standards could be applied in assessing the officers and selecting them for promotion. The Commission suggests that in order to attend to these matters and to ensure that no Departmental Promotion Committee meeting is delayed due to the absence and incompleteness of character rolls, a Special Cell should be set up in each Ministry / Department entrusted with the task of maintaining up-to-date seniority lists and character rolls of all officers. This cell should not only ensure that the character rolls are written in time but also see that adverse remarks, if any, are communicated to the officers in time and a decision taken on the representations submitted by them within a reasonable period as contemplated in the instructions issued on the subject.

2. The above observation of the UPSC is brought to the notice of all Ministries and Departments for appropriate action. The Special Cell contemplated by the UPSC should be constituted from within the existing strength of staff. This office memorandum should not be considered as carrying with it a sanction for creating fresh posts for the Special Cell that may be constituted for maintaining up-to-date confidential reports and seniority lists.

[G.I., D.P. & A.R., O.M. No. 21011/5/78-Estt. (A), dated the 19th August, 1978.]

32. Custody and handling of confidential reports.— The confidential reports on officers of the organized services should be kept by the Ministry / Department / Office which controls the service.

The reports of the Heads of Departments and their deputies, other than those in the IAAS where such reports are kept by the Comptroller and Auditor-General, should be kept by the Administrative Ministry concerned.

The reports of other Group 'A' and Group 'B' officers should be kept by the Head of the Department or any other authority specified by him.

The reports of Group 'C' and Group 'D' employees should be kept by the authority specified by the Head of the Department.

The reports should not in any case be kept by an authority higher than the appointing authority.

[C.S., O.M. No. 51/5/72-Estt. (A), dated the 20th May, 1972, Para. 4.]

CR files should be handled like confidential documents. The officer concerned should ensure that no room is given for complaints about any leakage of information. These files will be kept in the personal custody of the officers required to maintain them, viz., either the reporting or the counter-signing authority, if any, unless some special arrangements have been made for their maintenance centrally with one particular officer. The officer responsible for maintaining the CR files should hand them to his successor in the office when he is transferred. Whenever it is necessary to send them by post, they must be closed in a confidential cover and registered. When an officer is transferred for

more than three months, the file containing the confidential reports on him should be forwarded direct to the officer by whom it has to be maintained.

[Para. 174 (5) of P. & T. Manual, Volume-III.]

33. Retention / custody of C.Rs. of retired employees whose cases are pending in courts and with UPSC.— ***

2. Since a lot of problems were being faced in the absence of the Annual Confidential Reports, when the proposals by the Ministries / Departments were sent to the Union Public Service Commission for consideration of their promotion after the retirement of the officers whose cases are pending in courts. Therefore, the existing system of retention of ACR dossiers of Government servants has been revised by this Department as per recommendation of Union Public Service Commission.

3. Accordingly, it has been decided that the Annual Confidential Reports of the officers who have retired will be preserved/kept in safe custody till the time for filing of an appeal, has lapsed or till a final decision in the appeal, filed by an officer in the court, has been taken or the promotion case of the officer is pending with UPSC.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/6/2001-Estt. (A), dated the 14th May, 2001.]

34. Maintenance of memorandum of services serving as basis for writing annual reports.— With a view to enabling the Reporting Officers to make correct overall assessment of the work and conduct of their subordinates, the reporting officers are required to maintain memorandum of services in respect of each officer employed under them. All instances of good and bad work coming to the notice of the reporting officer should be promptly noted in the memo. of services. Impression formed by the officer at the time of visits, inspections, interview, etc., should also be included in that memorandum. This memorandum should not be reduced to a black book by recording instances of only adverse nature. Instances of good work should also be liberally recorded. The memoranda of service should, invariably, be consulted at the time of writing of annual reports. In case the reporting officer is not the immediate superior of the officer to be reported upon, the immediate superior should also maintain a memo. of services which should be consulted by the reporting officer at the time of writing the report. The memo. of services in respect of an officer should be a complete and continuous record of his service and accordingly, it should not be destroyed after the annual report has been written. The entries in the memo. of services should be based on facts and documentary evidence. The memo. of services may also be consulted on the occasions of making transfer, promotion or writing special reports. For writing the annual report, only those entries in the memo. which pertain to the year of the report should be taken into account. The entries in the memo. of services need not necessarily be communicated. As the memo. of services is the sole basis for writing the annual reports, the reporting officer at the time of submitting reports to the countersigning authorities, if any, should make a specific mention in the forwarding letters that memoranda of services have been maintained and consulted. With a view to checking up that these memoranda are being properly and regularly maintained, the countersigning

This History Sheet may be added at the beginning of the character roll dossier of all Government servants and subsequent additional qualifications or experience acquired, if any, by them may be entered in the sheet.

[D.G. P. & T., Letter No. 27/25-Disc. I, dated the 4/8th October, 1976.]

39. Inclusion of column regarding Annual Property Returns in the ACR of Groups 'A' and 'B' Officers.— 1. In accordance with the instructions contained in M.H.A., O.M. No. 25/10/55-Estt. (A), dated 12-1-1956, every Government servant holding a Group 'A' or 'B' post is required to submit the immovable property return in the prescribed form in respect of every calendar year by 31st January of the next year. The need for obtaining these returns regularly and in time and making a careful and minute scrutiny of the same was emphasized in this Department's O.M. No. 11013/12/85-Estt. (A), dated 11-10-1985. It has, however, been noticed that the immovable property returns are not submitted in time, as required under the instructions referred to above. The question of enforcing the requirement of timely submission of the return has been considered in this Department and, as one of the steps in this direction, it has been decided to include a column in the ACR format of Group 'A' and Group 'B' Officers which shall be placed as Column 4 in Part- II (Self-appraisal) of the ACR as under—

“Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date, i.e., 31st January of the year following the calendar year. If not, the date of filing the return should be given.”

2. Ministry of Finance, etc., are requested to ensure that a column on the above lines is duly included in the ACR form while taking action for getting the reports for the year 1993-94 onwards completed in respect of various Group 'A' and Group 'B' Officers under their control.

3. The various cadre authorities who have prescribed their own ACR formats for members of their services are also requested to consider including a similar column in the ACR formats applicable to Group 'A' and Group 'B' officers.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/28/93-Estt. (A), dated the 20th October, 1993.]

40. Performance-oriented appraisal system in CRs introduced.— 1. The CR formats for different level of posts in Group 'C' and Group 'B' (non-Gazetted) employees have, therefore, been revised incorporating provisions for 'self-appraisal'. The revised formats are at Annexures-II, III and IV. (The format at Annexure-II relates to LDC/UDC, that at Annexure-III relates to Assistant in the Central Secretariat and the one at Annexure-IV relates to Private Secretary / Senior Personal Assistant / Stenographers 'C' and 'D' of CSSS). These formats are issued in supersession of this Department, O.M. No. 21011/1/77-Estt. (A), dated the 4th March, 1978 (*not printed*).

2. In regard to various posts of Group 'C' and Group 'B' (non-Gazetted) other than those mentioned above under the administrative control of the

Ministries / Departments, the CR formats at Annexures-II and III are intended to serve as a model, and the Ministries / Departments may, if considered necessary, modify the formats to suit the functions attached to such posts under their control. It should, however, be ensured that Part-II and Item I of the Part III of the formats are included in all the formats so modified. As regards attributes / traits under Part-III, appropriate additions / modifications may be made depending on the nature of duties and responsibilities attached to such posts.

Annexures not printed — See Swamy's Compilation on "Seniority and Promotion".

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP. I, dated the 18th December, 1986 and dated the 3rd February, 1987.]

41. Introduction of qualitative and quantitative assessment of performance in CR formats for Officers of the Central Secretariat.— 1. Revision of the Confidential Report formats prescribed for the officers of the Central Government has been under consideration of the Government for some time with a view to evolving a new work culture and a new work ethics wherein the administration is result bound and not procedure bound. The rewards and punishments are related to performance and the Government servants are made accountable to the tasks and targets assigned to them. The quantitative and qualitative assessment of work performed by a Government servant should, therefore, necessarily be reflected in his CR. Accordingly, it has been decided to introduce a result-oriented performance appraisal system for employees in the Central Government from the reporting year ending 31st March, 1987.

2. All the Cadre Controlling Authorities of the various Central Services, Group 'A', have already been advised to review and revise the CR formats prescribed for their officers in order to make it a tool for qualitative and quantitative assessment of performance. As regards the officers of the Central Secretariat Service, CR format in respect of Section Officer, Desk Officer, Under Secretary, Deputy Secretary and Director have been reviewed and revised. The format given at Annexure-V is meant for officers of the level of Section Officer / Desk Officer / Under Secretary and the one given at Annexure-VI is intended for the officers of the level of Deputy Secretary / Director. These formats will supersede the formats issued under this Department's O.M. No. 21011/1/77-Estt. (A), dated the 4th March, 1978 (*not printed*).

3. The revised CR formats for officials of the level of Assistant, Upper Division Clerk, Lower Division Clerk, Private Secretary, Senior Personal Assistant and Stenographers 'C' and 'D' of the CSSS are being issued separately (*See Annexure-IV*).

4. In regard to the isolated posts and group of posts not included in any organized service under the administrative control of the various Ministries / Departments, the formats given at Annexures-V and VI may be used as a model, and the Ministries / Departments may, if considered necessary, modify the formats to suit the requirements of the posts in question. However, Part-II and Part-III of the formats should necessarily be included in all the formats and the attributes /

traits given under Part-III 'B' may be suitably amended/ modified according to the nature of duties and responsibilities assigned to such posts.

5. Attention is also invited to Part-II and Part-III 'A' of the formats at Annexures-V and VI wherein the officer reported upon is required to specify in order of priority eight to ten items of targets / objectives / goals in quantitative or other terms of work set by himself or were set for him in the beginning of the year and to indicate his achievements against each targets/goals/objectives. The comments of the reporting officer on the entries against various columns under Part-II should be made in Part-III (*not printed*).***

6. For the reporting year from 1st April, 1987 and onwards, the practice of fixing physical / financial targets / objectives / goals for each year shall be adopted for each officer. These targets / objectives need not always be expressed in quantitative and physical measures. Wherever possible, they should be so expressed, but some targets / objectives could be set and described in qualitative terms or as goals or milestones which are intended to be achieved during the year. If an adequate analysis is made, every job can be broken down into tasks / goals / milestones. An endeavour should be made to look at one's job as consisting of specific targets / objectives / goals / milestones, whether they are described in quantitative terms or qualitative terms. Even in the case of officers in the Departments in the Secretariat with functions which are regulatory in character, enumeration of Annual Action Plan of the Division can be the targets / goals / objectives that could be filled under Part-II of the format.

7. The new appraisal system, to be effective, require certain attitudinal changes. The reporting and reviewing officers should not shy away from mentioning shortcomings in performance, attitudes and overall personality of the officer reported upon. It should further be realized by the reporting and reviewing officer that the whole objective is to develop the officer and the exercise of report writing is not intended to be a fault-finding process, but a developmental one. It would, therefore, be necessary that the import of the revised CR format, especially the points made herein, are clearly brought home to all the officers in the Ministry, Department, Office, etc.

8. So far, the CRs of the officers of some of the Central Services working in the Central Secretariat on posts of Under Secretary / Deputy Secretary and Director on deputation were being written in the CR formats prescribed for the respective service. It has been decided that the CRs of all officers working in the Central Secretariat in Secretariat posts of Under Secretary / Deputy Secretary / Director would be written in the formats prescribed for these posts. The formats at Annexures-V and VI shall, therefore, be used for writing CRs of all officers in the Central Secretariat holding posts of Under Secretary / Deputy Secretary and Director, irrespective of the Service to which they belong. The CRs of the officers of the All India Services would, however, continue to be written in the formats prescribed under Rule 4 of the All India Services (Confidential Rolls), 1970, to comply with the statutory requirement.

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP, dated the 17th December, 1986.]

The confidential reports of all Central Service Officers and Central Secretariat Service Officers serving in the various Ministries / Departments of the Government of India on posts of the rank of Joint Secretary and equivalent may be recorded in Form II of the format prescribed for the IAS. In the case of Additional Secretary, Secretary and equivalent, the format as in Form III (Fixed Pay levels) of the format prescribed for the IAS may be used. These forms may be used for recording the confidential reports of the concerned officers from the reporting year ending 31st December, 1986/31st March, 1987 and onwards.

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP, dated the 24th February, 1987.]

The reporting period of officers of those Central Services holding Secretariat posts under Central Staffing Scheme should be the same as that followed by the Service to which the officers belong; but in the case of officers holding posts of Under Secretary / Deputy Secretary / Director, the formats should be the ones prescribed for the CSS officers of that level.

[G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP, dated the 25th March, 1988.]

42. CR dossiers of candidates called for interview on direct recruitment to be made available in time to UPSC.— Whenever officers already working in the Government apply for appointment by direct recruitment against vacancies advertised by the UPSC, the CR dossiers of such candidates should be made available for the perusal of the Commission for the purpose of finalizing selection of candidates. In this connection, the following procedure will be followed. The UPSC will forward to the requisitioning department a list of candidates and their employers as soon as the names of the candidates to be called for interview are finalized by the Commission. On receipt of the list, the requisitioning department will expeditiously collect the CR dossiers from the employers and make them available to the Commission before the interview takes place. It will not, however, be possible for the UPSC to hold up interviews for any recruitment in the event of the requisitioning department not sending the CR dossiers in time. The UPSC will consider the CR dossiers (to the extent they are available) before making their final recommendations.

[G.I., Dept. of Per. & Trg., O.M. No. 22011/14/86-Estt. (D), dated the 17th June, 1988.]

43. Reports of retired and deceased officers.— Confidential reports or copies thereof should not be given to a retired officer or anybody who has otherwise relinquished Government service. However, on request from such a person, there should be no objection to the issue of an objective testimonial based on his work and conduct.

Confidential reports relating to a deceased officer may be destroyed after a period of two years from the date of his death and that of a retired Government servant, five years after his date of retirement.

[C.S., O.M. No. 51/5/72-Ests. (A), dated the 20th May, 1972.]

44. Consideration of CRs for— (a) Promotion.— See Para. 6.2.1 of Chapter on Promotion.

(b) *Premature retirement.*— See Section V — Chapter on Premature Retirement.

45. Pro formas of confidential report in bilingual form.—A need has been felt for bringing out the CR formats bilingually. Accordingly, the confidential reports in respect of officers holding posts of Director / Deputy Secretary / Under Secretary / Desk Officer / Section Officer, Assistant, UDC/LDC, Private Secretary / Senior Personal Assistant / Stenographers 'C' and 'D' of CSSS shall henceforth be written in the bilingual format (*not printed*) and the officer reported upon and the Reporting Officer / Reviewing Officer shall give their self-appraisal or assessment, as the case may be, in either English or Hindi, as they may so desire. All the Cadre Controlling Authorities for the various Central Government servants / posts are requested to undertake a similar exercise and ensure that the CR format prescribed by them are also brought out bilingually from the reporting year ending 31st March, 1989.

[G.I., Dept. of Per. & Trg., O.M. No. 21001/17/88-Estt. (A), dated the 20th January, 1989.]

46. Writing of CRs on officers appointed on contract.— A question has been raised whether confidential reports should be written on officers appointed on contract. The matter has been carefully examined in this Department. Confidential report is an annual assessment of the work and conduct of every officer serving under the Government and there is no reason for dispensing with the writing of CRs in the case of officers appointed on contract. Further, the CR written on the officer appointed on contract will enable the authorities to keep a watch on his performance and decide whether to terminate the contract or renew it, according to the circumstances of each individual case. In the circumstances, CRs may be written even in respect of an officer appointed on contract by his immediate superior, i.e., the officer under whose supervision he is placed and it should also be got reviewed by the officer superior to the reporting officer, where applicable.

[G.I., D. P. & A.R., O.M. No. 21011/1/84-Estt. (A), dated the 26th April, 1984.]

47. Time-Schedule for preparation of Confidential Reports.— 1. In spite of the instructions issued by this Department from time to time, Confidential Reports on Central Government employees are not written expeditiously with the result that complete CR dossiers are not available when employees are considered for confirmation, promotion, deputation to *ex cadre* posts, etc. This often results in delay in the issue of orders of promotion, etc., and thereby causes hardship to the employees whose cases are due for consideration. To improve this situation and further streamline the procedure for writing the annual CRs of Central Government employees, it has been decided that a strict time-schedule should be prescribed for various stages in the matter of writing of CRs and this time-schedule should be adhered to by all the authorities concerned. The time-schedule to be followed is given in the enclosed statement (*see* Page 859) and it should be strictly complied with. Any failure on the part of the reporting / reviewing officers to comply with the time-schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the reporting / reviewing officers can issue a written warning for the

delay in completing the ACRs and place the warning in the ACR folder of the reporting / reviewing officers concerned. Clarifications in regard to some of the items in the enclosed statement are also given in the succeeding paragraphs for avoidance of doubts.

2. In regard to Item 2 in the time-schedule, it is clarified that a reporting officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the reporting officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank CR form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

3. When the reporting officer completes his part of the report and submits the report to the reviewing officer for review, he may do so under intimation to the Administration or CR Section/Cell, as the case may be. Thereafter, it shall be the duty of the Administration or CR Section / Cell, as the case may be, to keep in touch with the reviewing officer to secure the timely completion of the CR.

4. The Administration or CR Section / Cell should not wait till the expiry of the time allotted to the reviewing officer for the completion of his part of the report. They should remind the reviewing officer at least 5 days before the expiry of the stipulated date for completing the CRs, if the completed CRs are not received by that time. If in spite of such reminders, the complete CR is not received by the stipulated time, the fact may be brought to the notice of the officer superior to the reviewing officer for taking appropriate action.

5. It shall be the duty of the reviewing officer to forward the complete CR to the Administration or CR Section / Cell so as to reach them on or before the stipulated date. If, for unavoidable reasons, some delay is expected to occur in forwarding the complete CR, the Administration or CR Section/Cell should be informed suitably and every effort should be made to send the complete CR within one week after the stipulated date.

It may be noted that in Item 3 of the time-schedule attached to this OM, there is a third set of dates. This has been prescribed with a view to giving sufficient time to Reporting Officers who may also be Reviewing Officers for officers two levels below them so that they may have time to keep a watch on the completion of reports by Reporting Officers under them by the due dates prescribed for Reporting Officers. Correspondingly, there is a third set of time-limit in Item 4 also.

6. Where the stipulated dates happen to be holidays or closed days, the working day immediately following the closed day or holiday should be deemed to be the stipulated date.

7. It shall be the duty of the Administration or CR Section / Cell to keep a regular watch on the progress in the completion of CRs at different stages. If no intimation is received from the reporting officer regarding the submission of the CRs by him to the reviewing officer within 5 days after the expiry of the stipulated date for completion of his part of the CR, the matter should be taken up immediately with the reporting officer so that the report is submitted by him to reviewing officer without any further delay. Similar action should be taken if the complete report is not received from the reviewing officer. Any delay on the part of the reporting / reviewing officer, in spite of their being reminded as above, should be brought to the notice of the reviewing officer/officer superior to the reviewing officer, as the case may be.

8. Whenever there is a change in the reporting officer, it shall be the duty of the Administration or CR Section / Cell to get the report written by the earlier reporting officer within 3 weeks of such change, if no self-appraisal by the officer reported upon is required, and within 5 weeks of such change if the self-appraisal by the officer reported upon is required to be given. The reports so written by the earlier reporting officer may be got reviewed immediately (without waiting till the end of the calendar year or financial year, as the case may be) within two weeks after the receipt of the report from the earlier reporting officer. The successor reporting officer writing the report up to the end of the year should adhere to the time-limit specified in the attached statement, provided he has the requisite experience of three months or more of the work and conduct of the officer reported upon.

[G.I., Dept. of Per. & Trg., O.M. No. 35014/4/83-Estt. (A), dated the 23rd September, 1985.]

48. Instructions for timely completion of Annual Confidential Reports, reiterated.— This Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to *ex cadre* posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt. (A), dated 23-9-1985. The writing of ACR is a public trust and responsibility. All Ministries / Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M., dated 23-9-1985 are followed to ensure that ACRs are completed in time.

2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting / Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid, O M, dated 23-9-1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and

he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting / Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry / Department and the Head of the organization in the case of attached and subordinate office, the names of those Groups 'A' and 'B' Reporting Officers and Group 'A' Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate / review the ACRs even by 30th June or 31st August, as the case may be. The Secretary in the Department / Head of the Organization in the case of attached / subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

3. In case the remarks of the Reporting officer or Reviewing Officer, as the case may be, have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in Para. 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing Officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries / Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organization in the case of attached / subordinate offices and the Joint Secretary concerned in the Ministries / Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required "No Report Certificate" for valid reasons.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/02/98-Estt. (A), dated the 16th February, 2009.]

49. Preparation and maintenance of Annual Performance Assessment Reports (APAR).— The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions—

- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving

the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.

- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical gradings are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Groups 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.
- (v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting / reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.
- (vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the Reporting Year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc., for descriptive remarks.

3. All Ministries / Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

ANNEXURE - I

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment / promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

ANNEXURE – II

Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Accomplishment of planned work / work allotted as per subjects allotted			
(ii) Quality of output			
(iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility			
(iii) Maintenance of Discipline			
(iv) Communication skills			
(v) Leadership qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to work in time limit			
(viii) Inter-personal relations			
Overall Grading on personal attributes			

Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly. (ii) Strategic planning ability. (iii) Decision-making ability (iv) Co-ordination ability (v) Ability to motivate and develop subordinates Overall Grading on functional competency			

ANNEXURE – III

Time schedule for preparation / completion of APAR (Reporting Year-Financial Year)

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority.	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority.	15 th September

S. No.	Activity	Date by which to be completed
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (a) where there is accepting authority for APAR .	21st September 06 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November

[G.I., Dept. of Per. & Trg., O.M. No. 21011/1/2005-Estt. (A) (Pt-I), dated the 23rd July, 2009.]

50. SC/ST community column in Part-I of the CR formats of Group 'A' Officers, deleted.— Confidential Report formats of Central Services Group 'A' officers and other Group 'A' officers, including CHS officers, have a column in Part-I to indicate whether they belong to SC/ST community. A suggestion was made that this column should be deleted from the CR formats as it operated to the disadvantage of SC/ST officers.

2. This suggestion was examined in consultation with the National Commission for Scheduled Castes and Scheduled Tribes. The Commission agreed to the deletion of the column in Part-I of CR formats of Group 'A' officers meant to indicate whether they belong to SC/ST community.

3. It has, therefore, been decided to delete the said column in CR formats of Group 'A' officers with effect from the next reporting year.

4. CR formats prescribed by this Department *vide* O.M. No. 12/2/84-PP, dated 18-12-1986, *inter alia* for the post of Under Secretary, Deputy Secretary / Director in the Central Secretariat would stand modified accordingly.

5. All the Cadre Controlling Authorities are requested to delete the said column in CR formats of Central Services Group 'A' officers and other Group 'A' officers, including CHS officers.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/6/97-Estt. (A), dated the 17th February, 1999.]

51. Post of Under Secretary to be clubbed with Deputy Secretary / Director in the CR format.— It is to clarify that instructions relating to deletion of the column in Part-I of CR formats of Group 'A' officers meant to indicate whether they belong to SC/ST community would be effective from the next reporting year, i.e., 1999-2000.

2. It is further clarified that CR formats prescribed by this Department, *vide* O.M. No. 12/2/84-PP, dated 18-12-1986 *inter alia* for the post of Under Secretary may be segregated from the format meant for Section Officer / Desk Officer and clubbed with the format prescribed for the post of Deputy Secretary / Director.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/6/97-Estt. (A), dated the 5th April, 1999.]

52. ACRs of Chief Vigilance Officers.— In regard to Chief Vigilance Officers, who are working on a full-time basis, their Confidential Reports shall be written by the Secretary of the Ministry / Department concerned. Thereafter, the Report would be reviewed by the Minister. As regards Chief Vigilance Officers working on a part-time basis in addition to other items of work, where the vigilance work forms the major part of the Government servant's work, the Head of the Department would write the Confidential Report after obtaining the opinion of the immediate superior about the performance of the Government servants reported upon in the non-vigilance areas and thereafter the report would be reviewed in the manner indicated above. Where the vigilance work forms only a small part of the work of the part-time Chief Vigilance Officer and he is mostly engaged on other work, the Reporting Officer in respect of the major items of work would record his assessment in respect of non-vigilance work and submit the same to the Head of the Department, who will not only review the Report but also add his remarks about vigilance work. The work of the Chief Vigilance Officer will also be assessed by the Central Vigilance Commissioner as provided in the Government Resolution setting up the Central Vigilance Commission.

[G.I., Dept. of Per. & Trg., O.M. No. 122/2/85-AVD.I, dated the 28th January, 1986 and Para. 6.6 of Brochure on Preparation and Maintenance of Confidential Reports.]

53. Placing of letter of appreciation or notes of commendation in CR Dossier should be discouraged.— The practice of granting letter of appreciation or notes of commendation to Government servants and placing them in Confidential Reports Dossier should be discouraged except in the following cases:—

- (i) Letters of appreciation issued by the Government or a Secretary or Head of Department in respect of any outstanding work.
- (ii) Letters of appreciation issued by special bodies or commissions or committees, etc., or excerpts of their Reports expressing appreciation for a Government servant by name.
- (iii) Letters of appreciation from individual non-officials or from individual officials (other than a Secretary or Head of Department) may go into the Confidential Report, if confined to expressing

appreciation for services rendered far beyond the normal call of duty and provided the Secretary or the Head of the Department so directs.

Appreciation of work should be recorded in Annual Confidential Report rather than in letters of appreciation which do not give complete perspective of the Government servant's good and bad points.

[G.I., D.P. & A.R., O.M. No. 51/5/72-Estt. (A), dated the 20th May, 1972 and Para. 7.8 of Brochure on Preparation and Maintenance of Confidential Reports.]

54. Only photocopy of CR dossier should be sent to outside authority.— Whenever it becomes necessary to send the Confidential Reports dossier to an outside authority for purpose of selection, promotion, appointment, etc., it would be advisable to keep the original Confidential Reports dossier with the cadre authorities and send out only a photocopy. If the Character Roll is required simultaneously at more than one place, the requisite number of photocopies may be prepared and sent. However, sufficient safeguards should be taken to ensure that the confidentiality of the Character Roll is not lost and the minimum number of copies are made under the supervision of a responsible Government servant. Care should also be taken to ensure that the photocopies are destroyed immediately after the purpose for which they were made has been accomplished.

[G.I., Dept. of Per. & Trg., O.M. No. 21011/1/85-Estt. (A), dated the 23rd August, 1985 and Para. 7.3 of Brochure on Preparation and Maintenance of Confidential Reports.]

55. Copies of CR dossiers or the substance of the Reports should not be sent to private bodies.— Copies of Confidential Report dossiers or the substance of the Reports contained in the dossier should not be sent to private bodies in connection with any purpose whatsoever. However, where a request is received from a public undertaking or an autonomous body controlled by Government, a gist of the relevant Confidential Reports may be supplied, unless Government's own interest requires that the management of the public undertaking or autonomous body should see the Confidential Reports in full. In such cases, the full dossier may be furnished to the offices concerned after taking the orders of administrative Ministry / Department in the case of Group 'A' or Group 'B' Government servant.

[G.I., Dept. of D.P. & A.R., O.M. No. 51/5/72-Estt. (A), dated the 20th May, 1972 and Para. 7.5 of Brochure on Preparation and Maintenance of Confidential Reports.]

Compensatory benefits applicable to Scientists noticed in backward different/ tribal areas



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F.No.24(1)/2008-CDN.(A&A)

Dated the 3rd October, 2008.

OFFICE MEMORANDUM

The Govt. of India, Ministry of Finance (Department of Expenditure) has issued orders regarding revision of the pay scales of the Central Govt. employees on the basis of recommendation of the Sixth Central Pay Commission as accepted by the Govt. of India Notification G.S.R 622(E) dated 29.8.2008, Resolution No. 1/1/2008-I.C. dated 29.8.2008, Office Memoranda No. F 1/1/2008-IC dated 30.8.2008, 1(3)/2008-E.II (B) dated 29.8.2008, 2(13)/2008-E.II (B) dated 29.8.2008, 3(1)/2008-E.II (B) dated 29.8.2008, 4(2)/2008-E.II (B) dated 29.8.2008, 7(19)/2008-E.III (A) dated 30.8.2008, 7(19)/2008-E.III (A) dated 30.8.2008, 9(11)/2008-E.II (B) dated 29.8.2008, 11(5)/2008-E.II (B) dated 29.8.2008, 12(3)/2008-E.II(B) dated 29.8.2008, 17(1)/2008-E.II (B) dated 29.8.2008, 21(2)/2008-E.II (B) dated 29.8.2008, 19039/3/2008-E.IV dated 29.8.2008, 1/1/2008-IC dated 13.9.2008, 7(21)/2008-E.III (A) dated 22.9.2008, 19030/3/2008-E.IV dated 23.9.2008, 19039/2/2008-E.IV dated 23.9.2008, 7(20)/2008-E.III(A) dated 24.9.2008 and its subsequent Extension to autonomous bodies vide its O.M. No.7/23/2008-E.III(A) dated 30.9.2008. As approved by the Competent Authority the above Notification, Resolution and OMs have been posted on the ICAR Web-Site www.icar.org.in for information, guidance and necessary action. The above orders can also be viewed or down loaded, if necessary, from the Web-Site www.finmin.nic.in of Ministry of Finance, Department of Expenditure.

In so far as ICAR as a whole is concerned, the revised scales of pay as incorporated in Section I and II of Part 'A' of the First Schedule to the Rules ibid alone may be adopted. It is further added that the revised pay structure would be admissible to those employees who opt for the same in accordance with the extant Rules. Likewise, deductions on account of Provident Fund or Contributory Provident Fund, as the case may be, will have to be made on the basis of the revised pay w.e.f the date the employees opts to elect the revised pay structure.

While authorizing payment of arrears, it may be ensured that 10% of the additionality will be managed by the concerned institutes, etc. through savings and that income tax dues may be deducted and credited to Govt. of India in accordance with the instructions on the subject.

On receipt of the necessary option (option forms may be made available to the members of the staff by the concerned administrative sections), action for drawl and disbursement of arrears should be completed as per the orders.

Contd...2/-

The above orders/instructions are not applicable to the Scientists of ICAR, who are covered under UGC Pay Package. Separate orders/instructions in respect of the Scientists will be issued as and when orders in this regard are received from Govt. of India.



(Radhey Sham)
Deputy Director (Fin.)

DISTRIBUTION:

I ICAR Research Institutes etc:-

1. The Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates and National Research Centres/Bureaux.
2. Project Coordinators/Coordinated Research Projects/Zonal Coordinators.
3. The Finance & Accounts Officers of all Research Institutes, Project Directorates and National Research Centres.

II ICAR Headquarters:-

1. PS to Hon'ble Agriculture Minister
2. Chairman ASRB, ND NAIP, & Project Director (DIPA) Pusa, New Delhi.
3. Deputy Secretary (Admn.), ICAR
4. Deputy Secretary (GAC), ICAR
5. Under Secretary (Admn.), ICAR
6. Estt-I, II, III; IV Sections, ICAR
4. Cash I/II Sections, ICAR
5. Audit II & III Sections, ICAR
6. All Officers/Sections at Krishi Bhavan, KAB-I & II, NASC Complex, Pusa, New Delhi
7. Sr. PPS to Secretary (D) & DG, ICAR/PPS to AS (D) & Secretary, ICAR/ PS to AS&FA (DARE/ICAR).
8. Shri Hans Raj, Information System Officer, (DIPA) KAB-I for placing the orders on ICAR Web-Site.
9. Secretary (Staff Side), CJSC/ Headquarter J.S.C., ICAR
10. Guard file.
11. Spare copies-20

Guidelines on International Co-operation

International Cooperation

1. Guidelines for foreign deputation of scientists belonging to ICAR and SAUs:

1.1 Norms :

- 1.1.i. Training /Fellowship: Minimum Service of 5 years in ICAR/ Agricultural Universities should have been rendered.
 - 1.1.ii. Minimum age should ordinarily not exceed 45 years and in case of SC/ST it may be relaxed upto 50 years. For the purpose of counting the years of service and the age, the date of commencement of the training/fellowship programme will be taken into account.
 - 1.1.iii. If the training availed of by the scientist has been more than 15 days, further deputation on training will be considered only after completion of 5 years before nominating him for the second term.
 - 1.1.iv. All proposals relating to training/fellowship programme will be cleared subject to the condition that the scientist fulfills the qualification and age requirement if any and also expenditure involved on international airfare including subsistence allowance are met by the sponsoring organization. In case the scientist has to be sent on training under some foreign aided project necessary financial provisions should have been made in the project document.
 - 1.1.v. No scientist will be sent for fellowship programmes outside the country at the ICAR expense.
- ##### **1.2 Participation in International Congress / Conferences/ Workshops/ Seminars etc.**
- 1.2.i. The proposals originating as a result of the invitation of the international organizations should normally be cleared provided the expenditure is fully met by the sponsors.
 - 1.2.ii. If the visit of the Scientist is to be fully funded by the department/organization in India, one visit in a period of 3 years may be allowed. In case the deptt is required to meet the expenditure partially then more than one visit during the period of 3 years will be examined on the basis of special justifications.

- 1.2.iii No scientist will be permitted to participate in more than 2 conferences/consultancy seminars etc. or as expert in his personal capacity in one calendar year.
- 1.2.iv. The total duration on account of foreign visits excluding consultancy should not exceed 30 days in a calendar year in respect of individual scientist.
- 1.2.v.. The institutes while sending the proposal must provide information relating to the amount sanctioned under external travel in their budget and the utilization position in each case.
- 1.2.vi. In case the scientist has gone abroad during the last 2 years and has again been recommended for deputation abroad, he may be permitted at Institute/ICAR expense subject to the condition that he has to present a paper and such presentation has not taken place during the last 4 years.
- 1.2.vii. During any financial year the following number of deputation at the expense of the Institute/ICAR will be considered:--

A) National Research Centre/Project Directorate	1
B) Central Institutes and Bureaux	2
C) IARI, IVRI, NDRI & CIFE.	3
- 1.2.viii. No proposal for deputation at ICAR/Instts. expenses may be sent to the Headquarters unless specific provision has been made and is available in the Instts. budget.
- 1.3 Consultancy/Assignments:** Consultancy/assignments received as result of nomination by DARE will be considered.

1.3.i. As on sponsored basis and all other types of cases will be treated as non-sponsored deputation. Any assignment will be duration of 90 days will be considered as short-term assignment. A scientist on return from foreign assignment will not be eligible to go on another assignment for a period of 3 years. However, in the case of short-term assignment not exceeding six week at a time, the restriction of 3 years will not apply.

1.3.ii A scientist may be permitted to accept only one consultancy offer within a block of 3 years. The period of consultant should not normally exceed two months.

{DARE No. 7/73/87-IC.I dated 5.10. 1990.}

2. Revised Guidelines for processing the deputation cases

2.1 Category of visits

- i) Study visits
- ii) Training
 - a) For long term-6 months and more
 - b) For short term-less than 6 months
- iii) Consultancy
- iv) Delegation Visits
- v) Invitation Visits
- vi) Exchange Programme
- vii) Visits under Projects
- viii) Visits for Seminar Conferences and Workshops

2.2 Guidelines

- 2.2.1** The number of deputation cases should not exceed 10% of the total strength of ICAR scientists at any point of time and during the year, from ICAR Hqrs/ICAR Institutes and ICAR as a whole.
- 2.2.2** Minimum years of service: For study visits, the officer should have cleared the probation period. For the remaining categories of the visits the officer should have completed prescribed years of service.
- 2.2.3** The officer concerned should give a bond for serving ICAR for a minimum period of three years on his/her return from abroad.
- 2.2.4 Upper age limit :** For long term courses upper age limit shall be 47 years and for short term courses , 54 years at the time of commencement of programme. However, in case where foreign Government/Institution prescribes different upper age limit for a training programme, the same will prevail.
- 2.2.5 Cooling off condition:**
 - i) An officer having attended a foreign training programme of a duration of 15 days to one month will be required to complete a 'cooling off' period of two years before such an officer can be considered again for foreign training;

- ii) Offices deputed for training abroad of a duration of more than one month and upto six month are required to complete a 'cooling off' period of three years;
- iii) Officers deputed for training programmes abroad for a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for a short term programme.
- iii) Only one long-term training programme can be availed during the service career.
- iv) The 'cooling off' condition will not apply for training programmes of a duration of less than 15 days'.
- v) Project-related training/official visits abroad, irrespective of duration, are exempted from the provisions of 'cooling off'

2.2.6 Preference of nomination: officers who have earlier attended training programmes abroad may be nominated again for another training programme abroad only if other suitable officers who have not attended any foreign training programme earlier are not available.

2.2.7 Study tours/ Seminars/ Workshops abroad: For study tours/seminars /workshops abroad which are of less than 15 days of duration, the upper age limit of 54 years, applicable to short term training programmes, will not apply.

2.2.8 The total period of deputation permitted for proposals other than trainings and consultancy should not exceed more than 45 days in one calendar year for an official.

2.2.9 The Director/Head of the Division will give an undertaking regarding the fact that the normal work of the concerned individual will not suffer during the period of his deputation.

2.2.10 The deputation proposals will be submitted in the revised checklists circulated vide this Department's O.M.No. 4(2)/2002-IC-I dated 8.9.2004. Prescribed time-limit for forwarding the deputation proposals/extensions should be strictly followed.

2.2.11 The deputation report is to be submitted within the prescribed time of 30 days.

2.2.12 Proper monitoring and follow-up of these reports should be done by ADG(TC) to ascertain the impact of the visit and also monitor the action taken by ICAR on the recommendations/suggestions.

{ICAR No. 4(1)/2004-IC-I dated 17.11.2004}

3. Revision of checklist to be submitted for deputation abroad:

The DARE have brought out three categories of checklist compared to the lone existing category:

- i) Checklist-I is to be used in connection with attending conferences/symposium/workshop/congress/meeting etc. abroad.
- ii) Checklist-II is meant for cases relating to training abroad.
- iii) Checklist-III is for bilateral programmes of DARE/ICAR and collaborative projects.

If the training period is for more than two weeks under a project, however, Checklist-II shall be used. This has also been specified in Checklist-III. Only one copy of the checklist is required to be filled up and forwarded to this Department in each case of deputation abroad.

{DARE No. 4-2/2002-IC-I dated 8.9.2004}

4. Screening Committee/Institute Deputation Committee:

4.1 It would be necessary for each Institute to constitute a Screening Committee to consider all cases of nominations for foreign training/visits. The Screening Committee should consist of 3 to 4 scientists of the Institute representing abroad disciplines/divisions. Wherever such Committees have not been set up the same may be done immediately. It has been observed that quite often nominations of the scientists who have already gone abroad area being recommended off and on. In such cases, detailed justifications have to be furnished by the Screening Committee in the absence of which the proposal may not be entertained. Instructions have been issued to make provisions in the budget of the Institute for foreign travel expenses henceforth any proposal for deputation abroad must be accompanied with the details of budget under TA (External travel) as well as other committed expenditure on this account. In case some scientists of the Institute are selected by the Headquarters for attending the meeting /conference etc. their expenses will also be met out of the TA budget of the Institute. Where-ever due to the paucity of time it is not possible to submit information in the prescribed proforma the following basis information should be communicated to the DARE

- a) Age/Qualification b) Discipline c) Previous visits during last 2 years
- d) Funding position

{DARE No. 7/73/87-IC.I. dated 5.10.1990}

4.2 It has come to notice that when cases are under consideration by the Screening Committee for nomination for foreign training/visits abroad, the committee sometimes recommend deputation of a scientist who himself is a member of the Screening Committee. This is not certainly appropriate for an officer to associate with a committee which is to consider his own case for foreign deputation. Therefore, it is clarified that a person whose case is to be considered by the Screening Committee should not be a member/or participate in the proceeding of the Screening Committee. Such participation will be inappropriate and against the accepted norms, conventions and procedures. Therefore, the nomination of a person abroad should be consider in such a way that the nominated person should not be associated with the proceedings of the Screening/Selection Committee constituted at the Institute. In case of default, the recommendation of the committee will be invalidated on this ground.

{DARE No. 7(73)87-IC.I dated 2.9.1993}

5. Execution of bonds by the Council's employees deputed for training abroad.

5.1 Employees of the Council and its Research Institutes, when deputed for training abroad under various foreign aid programmes, are required to execute a bond as indicated below:

Form-'A' Bond for permanent employees proceeding abroad on deputation for training (Appendix-XIV).

Form "A-I" Supplementary Bond Form for permanent employees granted extension of deputation on training (Appendix-XIV)

Form-"B" Bond for temporary employees proceeding abroad on deputation for training (Appendix-XIV).

Form-'B-I' Supplementary Bond for temporary employees granted extension of deputation on training (Appendix-XIV).

5.2 The stamp duty involved will be payable by the Council for its employees.

The amount of refund to be specified in the bond should include all money paid to the employee or expended on his account during training such as pay

and allowances, leave salary, cost of fees, traveling and other expenses, cost of international travel and the cost of training abroad met by the Foreign Government/Agency concerned etc. Necessary break-up in respect of the amount specified in the bond should invariably be appended with the bond before sending the same to the Council for acceptance.

5.3 Period of the bond :

The Headquarters of the ICAR or the Institute concerned has to decide to which of the following three categories the case of a particular trainee falls and to indicate the bond period accordingly:-

Type of training	Period of bond
Training related to specific projects or schemes and where the individuals are either working in the project scheme or earmarked for the same.	3 years if the period of training is upto 6 months only and 4 years if the period of training is over 6 months.
Training not related to any project or scheme such as the various training courses in Harvard, Administrative staff college, Henley-on-Thames etc. which do not lead to the award of a recognized Diploma or Degree or Certificate which has a market value.	2 years if the period of training is over 6 months. (No bond if training is for six months or less).
All other types of training	4 years.

{ICAR Administrative Manual}
{Chapter : International Cooperation: Para 5}

6. Acceptance of invitations from Foreign Bodies/International organizations etc. :

6.1 With reference to Ministry of Finance, Department of Expenditure O.M. No. 19036/1/2000-E.IV dated 21.3.2000 reiterated vide their O.M. No. 23(2)/E(coord.)-2006 dated 27.10.2008 vide which the following decisions were communicated

- (i) If the invitation is received by the Government of India and the Government of India selects an officer to attend such a workshop/ to present papers / to deliver lectures etc. the officer may be treated as on official deputation.

- (ii) In cases where the invitation's is received by the officer directly in his personal capacity, the officer should be treated as on a personal visit and he may be asked to proceed on leave.

6.2 In view of above, visits made in response to invitations received in personal names, cannot be treated as official invitations at all, and officers/scientists desirous of responding to such invitations would have to be on leave during such visits, if at all they are permitted to undertake.

6.3 In case of ICAR, an exception has been made for scientists when they are invited to read their own papers. The exception has been communicated with ICAR vide OM dated 24.2.2011, which briefly provides that such visits can be treated as official provided that:

- (i) The research papers etc. have been submitted through pope channel, viz. , with the approval of the competent authority in the Ministry/ department/organization, by the scientist;
- (ii) The subject matter of the conference/research papers is relevant in the context of the official duties entrusted to the officer/scientist.

6.4 On all other occasion conferences, meetings, etc. will require representation of ICAR, and not of a particular person. In such cases, the invitation should be addressed to the DG, ICAR and it is up to the DG, ICAR to nominate the ICAR representative. Therefore, in cases where ICAR is required to be represented as an organization, invitations by name will not be entertained, or they will be treated as invitations to ICAR, rather than invitation to the individual concerned, subject to the conditions mentioned in the subsequent paras.

6.5 In case, cases covered by para 2 above are accompanied by an offer of funding by the host, then, if time permits, it will be ascertained from the host whether they would fund the nominee of DG, ICAR, and a decision taken accordingly, subject to compliance of other requirements. If that is not possible, nor is it possible to nominate the person in whose name the invitation has come, deputation against such invitation will not be permitted.

6.6 Even department within the Ministry of Agriculture and, sometimes, Ministries within the Government of India, call ICAR officers for meetings/conferences by name. Such invitations would also be treated as invitations in the name of DG, ICAR, and DG, ICAR will suitably nominate the officer who should attend the meeting/conference. Therefore, such invitations should be put up by the concerned officer to the DG for nomination/orders of the appropriate ICAR representative.

The proposal for visit abroad not conforming to the above conditions will be treated as on personal visit and the scientist concerned will be asked to proceed on leave as prescribed in the MOF's instructions.

{DARE O.M. No. 10-88/2009.IC(AB) dated 24.2.2011}
{DARE O.M. No. 12-80/2011.IC.CG dated 12.7.2011}

7. Charging of Economic Fee from Foreign Nationals for short-term courses/study visits, tours/ad-hoc visits and filming documentary/research footage-Revision of rates / procedure:

The following procedure/charges are to be levied in connection with above:

7.1 It was felt that during the visit of foreign nationals in the Institute, the Institutes deploy many scientists with the visitor(s) to facilitate the visitor but it also costs the Institutes in terms of loss of precious time of the scientists so deployed. In order to minimize the loss of precious time of scientists, following procedure may be adopted:

- (a) The institute should have a visitors' room. A basic presentation and a short film on the institute should be kept ready by all institutes.
- (b) visitors should normally be taken only to the visitors' room, accompanied by only one, or maximum two scientists, and shown the film on the Institute and the presentation and given relevant literature. The accompanying scientist(s) can answer the question raised by the visitor(s).
- (c) Directors may accompany the visitors when they are VIPs, or of importance for scientific/institute work.
- (d) field visits should be avoided as far as possible, and visitors taken on such trips only when it is necessary and imperative to do so.
- (e) expenditure on tea/snacks should be kept to a minimum and in normal circumstances, a cup of tea and some biscuits should suffice.
- (f) gifts also are to be avoided. In fact, even a bouquet should be avoided unless there is a VIP visitor or visitor important to the institute for its purpose. During the visit of DG/Secretary /DDGs/other officers of ICAR Society, the bouquet is completely

avoidable, as they are coming on an official visit, and not on a formal visit.

7.2 In case of visit of Scientists under some collaborative research programme or under any Work Plan/MOU/Agreement, no fee is to be charged. If the visit of the scientist is under the Government of India's invitation or under Government of India approved programmes, no fee is to be charged.

7.3 In order to have greater interaction, exchange of ideas and update/innovation in the related field, no fee should be charged for the visits of Agricultural scientists of India/foreign country. Similarly, no fee should be charged from Research students including Ph.D. scholars who visit the Institutes for their thesis research.

7.4 In order to discourage visits of tourists, which hampers the serious work of research in the Instt., the visitors/Travel agents should be charged as follows:--

- (a) Per visitor per day for Indian visitor -Rs.100/-
- (b) Per international visitors per day -US\$50.
- (c) Bus parking charges from travel agencies -Rs. 3000/-
per day

7.5 Visit of Indian farmers should be free.

7.6 In order to encourage the exchange programmes between two countries, the foreign visitor(s) under such programmes should not be charged any fee.

{DARE No. 8-48/2010-IC.III(Trg.) dated 21.2.2011}

8. Foreign Deputations-Clarifications:

The issue of foreign visit by the scientist, fully or partially funded by the HRD funds of the Institute, the following is clarified:

- 8.1** Due to economy circular issued by the Government of India and currently in effect, HRD funds of the visits institute will be allowed to be used to only partially fund the visits of scientists abroad, subject to the SMD being satisfied of the essentiality of the visit. Partial funding shall mean 25% of the total reasonable cost of the visit including to and fro air journey, cost of stay, per diem, cost of registration etc., subject to a maximum of Rs. 40,000/- (Rupees forty thousand). In case of SAARC countries, the

percentage can be upto 40% subject to maximum of Rs. 40,000/-(Rupees forty thousand only).

8.2 It has been noticed that most deputation proposals are received without a meeting of the Institute Deputation Committee(IDC) taking place and without their recommendation. In future, all proposals or visits abroad, whether partially funded by HRD funds or not should bear the approval of the IDC. If, in exceptional circumstances, the meeting of the committee is not possible for reasons such as unavailability of the Director or other member of the committee, then the committee's approval may be taken by circulation on note sheet.

8.3 It has also been noticed that proposals for foreign deputation normally come in the nick of time causing difficulty for everybody, and most of all to the scientists going on deputation himself/herself. It is expected that proposals may be received in Hqrs. at least a fortnight in advance, failing which it may not be possible, to process the proposal unless a convincing reason given in the proposal itself, for the delay in sending the proposal.

{DARE No. 4(6)/2010-IC.I dated 15.12.2010}

9. Processing of foreign assignment : SMD and other guidelines:

9.1 All proposals of engagements with foreign agencies and requiring approval of ICAR (HQ.) should be sent to the concerned Subject Matter Division(SMD). The SMDs shall review the proposal from sensitivity, technical angle and for its conformity with ICAR guidelines. The SMDs shall then forward it to the concerned Under Secretary in International Cooperation (IC Division) of Department of Agricultural Research & Education (DARE), who in turn, shall process the proposals for approval of the competent authority. All such proposals should reach the International Cooperation Division of DARE atleast 15 days in advance for processing.

{DARE No. 4-1/2004-IC.I dated 6.12.2010}

9.2 In all cases of foreign deputation/training etc, the Subject Matter Division/Institutes concerned should suggest names of two or three other eligible candidates as a stand by arrangements in addition to the names of recommended scientists/officials.

{DARE No. 7(57)/94-IC-I(Pt.) dated 29.6.1998}

9.3 Applications of the ICAR employees for employment, training, fellowship etc. in foreign countries and international organizations need to be routed

through DARE and no such proposal should be sent directly to the outside agencies/organizations without the specific approval of the DARE.

{DARE No. 8-69/97-IC.II dated 24.10.1997}

9.4 A copy of the deputation orders should invariably be endorsed to the Govt. of India Missions/embassies in the country of deputation. The scientists sent on deputation may also be advised to get in touch with the Indian Mission/Embassy to present a brief on their accomplishments and activities in the foreign country.

{DARE No. 2/3/90-IC.I dated 19.11.1991}

9.5 Sanction letter governing the terms and conditions in respect of scientists deputed for training abroad under the various externally aided projects should be issued in the form of model sanction order which has been circulated by the DARE vide No. 7/21/90-IC.I dated 19.9.1991.

{DARE No. 2/3/90-IC.I dated 19.11.1991}

9.6 The following time protocol should be observed in connection with proposals for deputation abroad:

1. Proposals for adhoc visits should be received in IC Division at least 21 days prior to the expected date of departure. This time schedule is to be counted from the date proposals are received complete in all respect, that is accompanied by relevant documents/letters alongwith the prescribed proforma, duly countersigned by the controlling authority.

2. For the visits, where clearance of the Ministry of Finance (Deptt. of Economic Affairs) would be required, the proposal should reach IC Division, complete in all respect, 45 days before the expected date of departure.

If the proposals are not received in time it may not be possible to process for consideration and approval of the Agriculture Minister/Competent Authority.

IC. Division on receipt of proposal, complete in all respects should ensure prompt submission after obtaining necessary comments of the DDGs and Vigilance clearance from the vigilance section.

{DARE No. 8-54/90-IC.II dated 10.9.1991}

9.7 The following information/documents should invariably be forwarded for processing for foreign deputation proposals while giving at least minimum 5

weeks time for obtaining all clearances and approvals in connection with the Scientists submitting proposals for foreign deputation in response to advertisement by different agencies such as DBT etc.

- i) Duly filled in checklist (with full details of earlier foreign visits in column 14, Part-B of checklist-II, complete details of financial liability in part-C of checklist).
- ii) Copy of advertisement.
- iii) Whether advance copy has been forwarded.
- iv) Invitation letter from host Institute/University.
- v) Latest Annual Immovable Property Returns.
- vi) The concerned Scientist is required to apply for FCRA.

{DARE No.8-12/2013/IC-II dated 22.1.2013}

9.8 The following instructions are to be observed in connection with purchase of several equipments where the provision is in-built for training abroad:-

- i) If a ICAR institute is purchasing an equipment for the operation of which training abroad will be required, then the Director will have to record, on file, a certificate containing the following:
 - (a) That there is no such equipment installed anywhere in India and that the training is required on the equipment itself, and therefore, training abroad is necessary OR
 - (b) If equipment is installed elsewhere in India, then the Director will have to record on file detailed reasons why training cannot be done on the already installed equipment in India, and has to be done outside India.
- ii) In the EFC documents being prepared for the XII Plan, it should be clearly indicated that the proposed equipment may required training abroad, giving the likely period of training, the number of Scientists that would require to be trained and the likely expenditure.
- iii) Before the tender for any such equipments which required training abroad is actually floated, the tender will require specific approval of the SMD concerned and the SMD would record on file why that training abroad on the equipment is essential, and why training within India is not possible?
- iv) The rates quoted by the firms in their quotation must clearly and separately mention the cost of the equipment, various taxes thereon and the cost of visit of Scientists, if required. The cost inclusive quotations for training visits should not be accepted and be disqualified.

{DARE No.8-15/2012-IC.II dated 1.8.2012}

9.9 Signing of Memorandum of Understanding (MOU) with foreign institution/universities

It has been found that in few instances, Subject Matter Division (SMDs) of ICAR have signed Memorandum of Understanding (MoU) between the Indian Council of Agricultural Research (ICAR) and foreign universities/institutions, without seeking mandatory approval of either the competent authority in this Department or the Government appraisal agencies, viz. Ministry of External Affairs, Ministry of Home Affairs and Department of Industrial Policy and Promotion.

In such cases, the Department has to seek ex post facto approval from the competent authority as well as the Govt. appraisal agencies, for regularizing the MoUs. The Govt. appraisal agencies often grant their 'No Objection' to the MoUs, subject to incorporation of certain modifications suggested by them. As the MoUs have already been signed, it becomes a strenuous exercise to incorporate those modifications in the MoU, as the same requires the approval of the foreign institution/university too.

In view of the above, it may kindly be noted that in future, no MoUs shall be entered into, without seeking the necessary approval of the competent authority and various Govt. appraisal agencies. As the Hon'ble Agriculture Minister is the competent authority to approve the signing of MoUs between the ICAR and foreign universities/institutions, no such MoU shall be signed in future without his prior approval. The same may also kindly be communicated to various institutions under the concerned Subject Matter Divisions.

{DARE No.5-11/2012-IC-III Dated 18.4.2013}

10. Procedure in connection with invitation to foreign nationals of Afghanistan, Bangladesh, China, Iran, Iraq, Pakistan, Sri Lanka, Sudan, foreigners of Pak origin and stateless persons:

For organizing International Conference/Seminars/Workshops/Symposia DARE is approached to facilitate permission from Ministry of External Affairs and Ministry of Home Affairs. As International visitors are to attend such programmes, procedure for grant of visa to the foreigners for these conferences have been put in place by the Ministry of Home Affairs. According to the new procedure, personal particulars of participants from some of the countries, viz. Afghanistan, Bangladesh, China, Iran, Iraq, Pakistan, Sri Lanka, Sudan, foreigners of Pak origin and stateless persons, should be provided to Ministry of Home Affairs at least six weeks before the commencement of the event. As security vetting is a time consuming process, the Ministry of Home Affairs insists on adhering to the time line. However, it is seen that the organizer of the International event do not

normally adhere to the time line. Therefore, the details of the participants for such seminars should be sent to DARE well in time i.e. atleast 8 weeks before the commencement of the event.

{DARE No. 4-3/2009-IC.I dated 30.3.2010}

11.Nomination of Officers of ICAR/DARE to the International Organizations:

The following guidelines are laid down for nomination of ICAR scientists to various committees of International Organizations/Societies:

11.1 Nomination to CGIAR Institutes:

- a) Scientists who are nominated /elected to the Board of any CG centre, in their personal capacity, be allowed to accept the nomination. As the nomination/election to the Board is because of eminence of scientist in his respective field, he may also be allowed to complete his tenure as a member, irrespective of his holding any position in ICAR.
- b) As regards, the membership of the various CGIAR institutes etc. no scientist/officer of ICAR shall accept or be made member of the Board of Trustees/ Technical Advisory Committee of more than 2 CGIAR Institutes , including membership of TAC of CGIAR.
- c) In so far as the offer of membership to the ICAR scientists on misc. committees of the CGIAR institutions is concerned, the same shall ordinarily be allowed and will be co-terminus with the official position of the incumbent.

11.2 Nomination to FAO:

The membership on some statutory bodies of FAO, is offered to scientists, based on their scientific recognition. FAO also offers slots for participation/expert consultations in the personal capacity of a scientist. Such offers from UN bodies like FAO, UNESCO, UNIDO etc will ordinarily be allowed and will be co-terminus with the official position of the incumbent.

11.3 Nomination to Regional Organizations:

The membership to the Regional Organizations like SAARC, NACA, APAARI, CABI and other research networks should be in official capacity and nominations to the International bodies will be co-terminus with the official position of the incumbent.

11.4 Nomination to International Societies:

Sometimes International Societies /Private bodies offer membership to scientists in honorary capacity with no monetary benefits. Since such requests are based on the expertise in the field of specialization and reputation, the scientist should be encouraged in the interest of academic enrichment with prior intimation to the Council. Similarly the membership on Editorial Boards of journal may also be allowed to be accepted with prior intimation to the Council.

11.5 Procedure for approval:

The proposal for nomination of Principal Scientists and below on various International Bodies will be approved at the level of Secretary, DARE/DG, ICAR. In respect of persons holding Research Management Positions viz. Project Directors/Directors of ICAR Institutes/ADG/DDGs at ICAR Headquarters, the competent authority for approval will be the A.M. /President, ICAR.

{DARE No. 7(53)/94-IC.I dated 5.1. 1996}

12. Grant of Daily allowance to ICAR employees deputed abroad and reimbursement of Airport Tax.

12.1 ICAR employees are deputed abroad, for short spells of time at Govt. /ICAR costs for various purposes as under:-

- i) As members of Govt. of India sponsored delegation.
- ii) Visit/deputation under protocol/workplan/ cultural Exchange Programme etc.
- iii) Visit/deputation for attending Conferences, Seminars etc.

Clarifications have been sought by some Institutes as to the manner in which Daily Allowance /per diem/cash allowance is to be allowed to ICAR employees deputed abroad under the above mentioned categories. The position is clarified as under:-

I. Deputation of ICAR employee as member of Govt. of India delegation :

- a) In case where the entire expenditure is met by ICAR/DARE, full cash allowance as prescribed by Ministry of External Affairs is admissible, In such cases lodging arrangements are made through concerned Indian Mission.

- b) Where the local hospitality is met by Foreign Government/ Agency, one fourth of Cash Allowance as prescribed by Ministry of External affairs would be allowed.
- c) Where the entire expenditure is met by Foreign Government/Agency, one-fourth of the Cash Allowance would also be admissible to each deputationist.

II. Visits under bilateral protocol/ workplan:

- a) Normally, in such cases the expenditure on to and fro air travel is met by ICAR and the local hospitality is extended by the host country/organization. No other allowance is allowed in such cases.
- b) Similarly, where the entire expenditure(i.e. to and fro travel and stay abroad) is met by Foreign Govt./Organization no allowance is admissible on ICAR /Govt. of India Account.
- c) The person deputed abroad under Cultural Exchange Programme will be entitled to hospitality and allowances if any, as provided in the CEP of concerned country,

III Visit/deputation abroad of officers for attending conferences, Seminars etc.

- a) Where the ICAR/DARE deputs an ICAR officer and the entire expenditure on travel and per diem is met by ICAR, the daily allowance etc. will be as per the orders issued by the MEA.
- b) Where an ICAR/Scientist is permitted to attend the Seminar/Conference etc. and the entire expenditure on local hospitality is borne by the outside/foreign agency etc. no cash allowance on ICAR account is admissible.

{DARE No. 7-21/90-IC.I dated 8.4.1990}

12.2 In the visits abroad under bilateral /workplans where the expenditure on to and fro air travel is met by ICAR/DARE and the local hospitality is extended by the host country/organization, and the official/expert is treated as State guest or has been provided both accommodation and meals free by the host country/organization and wherever no specific out of pocket allowance is

specifically provided under MOU itself, 25% of the daily allowance as prescribed by Ministry of External Affairs from time to time shall be admissible.

{DARE No. 7(21)90-IC.I dated March 1994}

12.3 In accordance with the existing procedure, foreign travel tax is levied on air tickets purchased by an Officer of the ICAR, who is deputed for training and for participation in the Conferences, Workshops, Seminars etc. held abroad. Reimbursement of the expenditure incurred on Airport Tax is allowed to such an officer. However, this reimbursement of expenditure on Airport tax is not admissible where expenses on air travel are borne by a foreign Govt./agency or International agency etc.

{DARE No. 10-136/84-IC.I dated 10.5.1985}

13. Overstay after the expiry of deputation/un-authorized over-stay:

13.1 It has been observed that sometimes the scientists and other officials who are deputed abroad for training/fellowships/scholarship etc. by the ICAR Research Institutes for a prescribed period do not return and join duty at the Institute concerned immediately after the expiry of the approved period of stay abroad. It has further been observed that in certain cases the request for extension of tenure/deputation is sent by the scientists/other official concerned at the last moment without leaving much time for the authorities concerned to consider their request and give a decision well in advance. There has also been a tendency to send such requests and prolonged the stay beyond the approved period on the ground that the decision on the request is still awaited. Therefore, to avoid complications, it is desired that the scientist and other official who are sent abroad must return immediately on expiry of the approved period of stay abroad and join duties at the Institute concerned forthwith. In case they want to send any request for extension this should be sent through proper channel at least three months in advance before the date of expiry of the approved period so that a decision can be conveyed well in advance to them. Pending receipt of the decision must not presume that the extension will be granted and therefore, they must get themselves ready for return to India as per original period. They can continue to stay abroad only if they receive a decision to that effect communicated to them before expiry of the period through proper channel through competent authority in ICAR/DARE. In the absence of receipt of such a communication by them they must come back in time. It is also necessary that any request received by the Institute for extension from the scientists staying abroad should be processed on priority basis and forward to ICAR/DARE sufficiently in advance (two months or more in advance) so that matter can be examined and decision conveyed to all concerned well before the expiry of the approved period of deputation.

{DARE No. 8(87)/83-IC.II dated 21.1.1986}

13.2 The instructions have been issued from time to time for dealing with cases of the employees of ICAR who are permitted to proceed on deputation abroad/within the country but do not return to their duty in accordance with their deputation orders. In some of the cases, it has been noticed that no timely action is initiated to ensure his reversion of the scientist to the Institute immediately upon expiry of the term of the deputation which resulted in his overstay beyond the sanctioned period of deputation period. Therefore, all the officers on deputation whether in India or abroad shall now inform the I.C. Division of the Department of Agricultural Research and Education about their programme i.e. their departure and return alongwith itinerary while abroad within a week of their return from abroad..

{ICAR No.8-33/81-Per.IV(Pt.File) dated the 30.3.1992}

14. Long Term Consultancy:

14.1 Consultancy assignments may be listed under the following broad categories:-

- i) A scientist is invited in his individual capacity to take up consultancy work for another country involving foreign visits.
- ii) A scientist is invited in his individual capacity to prepare a status paper/report which does not involve any foreign visit but only work within the country.
- iii) Some private/external agency approaches ICAR or its Institute to identify scientists for consultancy work involving work in a foreign country.
- iv) Private/external agency approaches ICAR or its Institute for consultancy work involving work not only in India but also abroad.

14.2 The consultancies are of 2 categories namely short-term and long-term. The short-term consultancy is limited to 3 months. Separately orders have been issued for limited non-sponsored long-term consultancy to 2 years and sponsored consultancy for a maximum period of 5 years during the entire career of the scientists.

14.3 Keeping in view the paramount need of the research programmes which are being undertaken by the various institutes national priority basis, the following guidelines should be followed while forwarding/processing the cases of consultancy:-

- i) In the case of consultancy offered to a scientist by name, the suitability of the scientist and his availability at the relevant point of time should be considered. He may be allowed to accept the offer subject to the condition that the work assigned to him will not suffer.
- ii) He should take leave of the kind due for the duration of the consultancy irrespective of the fact whether the consultancy work including the writing of the report is done inside India or abroad.
- iii) The remuneration received by him will be subject to cut under the relevant rules and regulation.
- iv) In the case the particular scientist is not available due to administrative exigencies, an alternative name may be suggested to the external agency or institutional consultancy may be considered provided the same is acceptable to the external agency.
- v) A particular scientist will be permitted to take up individual consultancy work only once during a period of 2 years. In case an offer of another assignment within this period of 2 years is received by the same scientist, the ICAR should consider taking to the consultancy on an institutional basis subject to the acceptance of the external agency. The terms and conditions including the payment of honorarium etc. will be regulated as agreed with the external agency and according to the rules and instructions followed by the ICAR.
- vi) The Institutes under the ICAR should not take up consultancy involving work for more than 1 month in a year. This is necessary to ensure that the regular activities as per the mandate of the institute do not suffer.

{DARE No. 7-16-90.IC.I dated 31.12.1990}

15. Instructions regarding approaching external Agencies for financial support for deputation abroad.

According to the existing Govt. policy, foreign Govts/Agencies are not to be approached by individual official for financial assistance to facilitate foreign deputation. Instances have come to the notice of the Govt. where scientists have approached foreign agencies directly for financial support to cover the deputation

abroad. It causes avoidable embarrassment as interaction at individual level with foreign Agencies for financial or other assistance may have serious implications. Therefore, no Research Institute/Project Directors/Centres etc. of ICAR or any Scientist working there under should approach or negotiate directly with external agencies for financial or other assistance. If it is considered necessary, it should be referred to ICAR/DARE with full details & justification.

{DARE No. 10/192/89-IC.I/III dated 21.3.1990}

16. Organization of International Meetings/Seminars/Symposia workshop etc. in India:

All proposals for holding of such meetings/seminars etc. in India are required to be processed for getting the clearances of the various concerned Ministries/Departments of the Government of India. It is, therefore, necessary to supply information on the following points in formulating such proposals:-

1. Brief background of the proposal indicating, among other things, details as to how the organization of the Seminar/meeting will benefit the country.
2. The Countries which are likely to be represented at the function including the number of the likely foreign participants.
3. The number of persons who are likely to attend the function from within the country.
4. The period and venue of the function with details about the facilities available at the venue for holding the function as well as the facilities for properly accommodating the foreign participants in good hotels etc.
5. The expenditure likely to be incurred on the organization of the function, with broad break-up and the sources from which it is proposed to be met.
6. Foreign exchange expenditure, if any, and how it is proposed to be met.
7. In cases involving invitation to international organizations/associations to hold their meetings/seminars etc. in India, details about the previous symposia/meetings already held by such organizations, attendance thereon and other relevant details such as the membership etc.

**{ICAR Administrative Manual}
{Chapter : International Cooperation: Para 6}**

17. Foreign Hospitality:

“Foreign Hospitality” means any offer, not being a purely casual one, made in cash or kind by foreign source for providing a person with the costs of travel to any foreign country or territory or with free boarding, lodging, transport or medical treatment.

Various statutory provisions have been detailed in MHA O.M. No. 11/21022/58(97)/2011-FCRA-I dated 20th September, 2011.

{ICAR Endt. No. 21-45/2011-CDN dated 11.11.2011}

18. Delegation of powers to Directors of ICAR Institutes for grant of Ex-India Leave while on deputation abroad:

The Directors of ICAR Research Institute may grant Ex-India leave to a scientist subject to exigencies of public services, while on deputation for period not exceeding 50% of the actual period of duty abroad(excluding the transit time from India to the country of deputation and back and enforced halt) or a fortnight, which ever is less for personal reasons. Further Director of the ICAR Research Institute may grant Casual Leave in exception circumstances to a scientist subject to the condition that it will not have the effect of extending the period of deputation.

{ICAR No. 6(3)/88-CDN(A&A) dated 23.8.1988}

19. Pass-Port :

19.1 The ICAR has been declared an autonomous Registered Society w.e.f. 1.4.1974. The employees of the Council, its Research Institutes/Centres are required to go abroad on deputation on private passports. Applications for private passports can be made to the Regional Passport offices. Entry/Transit visa is obtained from the nearest concerned foreign Mission, most of which, however, are located in Delhi. As such, Council's employees whose deputations abroad are approved by the Council are required to reach Delhi 2-3 days before their departure date to complete these formalities. The expenditure incurred for getting the passport or visa endorsement for official deputations abroad (including expenditure on health certificate etc.) is reimbursable to the Council's employees.

**{ICAR Administrative Manual}
{Chapter : International Cooperation Para 12}**

Consolidated guidelines on deputation within India**DEPUTATION WITHIN INDIA****SECTION I****Deputation of Central Government Employees to ex-cadre posts under Central/State Governments and on Foreign service to Central/State PSUs/Autonomous Bodies**

[G.I., Dept. of Per. & Trg., O.M. No. 2/29/91-Estt. (Pay II), dated the 5th January, 1994.]

A need has been felt for some time past to consolidate at one place the various instructions/orders that have been issued from time to time and are still in force on the above-mentioned subject. It was also felt necessary to review the entire matter and bring about rationalization and uniformity in the instructions/orders. Accordingly, it has been decided to bring out a self-contained OM on the subject incorporating the provisions of various orders¹, with suitable modifications, where necessary. The Ministry of Finance, etc., are requested to bring to the notice of all Administrative Ministries concerned the contents of this OM for information, guidance and compliance.

2. Application

2.1 These orders will apply to all Central Government employees who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts under the same or some other Departments of Central Government or under the State Governments/Union Territories Administration/Local Bodies or under Central/State PSUs/Autonomous Bodies, etc. (where such foreign service has been permitted in relaxation of appointment on immediate absorption conditions). These orders will also cover the cases of regular appointment as per Recruitment Rules in the Central Government on deputation/foreign service of employees of State Governments/Central/State PSUs/Autonomous Bodies, Local bodies, etc. However, the following cases shall not be covered under these orders for whom separate orders exist:—

- (a) Members of the All India Services and those deputed to posts whose terms are regulated under specific statutory rules or orders;

1. G.I., M.F., O.M. No. 19 (24)/E. III/60, dated 4-5-1961.
G.I., M.F., O.M. No. 1 (11)/E. III (B)/75, dated 7-11-1975.
G.I., Dept. of Per. & Trg., O.M. No. 2/12/87-Estt. (Pay II), dated 29-4-1988.
G.I., Dept. of Per. & Trg., O.M. No. 6/30/86-Estt. (Pay II), dated 9-12-1986.
G.I., Dept. of Per. & Trg., O.M. No. 1/4/84-Estt. (Pay II), dated 26-12-1984.

- (b) Officers appointed on deputation to posts in the Central Secretariat such as Under Secretary, Deputy Secretary, Director, Joint Secretary, Additional Secretary, Secretary, etc., for whom separate orders as issued from time to time will continue to apply;
- (c) Deputation to posts outside India;
- (d) Appointments of a specific category of employees to a specified class of posts where special orders are already in existence, such as, appointments made in the Personal Staff of Ministers, etc., to the extent the provisions contained therein are at variance with those contained in these orders;
- (e) Appointments of the nature of deemed deputation or absorption to ex-cadre posts made in exigencies of services with the specific condition that no deputation (duty) allowance to be admissible, e.g.,—
 - (i) interim arrangements in the event of conversion of a Government office/organization or a portion thereof into a PSU/ Autonomous Body or vice versa; and
 - (ii) appointments to the same post in another cadre.

3. Scope of term 'deputation/foreign service'—Restrictions on treating an appointment as on deputation/foreign service

3.1 The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis, provided the transfer is outside the normal field of deployment and is in the public interest.

The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 Appointment of serving employees made either by promotion or by direct recruitment with open market candidates, whether on permanent or temporary basis shall not be regarded as deputation/foreign service.

3.3 Permanent appointments made by absorption will also not be treated as deputation/foreign service.

3.4 Temporary appointment made on the basis of personal requests of employees will also not be treated as deputation/foreign service.

3.5 In case of appointments on deputation/foreign service from Central Government to Central Government and in those cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar, a person in a higher scale of pay shall not be appointed on deputation to a post in a lower scale of pay.

3.6 In case of appointment on deputation/foreign service from Central Government to Public Sector Undertaking and in those cases where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, no appointment on deputation/foreign service shall be made, if by raising the grade

pay by one increment *plus* Dearness Allowance(s) including interim relief, if any, admissible to a person in parent cadre post exceeds the emoluments comprising pay *plus* Dearness Allowance(s) including interim relief, if any, at the maximum of the ex cadre post.

4. Exercise of option

4.1 An employee appointed on deputation/foreign service may elect to draw either the pay in the scale of pay of deputation/foreign service post or his basic pay in the parent cadre *plus* Deputation (Duty) Allowance thereon *plus* personal pay, if any.

4.2 The borrowing authority should obtain the option of the employee *within one month* from the date of joining the ex cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final. However, the employees may revise the option under the following circumstances which will be effective from the date of occurrence of the same:—

- (a) When he receives pro forma promotion or is appointed to non-functional selection grade in his parent cadre;
- (b) When he is reverted to a lower grade in his parent cadre;
- (c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date;
- (d) Based on the revised/same option of the employees, in the event of pro forma promotion/appointment to non-functional Selection Grade, revision of scales of pay in the parent cadre, the pay of deputationists will be refixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay refixed is less.

NOTE.—Revision in the rates of DA, HRA or other allowances either in the parent or borrowing organization shall not be an occasion for revision of the earlier option.

4.4 If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex cadre post is also liable to be refixed on the basis of revised pay and in accordance with the revised option or existing option, if the employee does not revise his option.

5. Pay fixation

5.1 When an employee on deputation/foreign service elects to draw pay in the scale of pay attached to the ex cadre post, his pay may be fixed as under—

(i) *Deputation from Central Government to Central Government*

Pay may be fixed under normal rules.

(ii) *In Foreign Service/Reverse Foreign Service*

(a) When the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on same index level and the DA pattern is also same, the pay may be fixed under the normal Fundamental Rules;

(b) If the appointment is made to a post whose pay structure and/or DA pattern is dissimilar to that in the parent organization, pay may be fixed by adding to his grade pay, one increment in the scale of his regular parent post (and if he was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised *plus* dearness allowance (and additional or *ad hoc* dearness allowance, interim relief, etc., if any) with emoluments comprising of pay *plus* DA, ADA, Interim Relief, etc., if any, admissible in the borrowing organization and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in ex-cadre post as above equal the emoluments drawn in the cadre and if there is no such stage, the pay may be fixed at the next higher stage;

(iii) Pay fixed under (i) and (ii) shall neither be less than the minimum of the scale of the ex-cadre post nor shall it exceed the maximum of that scale.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre posts, should be fixed under the normal rule as with reference to pay in the cadre post only. In respect of appointments to ex-cadre posts on time-scale of pay identical with the time-scale of pay of ex-cadre post(s) held on an earlier occasion(s), the benefit of proviso 1 (iii) to FR 22 will be admissible.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions the employees should have opted to draw pay in the scales of pay attached to the ex-cadre posts.

NOTE 1.—The term parent post basic pay means the post held on regular basis in the parent organization and pay drawn/admissible in such a post respectively.

NOTE 2.— An officer who may be holding a higher post on *ad hoc* basis in the cadre at the time of proceeding on deputation / foreign service would be considered to have vacated the post held on *ad hoc* basis and proceeded on deputation/foreign service from his regular post. During his deputation / foreign service, he shall earn notional increments in his regular post only. On his reversion, if he is re-appointed to the higher post on regular or *ad hoc* basis, his pay will get fixed with reference to the pay admissible in the lower post as on date of promotion. In such cases, if his pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on *ad hoc* basis, the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on *ad hoc* basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation / foreign service. This note of caution will be applicable to employees of other organizations wishing to apply for posts on deputation in Central Government if governed by similar rules in parent organizations.

NOTE 3.— Pay of officer appointed on deputation / foreign service on *ad hoc* basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Paras. 5.1 and 6.1 of this OM, subject to the condition that, if the said officer does not fulfil the eligibility conditions laid down in the Recruitment Rules of the *ex cadre* post, his pay in the scale of the *ex cadre* post, if so opted, shall be subject to the restrictions under FR 35. Where the Recruitment Rules of the post have not been notified, such restrictions may be enforced, if he is ineligible to hold a post in equivalent / analogous grade in his own cadre. This will also cover appointments in personal staff of dignitaries other than Ministers who have been allowed to make appointments of their personal staff at their discretion.

[For restriction of pay under FR 35 see GIO (2) below FR 35.]

NOTE 4.— The provisions of this Rule as well as Rule 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

5-A. From 1-1-2006.— *Vide* this Department's O.M. of even number, dated the 13th September, 2008 (GIO 1-A below FR 22) clarifications to the CCS (RP) Rules, 2008 were issued. Clarifications 4 and 5 of the said O.M. indicate the position regarding fixation of pay of Government servants (including officers of Group 'A' Services) in cases where they were on deputation and got promoted in the cadre subsequently while still on deputation and where Government servants go on deputation to a lower post, respectively.

2. Consequent upon the issue of the above Clarifications, individual representations and enquiries from some administrative ministries, etc., have been received in this Department. While some clarifications were regarding applicability of Department of Personnel & Training (DoP&T) O.M. No. 2/29/91-Estt. (Pay-II), dated 5-1-1994, others specifically related to pay fixation

while on Central Deputation under the Central Staffing Scheme after the implementation of the revised pay structure as a result of Sixth CPC's recommendations. In this connection, it is hereby clarified that DoP&T's consolidated instructions on the subject of transfer of Central Government employees on deputation / foreign service, etc., issued *vide* their O.M. No. 2/29/91-Estt. (Pay-II), dated 5-1-1994 continue to be in vogue. In the light of the same, the following two sets of clarifications are given. While clarifications under sub-heading (A) specifically relate to cases of deputation under the Central Staffing Scheme alone, those under sub-heading (B) are applicable in all other cases of deputation:—

(A) CASES OF DEPUTATION UNDER THE CENTRAL STAFFING SCHEME

- (i) The extant Rules relating to Central Staffing Scheme permit officers holding posts in the higher pay scales in their parent cadres to be eligible for deputations under the Central Staffing Scheme for posts in lower scales of pay. Since this dispensation under the Central Staffing Scheme will continue to apply, Clarification 5 has been issued to regulate such cases;
- (ii) In cases where pay has been regulated in terms of Clarification 4 of this Department's OM of even number, dated the 13th September, 2008, the pay of officers belonging to AIS / Group 'A' Services will be fixed on repatriation to their parent cadres from deputation under the Central Staffing Scheme by granting the grade pay of their substantive post in their cadre and fixing pay in the pay band with reference to the pay in the pay band of their next junior who has continued in the cadre, giving notional benefit of increments as at present;
- (iii) In cases where officers of the AIS / Group 'A' Services are on Deputation under the Central Staffing Scheme to a post with a lower grade pay than the grade pay attached to their substantive post in their parent cadre and where their pay has been regulated in terms of Clarification 5 of this Department's OM of even number, dated the 13th September, 2008; in such cases, on their subsequent appointment to a higher post while on deputation, the officers will be granted the grade pay of the higher post.
- (iv) In the case of repatriation to their parent cadre, the Government servant will be granted the higher grade pay of their substantive post and their pay in the pay band will be fixed with reference to the pay in the pay band of their next junior who has continued in the cadre, giving notional benefit of increments as at present.
- (v) As per DoP&T O.M. No. 31/5/2002-EO(MM.I), dated the 28th February, 2002, if an officer (of All-India / Group 'A' Service) has got non-functional Selection Grade in his/her parent cadre, then he/she is eligible to draw his/her grade pay from the date he/she has

been granted the Non-functional Selection Grade by his/her parent cadre *plus* deputation allowance but the post of Deputy Secretary held by him/her can be redesignated as Director only when he/she has completed 14 years of service, as on 1st July of the year in which 14 years are completed. Following the implementation of the Sixth CPC's recommendations, the conditions regarding appointment of Deputy Secretary under Central Staffing Scheme remain unaltered and, therefore, the provisions of the above clarification of EO (MM) Division still hold good.

(B) ALL OTHER CASES OF DEPUTATION

- (i) In terms of Para. 3.5 of DoP&T O.M., dated 5-1-1994, a person in a higher scale of pay shall not be appointed on deputation to a post in a lower scale of pay. Accordingly, in the case of deputations other than under the Central Staffing Scheme, Government servants holding posts in a higher grade will continue to be ineligible for appointment on deputation to posts in the lower grades;
- (ii) However, a Government servant already on deputation / foreign service as on 1-1-2006 would be entitled to exercise his option as prescribed in Para. 4 of DoP&T O.M., dated 1-5-1994 for getting his pay fixed on deputation. This option will also be available for future deputations. Accordingly, in terms of sub-para. (c) of Para. 4.3 of DoP&T O.M., dated 1-5-1994, which states that 'when the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation / foreign service or of the *ex cadre* post held by the Government servant on deputation / foreign service is revised either prospectively or from a retrospective date', Government servants on deputation can revise their option if the scale of pay of their parent post or the post held by them on deputation has been revised as a result of implementation of Sixth CPC's recommendations. This will ensure that those Government servants whose parent post or the post held by them on deputation has been upgraded as a result of Sixth Central Pay Commission's recommendations will not suffer a monetary loss on this account; and
- (iii) In cases where pay has been regulated in terms of Clarification 4 of this Department's OM of even number, dated the 13th September, 2008, the pay of Government servants will be fixed on repatriation to their parent cadres by granting them the grade pay of their substantive post in their cadre and their pay in the pay band will be fixed with reference to the pay in the pay band of their next junior who has continued in the cadre, giving notional benefit of increments as at present.

[G.I., M.F., O.M. No. F. No. 1/1/2008-IC, dated the 26th March, 2009.]

6. Grant of Deputation (Duty) Allowance.— 6.1 ¹[Consequent upon the acceptance of the Report of the Sixth Central Pay Commission by the Government, the President is pleased to decide the following regarding Deputation (Duty) Allowance:—

- (a) Deputation (Duty) Allowance will continue to be paid in case of appointments made in public interest outside the normal field of deployment
- (b) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs. 2,000 p.m; and
- (c) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 4,000 p.m.

‘**Basic Pay**’ in the revised pay structure means the pay drawn in the prescribed pay band *plus* the applicable grade pay but does not include any other type of pay like special pay, etc.

2. Insofar as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor-General of India.

3. These orders shall take effect from 1st September, 2008.]

NOTE 1.— The term “same station” for this purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

NOTE 2.— When there is no change in the headquarters with reference to the last post held, the deputation should be treated as within the same station and when there is change in headquarters, it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

²[NOTE 3.— The above revised rates of Deputation (Duty) Allowance and the ceilings thereof should be applied in the revised scales of pay under CCS (RP) Rules, 1997, and takes effect from 1st August, 1997. It is clarified that the persons holding the posts on deputation between 1st January, 1996 and 31st July, 1997 are eligible to the Deputation (Duty) Allowance on the notional basic pay in the pre-revised scale of pay at the rates prevalent prior to 1st August, 1997 and, subject to the ceilings laid down in the O.M. No. 2/29/91-Estt. (Pay-II), dated the 5th January, 1994.]

1. *Substituted vide* G.I., Dept. of Per. & Trg., No. 2/22 (B)/2008-Estt. (Pay II), dated the 3rd September, 2008 and takes effect from 1st September, 2008.

2. *Inserted vide* G.I., Dept. of Per. & Trg., O.M. No. 2/8/97-Estt. (Pay-II), dated the 12th November, 1998.

6.2 Special rates of Deputation (Duty) Allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that under Para. 6.1. above, employees deputed to the area will be given the benefit of the special rate.

6.3 Whenever extension of the period of deputation for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules is granted, it would be on the specific understanding that the officer would not be entitled to draw Deputation (Duty) Allowance. The officers who opted to draw pay in the scale of the *ex cadre* post shall, however, continue to draw pay in that scale during the extended tenure also.

6.4 If an employee with the permission of the Competent Authority proceeds on deputation / foreign service from one *ex cadre* post to another *ex cadre* post in the same or another organization without reverting to his parent cadre, and if the second *ex cadre* post is at the same station as the first *ex cadre* post, then the rate of Deputation (Duty) Allowance would remain unchanged.

6.5 In cases where a person on deputation / foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of Deputation (Duty) Allowance will remain the same as was decided at the time of initial posting and will not undergo any change.

7. Admissibility of other allowances and benefits while on deputation / foreign service

7.1 Any Project Allowance admissible in a project area in the borrowing organization may be drawn in addition to Deputation (Duty) Allowance.

7.2 Any special pay (now Special Allowance) granted to an employee in the parent department under FR 9 (25) or a corresponding rule of parent organization should not be allowed in addition to Deputation (Duty) Allowance. However, the borrowing department may allow in addition to Deputation (Duty) Allowance under special circumstances any special pay (now Special Allowance) attached to the post held by the employee in his/her parent department, by suitably restricting the Deputation (Duty) Allowance. This will require the specific and prior approval of Department of Personnel and Training.

7.3 In case special pay (now Special Allowance) is attached to the scale of pay of the *ex cadre* post and the employee has opted to draw pay also in that scale, in addition to his pay in that scale, he will also be entitled to draw such special pay (now Special Allowance). However, such special pay will not be admissible if he has opted to draw grade pay *plus* Deputation Allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation / foreign service, if he opts to draw grade pay *plus* Deputation Allowance. No Deputation Allowance on this personal pay will, however, be admissible.

7.5 *Increments.*— The employee will draw increment in the parent grade or in the grade attached to the deputation post, as the case may be, depending on whether he has opted for his own grade pay *plus* Deputation (Duty) Allowance or the time-scale of the deputation post. If he has opted for time-scale of the deputation post, notional increment shall also continue to accrue to him in the post held on regular basis in parent cadre / organization for the purpose of regulation of pay on reversion back to parent post at the end of tenure.

7.6 *Admissibility of allowances and benefits while on deputation / foreign service.*—

- (a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organization, shall not be admissible to the officer on deputation / foreign service, even if they were admissible in the parent organization.
- (b) Following allowances will be regulated with mutual consent of the lending and borrowing organizations:—
 - (i) HRA.
 - (ii) Joining Time and Joining Time pay.
 - (iii) Travelling Allowances and Transfer T.A.
 - (iv) Children Education Allowance.
 - (v) LTC.
- (c) Following Allowances / Facilities will be regulated in accordance with the rules as explained against each:—
 - (i) *Dearness Allowance.*— The employee shall be entitled to Dearness Allowance at the rates prevailing in the borrowing organization or in the lending organization depending on whether he has opted to draw pay in the time-scale of the *ex cadre* post or his own grade *plus* Deputation (Duty) Allowance.
 - (ii) *Medical Facilities.*— This will be regulated in accordance with the rules of borrowing organization.
 - (iii) *Leave.*— An officer on deputation / foreign service shall be regulated by the Leave Rules of the parent organization. If, however, an employee proceeds from vacation department to non-vacation department, or vice versa, he shall be governed by Leave Rules of the borrowing organization. At the time of reversion from the deputation post to the parent cadre, the borrowing organization may allow him/her leave not exceeding two months. The employee should apply for further leave to his cadre controlling authority.

7.7 Leave Salary and Pension Contribution.—

- (i) As at present, allocation of leave salary and pension contribution between different Ministries / Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice versa, liability for bearing leave salary vests with the department from which the officer proceeds on leave or which sanctions leave and no contributions are payable to the lending organization. Liability for pension / employer's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.
- (ii) In case of deputation of Central Government employees on foreign services to Central Public Sector Undertakings / State Public Sector Undertakings and Autonomous Bodies, etc., leave salary contribution (except for the period of leave availed on foreign service) and Pension Contribution / CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organization to the Central Government.
- (iii) In cases of reverse deputation from Central Public Sector Undertakings / State Public Sector Undertakings, Autonomous Bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

8. Tenure of deputation / foreign service

8.1 The period of deputation / foreign service shall be as per the Recruitment Rules of the *ex cadre* post or 3 years in case no tenure regulations exist for the *ex cadre* post.

8.2 In case where the period of deputation / foreign service prescribed in the RRs of the *ex cadre* post is 3 years or less, the Administrative Ministry / borrowing organizations may grant extension up to the 4th year after obtaining orders of their Secretary (in the Central Government) / Chief Secretary (in the State Government) / equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry / Department and in respect of other organizations, with the approval of the Minister of Ministry / Department with which they are administratively concerned.

8.3 The borrowing Ministries / Departments / Organizations may extend the period of deputation up to the fifth year where absolutely necessary in public interest subject to the following conditions:—

- (i) where such extension is granted, it will be subject to the condition that no Deputation (Duty) Allowance will be allowed beyond the

1. G.I., Dept. of Per. & Trg., O.M. No. 2/6/2009-Estt. (Pay II), dated the 25th February, 2009.

fourth year, if the official concerned has opted to draw Deputation (Duty) Allowance.

- (ii) the extension would be subject to the prior approval of the lending organization, the consent of the official concerned and wherever necessary, the approval of the UPSC / State Public Service Commission and Appointment Committee of Cabinet (ACC).
- (iii) if the borrowing organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned, etc. six months before the date of expiry of tenure. In no case, it should retain an official beyond the sanctioned term unless approval of the competent authority to grant further extension has been obtained.

No further extension shall be considered.

8.4 There shall be a mandatory “cooling off” period of three years after every period of deputation / foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation /foreign service to State Government / State Government Organizations /Government of UTs / Government of UTs Organizations / International Organizations / Autonomous bodies, trusts, societies, PSUs etc., not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle and has not dealt with the borrowing organization in the last five years. Such deputation / foreign service shall be limited to a maximum period of seven years in the entire service of a Central Government servant.

8.6 If during the period of deputation / foreign service, on account of pro forma promotion in the parent cadre under Next Below Rule or upgradation, the official concerned becomes entitled to a higher Pay Scale /Pay Band and Grade Pay in the parent cadre *vis-a-vis* that of the *ex cadre* post, he will have the option either to continue in the deputation post (without availing of pro forma promotion / upgradation) for the rest of the term or revert to his / her parent cadre within a period of six months. In case the official wishes to continue on the deputation post, there shall be no pay fixation based on the pro forma promotion / upgradation and he will continue to draw the pay being drawn by him.

9. Premature reversion of deputationist to parent cadre

Normally, when an employee is appointed on deputation / foreign service, his services are placed at the disposal of the parent Ministry / Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving advance intimation of reasonable period to the lending Ministry / Department and the employee concerned.

10. Relaxation of conditions

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel and Training.

11. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders are being issued after consultation with the Comptroller and Auditor-General of India.

12. These orders take effect from the date of issue. In case of persons already on deputation / foreign service, if the modifications incorporated in these orders are not beneficial, he/she may opt to retain the earlier term(s).

ANNEXURE

CHECK-LIST

[*Vide* Para. 8]

1. Name of the Officer
2. Name of the parent office
Designation of the post held in parent office
and pay scale of that post
3. Present basic pay in the parent cadre post ...
4. Designation and pay scale of the post held on
deputation and the present basic pay in the
ex cadre post
5. Has the officer been given NBR pro forma
promotion? If so, pay scale of the post to which
promoted
6. Normal period of deputation prescribed in
Recruitment Rules for the *ex cadre* post ...
7. Date of appointment on deputation ...
8. Is the officer drawing grade pay + d (d) a? If
so, has the d (d) a been stopped during the
5th year / 2nd year in excess of the period
prescribed in the Recruitment Rules? ...
9. Whether the extension for 1st year / 2nd year
in excess of period prescribed in the RRs of
the post has been given with the approval of
the Secretary and Minister-in-charge of the
Administrative Ministry / Department respec-
tively

10. Does the proposed extension also require the approval of UPSC/ACC?
11. What is the specific public interest involved in the proposed extension?
12. Whether the concurrence of lending organization/individual concerned has been obtained for the proposed extension?
13. Efforts made to select a suitable replacement for the officer?
14. According to Recruitment Rules can the post be filled up by promotion? If so, are there any eligible officers available from the feeder cadre (if there is one) and if so, why are they not being considered for promotion instead of seeking further extension for existing incumbent? ...
15. Any other relevant information considered necessary

Signature and Designation
of Administrative Authority

Deputation should be restricted to officers below 56 years of age.—The Recruitment Rules in respect of a number of posts provide for appointment to the post on deputation (including short-term contract)/transfer. The existing instructions relating to cases where this method of recruitment is provided do not provide for any upper age-limit for eligibility for appointment by deputation (including short-term contract)/transfer. This sometimes results in appointment of persons who are left with very short service before retirement. It is desirable that appointments of such persons are avoided as during this short span they would be unable to contribute effectively to the organizations where they are appointed.

2. The matter has, therefore, been examined in consultation with the UPSC and it has been decided that the maximum age-limit for appointment by deputation (including short-term contract) and absorption shall be not exceeding 56 years as on the closing date of receipt of applications by the UPSC or the Ministry / Department / Office, as the case may be. This fact should, therefore, be clearly mentioned in the circular inviting applications for filling up vacancies by this method of recruitment.

[G.I., Dept. of Per. & Trg., O.M. No. AB 14017/48/92-Estt. (RR), dated the 17th November, 1992.]

Implication of overstay while on deputation.—It has been brought to notice of the Government that even though the terms and conditions of deputation issued by the various Ministries / Departments / Offices specify the

period of deputation, there have been a number of cases of overstay without the approval of the Competent Authority. A number of proposals for regularization of such overstay are also being received for approval by the Competent Authority. It is necessary to ensure that there is no laxity on the part of the controlling authorities in relieving the deputationist and the deputationist should not go by the presumption that he needs to join his parent cadre only after being formally relieved by the borrowing department. It has, therefore, been decided that in future all cases of deputation shall be regulated by the following conditions, viz:—

- (i) The terms and conditions of deputation shall clearly lay down not only period of deputation as per the Recruitment Rules for the post or as approved by the Competent Authority but also the date of relieving of the deputationist. No further orders for relieving the officer will be necessary;
- (ii) The deputationist officer including those who are presently on deputation would be deemed to have been relieved on the date of expiry of the deputation period unless the Competent Authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In cases where officers are on deputation on the date of issue of these orders and the normal tenures are getting over in a period of six months, the concerned Officers / Organizations may be allowed an extension of not more than one month, on a case-to-case basis with the approval of the DoP&T.
- (iii) That in the event of the officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse Civil / Service consequences which would include that the period of unauthorized overstay shall not count against service for the purpose of pension and that any increment due during the period of unauthorized overstay shall be deferred, with cumulative effect, till the date on which the officer rejoins his parent cadre.

2. Written consent of the officer concerned shall be taken to the terms and conditions of deputation (inclusive of the conditions in Para. 1 *ibid*) before the deputation orders are issued. The contents of these instructions will be conveyed to all officers presently on deputation for information / compliance.

3. These instructions will apply to all deputationists including State Government Officers / All India Services Officers joining Central Government posts on deputation and to officers proceeding on deputation to State Government / Autonomous and Statutory Institutions / Foreign Bodies, etc.

4. If the borrowing organization would like a relaxation from these terms, they should obtain approval of DoP&T to it, prior to the start of deputation.

[G.I., Dept. of Per. & Trg., O.M. No. AB. 14017/30/2006-Estt. (RR), dated the 29th November, 2006.]

Extension in the period of deputation / foreign service — points to be taken care of while referring such proposals.— Department of Personnel and Training receives references seeking extension in the period of deputation / foreign service from various Ministries / Departments. It has been observed that many such proposals received are incomplete in documents / information, etc., as required in terms of the provisions laid down under this Department's O.M. No. 2/29/91-Estt. (Pay. II), dated the 5th January, 1994. This results in unnecessary correspondences and wastage of time.

2. In view of the above, it is requested to ensure that the proposals of extension in the period of deputation / foreign service are forwarded with the following documents / information:—

- (i) Extension for which year is being sought.
- (ii) The approval of the Minister in charge obtained.
- (iii) Whether the proposal has been referred at least three months before expiry of the extended tenure; if not, the reasons therefor. Also whether the provisions laid down in DoP&T's O.M. No. AB. 14017/30/2006-Estt. (RR), dated the 29th November, 2006 have been brought to the notice of the deputationst.
- (iv) The normal period of deputation prescribed in the Recruitment Rules of the *ex cadre* post along with copy of the Recruitment Rules.
- (v) The approval of UPSC / ACC, if required.
- (vi) Whether the official concerned has been allowed pro forma promotion under NBR in a higher scale of pay in the parent Department.
- (vii) The requisite check-list, all columns duly filled and signed by the Competent Authority.
- (viii) The NOC from the parent Department and the consent of the official concerned.
- (ix) The specific public interest involved in the proposed extension.
- (x) In cases of extension of foreign service (deputation of Central Government Officers to PSUs / Autonomous bodies, etc.), if such foreign service has been permitted in relaxation of appointment on immediate absorption conditions, the relevant orders regarding such relaxation.
- (xi) The relevant papers / file(s), if this Department has allowed extension on earlier occasions in the case.
- (xii) The comments of the referring Ministry / Department on the observations made by the Department of Personnel and Training, if any.

3. The proposals received incomplete are liable to be returned without consideration in this Department.

[G.I., Dept. of Per. & Trg., O.M. No. 2/15/2008-Estt. (Pay.II), dated the 23rd June, 2008.]

SECTION II

Central Secretariat (Deputation on Tenure) Allowance and Special Pay applicable to officers of Organized Group 'A' Services on their appointment as Under Secretary, Deputy Secretary and Director in the Central Secretariat under the Central Staffing Scheme and their headquarters respectively.—Consequent upon the acceptance of the Report of the Sixth Central Pay Commission by the Government, the President is pleased to decide that on their posting as Under Secretary / Deputy Secretary / Director in the Secretariat under the Central Staffing Scheme, the officers of the Organized Group 'A' Services will be entitled either to get their pay fixed in the applicable revised pay bands and grade pay attached to the post or to draw their basic pay *plus* CDTA on the following terms and conditions:—

- (a) The officers of the Organized Group 'A' Services posted in the Central Secretariat under the Central Staffing Scheme as Under Secretary / Deputy Secretary / Director will be treated as on deputation outside their cadre i.e. to *ex cadre* post;
- (b) Their posting will be subject to a prescribed tenure on the expiry of which they will revert to their cadre post in their parent Departments;
- (c) During their tenure as Under Secretary / Deputy Secretary / Director, the officers will be paid Central (Deputation on Tenure) Allowance at the rate of 10% of their basic pay, subject to a ceiling of Rs. 4,000;
- (d) The allowance will be paid to the officers for the period of deputation under the Central Staffing Scheme approved by the competent authority;
- (e) No allowance will be admissible to officers of these services posted as Joint Secretaries and above in the Central Secretariat;
- (f) No allowance will be admissible to officers of the Organized Group 'A' Services posted as Under Secretaries / Deputy Secretaries / Directors who are given extension or re-employment after superannuation; and
- (g) In case where the deputation is to a post with a lower grade pay, the officer going on deputation will draw the grade pay attached to the deputation post without any change in the band pay that was being drawn in the post being held before the deputation.

'Basic pay' in the revised pay structure means the pay drawn in the prescribed pay band *plus* the applicable grade pay but does not include any other type of pay like special pay, etc.

2. The rates prescribed in these orders shall also be applicable in the case of Special Pay admissible to Organized Group 'A' Services officers on their posting in their headquarters.

3. These orders shall take effect from 1st September, 2008.

4. In so far as application of these orders to the officers of the Indian Audit and Accounts Department is concerned, these orders issue in consultation with the Comptroller and Auditor-General of India.

[G.I., Dept. of Per. & Trg., No. 2/22 (A)/2008-Estt. (Pay II), dated the 3rd September, 2008.]

Regulation of pay of Group 'A' officers on deputation to the Central Secretariat on their getting pro forma promotion.— Members of Group 'A' Services as well as Members of All India Services at the level of SAG (Rs. 5,900-6,700) (pre-revised) and above are not entitled to Central Deputation (Tenure) Allowance while on deputation under Central Staffing Scheme in the Central Secretariat. In the case of members of All India Services, the rules regulating fixation of pay in the parent cadre in the event of pro forma promotion being granted to them, are so framed that they can complete the Central Deputation Tenure without affecting their entitlement to pay in the parent cadre. However, Group 'A' officers belonging to organized Group 'A' Services at the level of Selection Grade of JAG and above are obliged to revert to the parent cadre on completion of 6 months from the date of pro forma promotion even if they have not completed their tenure at the centre. During the period of 6 months, however, they are allowed to draw pay in the higher scale to which they have been promoted on pro forma basis.

2. The matter has now been considered and the President is pleased to decide that Group 'A' Officers who are on deputation to the Central Secretariat under the Central Staffing Scheme and are approved for promotion to SAG and above in their parent cadre may be permitted to complete their Central Deputation Tenure without affecting their entitlement of pay in their parent cadre. It has further been decided that the pay of such officers while on deputation on Central Tenure and on reversion to the parent cadre may be regulated in the following manner:—

- (a) In the event of grant of pro forma promotion, the officers will exercise option either to revert to parent cadre or to continue on Central Deputation;
- (b) If the officer opts for immediate reversion to the parent cadre, he will become entitled to pay of the promotional post from the date of assumption of duties of that post;
- (c) If the officer opts to continue on deputation till the completion of Central Deputation Tenure and he has also been approved for pro forma promotion in his parent cadre, during the period of deputation tenure, he will continue to draw the pay of the lower post held on deputation and he will have no claim to the pay of the higher post. However, the period of service covered by pro forma promotion, shall, on subsequent reversion to the parent cadre and assumption of duties of higher post, count towards initial fixation of pay and increments (without any arrears being paid).

3. There will be no change in the principles and scope for grant of pro forma promotion (benefit of NBR) to the officers in the parent cadre, viz., (i) pro forma promotion is approved by the appropriate authority from a specific date; [(ii) all seniors (excluding those considered unfit) should have been promoted on regular basis in that scale on or before the date from which the pro forma promotion is granted; (iii) the junior next below the officer should also have been promoted on regular basis to the higher post from that date and his appointment thereto not being fortuitous;] and (iv) the benefit should be allowed in 'one for one' basis.

4. These orders would be applicable in cases where the pro forma promotion is granted after the date of issue of this OM.

[G.I., Dept. of Per. & Trg., O.M. No. 2/13/93-Estt. (Pay-II), dated the 26th October, 1993.]

Regulation of pay of Officers of Group 'A' Services on their appointment to posts in the Central Secretariat under the Central Staffing Scheme.— *** 4. Provisions exist even at present permitting Members of various Group 'A' Services who are appointed on deputation to lower post in the Central Government only after they had actually been promoted to posts in higher scales of pay in their parent cadres to draw their pay in such lower posts at the maximum of the applicable scales of pay. Consequently, seniors in the respective cadres who had been deputed earlier than their juniors to posts in the Central Government are placed at a disadvantage even after they have been approved for pro forma promotion to higher scales of pay in the parent cadres, creating an invidious distinction.

5. In order to rectify this anomalous situation and in partial modification of the existing orders on the subject, the President is pleased to decide that Members of various Group 'A' Services appointed to posts in the Central Secretariat under the Central Staffing Scheme and who are approved for pro forma promotion, while on Central deputation, to the Senior Administrative Grade and above in their parent cadres and exercise the option to continue on deputation till the completion of their prescribed tenure may also be permitted to draw their pay at the maximum of the scale of pay applicable for the lower deputation post with effect from the date they are promoted pro forma to higher scales of pay in their parent cadres. In other words, the pay of officers appointed to posts of Director and equivalent in the Central Government shall be fixed at the stage of Rs. 18,300 in the pay scale of Rs. 14,300-400-18,300 on their pro forma promotion to the Senior Administrative Grade in their parent cadres. Similarly, the pay of officers appointed to posts of Joint Secretary and equivalent shall be fixed at the stage of Rs. 22,400 in the pay scale of Rs. 18,400-500-22,400 on pro forma promotion to posts in scales of pay above the Senior Administrative Grade. They shall also be entitled, in addition, to the ad hoc stagnation increments from time to time in the scales of pay applicable to the lower deputation posts as prescribed in the

1. Substituted by G.I., Dept. of Per. & Trg., O.M. No. 2/2/2004-Estt. (Pay-II), dated the 1st June, 2005.

Department of Expenditure Office Memorandum No. 1(9)/E.III-A/97, dated 22-7-1998, subject to their fulfilling the conditions prescribed in this regard.

6. Fixation of pay at the maximum of the applicable scales of pay shall be subject to the following conditions:—

- (i) The scale of pay of the deputation post should be lower than the scale of pay in the parent cadre to which the officer had been promoted pro forma under the 'Next Below Rule'.
- (ii) The pro forma promotion in the parent cadre should have been approved by the Competent Authority strictly in accordance with the rules on the subject and on completion of the prescribed selection process.
- (iii) The officer concerned should have been promoted pro forma only after having fulfilled the eligibility / residency criteria for promotion to different higher scales of pay as prescribed by this Department from time to time and incorporated in the relevant Recruitment Rules.

7. It is also clarified that Members of various Group 'A' Services who are appointed on deputation to lower posts in the Central Government only after they have actually been promoted to posts in higher scales of pay in their parent cadres shall also be entitled, in addition, to the *ad hoc* stagnation increments in the scales of pay applicable in the lower deputation posts to which they would have been entitled from time to time in their parent cadres but for their promotion to the Senior Administrative Grade and above.

8. These orders shall be effective from their date of issue. However, in respect of officers who are on deputation to posts in the Central Government on the date of issue of these orders, the benefit of fixation of their pay at the maximum of the pay scale of the lower deputation post or after taking into account the stagnation increments, if any, as the case may be, may be extended from the date of their pro forma promotion to the higher scales of pay in their parent cadres. These orders would equally apply to such of the officers also who were on deputation in the Centre during the period prior to 9th April, 2001, (i.e., the date of issue of the O.M.) but had repatriated to their cadres before that date.

9. In so far as the applicability of these orders to the officers of the Indian Audit and Accounts Department is concerned, these issue after consultation with the Comptroller and Auditor-General of India.

[G.I., Dept. of Per. & Trg., O.M. No. 2/8/97-Estt. (Pay-II), dated the 9th April, 2001 and O.M. of even number, dated the 11th July, 2004.]

Officer debarred from deputation under Central Staffing Scheme also debarred for any foreign training.— An Officer who is debarred from being taken on deputation to a posting under the Central Staffing Scheme may also be debarred from being considered for any foreign training as also from being

given cadre clearance for being deputed on foreign assignments / consultancies abroad during the period of debarment.

[G.I., Dept. of Per. & Trg., O.M. No. 14/1/98-FA (UN), dated the 26th February, 1998.]

SECTION III

Restrictions on deputation to Central Public Sector Enterprises

The Government have reviewed the policy regarding deputation of Government officers to Central Public Enterprises in the context of the need for toning up the performance of public enterprises.

2. In supersession of all extant orders on the subject, it has been decided that deputation of all Government officers including those belonging to Defence Services, to all posts (whether Board-level or below Board-level) in Central Public Enterprises should, except in the cases mentioned in the following paragraph, not be permitted from the date of issue of this OM, i.e., 6th March, 1985. Hereafter, such officers could join posts in the Central Public Enterprises only on immediate absorption basis.

3 (i) However, deputation may be permitted for a maximum period of three years (*now five years*) in the case of Chief Executives and Regional / Zonal Chiefs of Central Public Enterprises who require continuous liaison and co-ordination with State Government and where expertise acquired in the State Government is needed for organizational efficiency. Following are the examples of enterprises coming under this category:—

- (a) Central Cottage Industries Corporation.
- (b) Central Inland Water Transport Corporation.
- (c) Central Warehousing Corporation.
- (d) Cotton Corporation of India.
- (e) Food Corporation of India.
- (f) Handicrafts and Handlooms Export Corporation Ltd.
- (g) National Handloom Development Corporation.
- (h) National Seeds Corporation.
- (i) Rural Electrification Corporation.
- (j) Rehabilitation Industries Corporation.
- (k) State Farms Corporation.
- (l) Trade Fair Authority of India.

(ii) Deputation may also be permitted in the case of Chief Vigilance Officers in all Central Public Enterprises, the tenure of officers of Organized Services appointed to posts of Chief Vigilance Officers in Public Sector

Undertaking should be the same as the tenure that would be permissible in their cases on their deputation to the Centre.

4. The policy that Government employees joining Public Sector Undertakings can do so only on "immediate absorption" basis will also apply to employees of one Public Sector Undertaking joining other Public Sector Undertakings, regardless of the level of the posts involved.

5. In respect of officers who are already on deputation to Central Public Enterprises, the existing terms and conditions of their deputation will operate. However, no extension of deputation beyond the periods specified in their deputation orders should be allowed.

6. The Administrative Ministries and the various cadre authorities are requested to take necessary steps to implement these decisions.

[G.I., M.F., O.M. No. 5 (25)/83-BPE (PESE), dated the 6th March, 1985.]

7. It has now been decided that the officers of the organized services of the Government, who are appointed on deputation basis in the Public Sector Enterprises exempted from the rule of immediate absorption as Chief Executives/Functional Directors/Regional and Zonal Chiefs of Public Enterprises may be given a tenure of five years instead of three years as at present.

[G.I., Dept. of Per. & Trg., (Office of the Establishment Officer), O.M. No. 6 (10) EO/90 (ACC), dated the 5th April, 1991.]

Clarification 1.—Even though the list of undertakings as mentioned above is only illustrative, it is not open to the undertakings or the concerned Administrative Ministries themselves to presume exemption from the ban imposed on deputation. They will have to move the Government for extension of exemption to a particular undertaking or to a post or class of posts in an undertaking giving full justification therefor. Until exempted, the ban on deputation will apply to the undertaking.

Clarification 2.—The policy on immediate absorption as contained above applies equally to the employees of the State Governments joining Central Public Sector Undertakings.

No Central Public Enterprise except those specifically exempted from the purview of the ban order, should appoint an employee of a State Government otherwise than on immediate absorption basis.

[G.I., Min. of Industry, S. & A. Cell, O.M. No. 2 (8)/85-BPE S. & A. Cell received under C. & A.G.'s Endorsement No. 945-GE I/215-85, dated the 24th February, 1986.]

Clarification 3.—Central Government employees who join Central Public Sector Enterprises on 'immediate absorption' basis are entitled to the same pensionary benefits as are admissible to deputationist Central Government officers who opt for permanent absorption, irrespective of the fact that appointment of some of these employees in the Public Enterprises may be on probation for a given period. In other words, the 'immediate absorption' is to be treated as 'permanent absorption' so far as pensionary benefits to Central Government employees are concerned.

2. The stipulation of 'immediate absorption' will apply to all appointments of Central Government servants in the Central Public Enterprises, irrespective of the level of appointment and whether the appointment is in public interest or otherwise, provided they had applied through proper channel and that they had been released only after obtaining and accepting their resignation from the Government service. Since the admissibility of aforesaid terminal benefits is limited to those officers who leave Government service to secure employment in the enterprise, with prior permission, the case for grant of these benefits may be processed only after ascertaining from the enterprise concerned that the officer has actually joined them.

3. ***

4. This issues with the concurrence of the Ministry of Personnel and Training (Department of Personnel) and Ministry of Finance (Department of Expenditure).

[G.I., Dept. of Public Enterprises, O.M. No. 3 (2)/85-BPE S. & A. Cell, dated the 9th January, 1986.]

For orders regarding grant of pro rata pension, encashment of leave, etc., on permanent absorption in Central / State / Union Territories Public Sector Undertakings, Autonomous Bodies see Appendix-12 in Swamy's Pension Compilation.

SECTION IV

Revision of the rates of Deputation (Duty) Allowance / pay fixation on appointment on the personal Staff of Ministers.— Consequent upon the implementation of the recommendations of the Sixth Central Pay Commission, the President is pleased to decide that in supersession of all earlier orders on the subject, the pay of employees who are appointed on the personal staff of Ministers will be regulated in the following manner:—

I. OFFICERS OF CENTRAL GOVERNMENT / AUTONOMOUS BODIES APPOINTED ON THE PERSONAL STAFF OF MINISTERS:

(i) When officers of the Central Government / Autonomous Bodies holding posts at lower levels or those who are not cleared for appointments at levels at which the post in the Personal Staff of Minister exists are appointed to higher posts in addition to their basic pay, they may be allowed Deputation (Duty) Allowance at the rate of 15% of the basic pay subject to a maximum of Rs. 4,000 per month.

(ii) As regards officers who go on deputation to equivalent and/or analogous posts on the Personal Staff of the Ministers, in addition to their basic pay, they may be allowed Deputation (Duty) Allowance in accordance with this Department's O.M. No. 2/22 (B)/2008-Estt. (Pay-II), dated the 3rd September, 2008, on the subject of "Grant of Deputation (Duty) Allowance — Recommendations of the Sixth Central Pay Commission".

(iii) In the case of officers of All-India Services and Organized Group 'A' services who are appointed on the Personal Staff of Ministers under the

Central Staffing Scheme, they may be allowed Central Secretariat (Deputation on Tenure) Allowance in accordance with this Department's O.M. No. 2/22 (A)/2008-Estt. (Pay II), dated the 3rd September, 2008, on the subject of revision of the rates of Central Secretariat (Deputation on Tenure) Allowance and Special Pay applicable, etc., in the case of organized Group 'A' Officers; and as per the provisions of relevant Pay Rules in the case of All-India services officers.

II. OFFICERS FROM THE STATE GOVERNMENT / PUBLIC SECTOR UNDERTAKINGS APPOINTED ON THE PERSONAL STAFF OF MINISTERS:

In the case of officers from State Governments / Public Sector Undertakings, their terms of appointment may be governed by the orders contained in this Department's O.M. No. 2/29/91-Estt. (Pay II), dated the 5th January, 1994. The rate of Deputation (Duty) Allowance payable in their case will be in accordance with this Department's O.M. No. 2/22 (B)/2008-Estt. (Pay-II), dated the 3rd September, 2008, on the subject of "Grant of Deputation (Duty) Allowance — Recommendations of the Sixth Pay Commission".

III. OFFICERS FROM PRIVATE SECTOR APPOINTED ON THE PERSONAL STAFF OF MINISTERS:

In the case of officers from Private Sector appointed on the Personal Staff of the Minister, they may be granted the grade pay corresponding to the post in which they are appointed and their pay in the pay band may normally be fixed at the entry level pay prescribed for their grade pay *vide* Section II, Part A of First Schedule to the CSS (RP) Rules, 2008. However, where it is proposed to fix their pay by granting advance increment(s), the approval of this Department will have to be obtained.

2. **Basic pay** in the revised pay structure means the pay drawn in the prescribed pay band *plus* the applicable grade pay but does not include any other type of pay like special pay, etc.

3. These orders shall come into effect with effect from 1-9-2008.

4. Insofar as persons serving in the Indian Audit & Account Department are concerned, these orders issue after consultation with the Comptroller and Auditor-General of India.

[G.I., Dept. of Per. & Trg., O.M. No. 2/23/2008-Estt. (Pay II), dated the 28th May, 2009.]

SECTION V

Standard Terms of Deputation

[G.I., M.F., O.M. No. F. 1 (6)-E. IV (A)/62, dated the 7th December, 1962; O.M. No. F. 1 (6)-E. IV (A)/62-E. III, dated the 7th April, 1964; F. 1 (6)-E. IV (A)/62-E. III (B), dated the 16th July, 1964 and E. 2 (21)-E. II (B)/68, dated the 15th November, 1968.]

In the absence of any specific delegation and standard terms, cases of deputation of officers from the Centre to the State and vice versa are being

referred to the Ministry of Finance for concurrence at present. The decisions enumerated in the following paragraphs have been taken in this regard.

2. The system of filling of posts on deputation basis being an expensive one should be resorted to only in exceptional cases and with discretion. Normally, there should be no cases of deputation of Ministerial (except in the case of employees of the Accounts Department) and Class IV Government servants. The period of deputation should not ordinarily exceed one year at a time and should not normally be extended beyond three years.

3. The fixation of pay of Government servants on 'deputation' in the public interest will be governed by the terms of any general or special orders issued. In the case of deputation which is not in the public interest, the pay of the officer will be fixed in the scale of the deputation post under the operation of the normal rules. In such cases, if the minimum of the deputation post is substantially higher than the emoluments admissible to him in his parent department / State, Administrative Authorities are expected to invoke the provisions of FR 35 and to restrict the pay of the officer suitably and the pay so fixed should be indicated in Item 2 (ii) of the enclosure (Annexure).

4. The standard terms as given in the Annexure to this decision should normally be allowed to officers deputed from the Centre to the State Governments.

5. The services of State Government employees may also be obtained for employment under the Central Government on the pattern of similar terms to be mutually settled in consultation with the State Government concerned.

6. It has been decided that the power of deputation in respect of non-Gazetted Government servants may be exercised by the Heads of Departments and that in respect of Gazetted Government servants by the Ministries of the Government of India, subject to the condition that the transfer would be on the standard terms as given in the Annexure. Cases in which any departure is involved will be required to be referred to the Ministry of Finance.

7. These orders will not apply to officers who are either holding supertime-scale posts prior to their transfer or are transferred to supertime-scale posts. In such cases, the deputation terms will be settled in consultation with the Ministry of Finance in each case.

ANNEXURE

(1) *Period of deputation* years from
(date to be given)

(2) *Pay: (i) (If the transfer is in the public interest)*

During the period of deputation, Shri will have the option either to get his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him in his parent department *plus* a deputation (duty) allowance in accordance with and, subject to the

conditions, as modified from time to time and such other general or special orders issued by the Ministry of Finance.

(ii) (If the deputation is not in the public interest)

During the period of deputation Shri will be entitled to pay in the scale of the post of Rs. due under the operation of the normal rules.

(3) *Dearness Allowance*: Shri will be entitled to dearness allowance under the rules of the parent Government or under the rules of the borrowing Government according as he retains his scale of pay under the parent Government or he draws pay in the scale attached to the post under the borrowing Government.

(4) *Local Allowance like HRA*: To be regulated under the rules of the borrowing Government. In the case of deputation of a Central Government servant to a State Government, the State Government concerned may, however, if they so desire, apply the Central Government rules to such a deputationist.

Central Government servants deputed on foreign service terms to posts in Public Sector Undertakings (other than Top Posts), Autonomous Bodies, and semi-Government organizations owned or controlled by Government, etc., should normally be allowed House Rent Allowance where admissible under the rules of the borrowing authorities, but the borrowing authority may at its discretion allow these allowances under the rules of the Central Government.

Clarification.— The facility of home peon or cash compensation in lieu thereof sanctioned by the respective State Governments is in the nature of compensatory allowance and the Central Government employees on deputation to those Government will also be entitled to the said benefit to the extent the rules of the said State Government concerned permit.

This order will also apply *mutatis mutandis* to the Central Government employees deputed to Public Sector Undertaking wholly or substantially owned or controlled by State Governments, the regular employees of which are entitled to the concession referred to above.

[G.I., M.H.A., O.M. No. F. 1 (14)-E. III (B)/78, dated the 20th September, 1978.]

(4-A) *Children's Educational Allowance*: During the period of deputation, Shri will be eligible to claim the Children's Education Allowance from the State Government as laid down in Para. 1 (a) of Finance Ministry's O.M. No. 8 (II)-E. II (B)/63, dated the 12th August, 1964, subject to the fulfilment of the conditions prescribed in O.M. No. F. 10 (1)-Estt. (Spl.)/60, dated the 30th January, 1962 as amended / clarified from time to time.

Reimbursement of Tuition Fees: He will be entitled to reimbursement of Tuition Fees in respect of his children, subject to the fulfilment of the terms

and conditions laid down in Finance Ministry's O.M. No. F. 17 (1)-E. II (B)/64, dated the 3rd June, 1964, as amended/clarified from time to time and liability in this regard will devolve on the borrowing Government.

NOTE.—The Government servant cannot claim both the concessions in respect of the same child.

(5) *Joining Time Pay and Transfer T.A.*: He will be entitled to T.A. and joining time both on joining the post on deputation and on reversion therefrom to the parent Government under the rules of the Government to which he is deputed. The expenditure on this account will be borne by the borrowing Government.

(6) *T.A. for Journey on duty during the period of deputation*: To be regulated under the rules of the Government to which he proceeds on deputation.

(7) *Leave and Pension*: During the period of deputation on temporary transfer, he will continue to be governed by the leave and pension rules of the parent employer applicable to him before such transfer.

The allocation of leave salary and pensionary charges will be regulated under the rules of allocation contained in Appendix-3 to Account Code, Volume-I. [*The allocation of leave salary and pensionary charges has been dispensed with from 1-4-1987. See GID below Rule 14, CCS (Pension) Rules, 1972 — Swamy's Pension Compilation.*]

(7-A) *Provident Fund benefits*: During the period of deputation, he will continue to subscribe to the Provident Fund of his parent Government to which he may be subscribing when he is placed on deputation, in accordance with the rules of such Fund.

In the case of deputation of a Government servant who is governed by the *Contributory Provident Fund Rules*, Government contribution is payable by the Government to whom he is deputed, for the period of his deputation.

(7-B) *Extraordinary pension/gratuity*: This will be regulated in accordance with the Ministry of Finance (Department of Expenditure), Office Memorandum No. F. 19 (23)-E. V (A)/64, dated the 2nd August, 1965.

(8) *Leave Travel Concession*: He will continue to be entitled to leave travel concession under the Ministry of Home Affairs, Office Memorandum No. 43/1/55-Ests. (II) P.T. II, dated the 11th October, 1956, as amended from time to time and the cost thereof will be borne by the borrowing Government.

In the case of deputation of a State Government servant to the Central Government, he will continue to avail of the Leave Travel Concession on the scale and conditions contained in Para. 2 (d) of Ministry of Home Affairs, Office Memorandum No. 43/5/57-Ests. (A), dated 4-9-1957.

(9) *Medical Concessions*: He will be entitled to these concessions under the rules of the borrowing Government.

In the case of deputation of a Central Government servant to a State Government, the State Government concerned may, however, if they so desire, apply the Central Government rules to such a deputationist.

(10) *Residential accommodation*: He will be entitled to residential accommodation according to the rules of the Government to which he is deputed.

No free house or free car will be allowed, nor any conveyance be provided at Government expense, unless such benefits are normally attached as a condition of service to the post to which he is deputed.

(11) The deputation will commence on the date on which he hands over charge of his post under the Government of India and end on the date on which he assumes charge of a post under that Government.

Govt. of India consolidated instructions regulating deputation/ delegation abroad

DEPUTATION/DELEGATIONS ABROAD

Section I — Consolidated Instructions

[G.I., M.F., O.M. No. F. 19036/7/75-E. IV (B), dated the 5th August, 1976 and No. F. 19036/7/76-E. IV (B), dated the 15th March, 1978.]

In supersession of all previous instructions on the above subject issued by the Department, from time to time, the following consolidated instructions are issued for information and compliance:—

A.—Formulation and Clearance of Proposals

2. The following types of proposals need not be referred to this Department:—

(i) Deputations/delegations of officers of Autonomous Bodies.

(ii) Deputations for participation in conferences, meetings, etc., held under approved programmes of International Organizations like United Nations and its agencies or under approved bilateral arrangements with foreign countries or deputations in response to invitations from institutions of standing or repute (and not by individuals or private firms), if no expenditure either in foreign exchange or rupees except by way of normal pay and allowances is involved.

“Approved programme” means a programme approved for the purpose, by the Ministry/Department concerned in consultation with the Department of Personnel and Training and Department of Economic Affairs.

[G.I., M.F., Memo. No. F. 19036/2/85-E. IV, dated the 16th May, 1985.]

(iii) Visits of Central Government servants or delegations to Bhutan.

Proposals referred to in (i) and (iii) above will be decided by the concerned Autonomous Body and the Administrative Department respectively. Those referred to in (ii) above will be submitted for approval to the Secretary of the Administrative Department concerned at least fifteen days before the date of departure of the officers.

All cases of tour abroad of the officers of the level of Secretary to the Government of India will henceforth be submitted to the Screening Committee of Secretaries, for approval.

[G.I., M.F., O.M. No. 19036/2/85-E. IV, dated the 16th May, 1985.]

NOTE 1.—The proposal will first be examined by the Financial Adviser, who will record his views/recommendations thereon and obtain the approval of the Administrative Secretary, before submitting the same to the Screening Committee of Secretaries.

[G.I., M.F., O.M. No. 19036/7/75-E. IV (B), dated the 29th April, 1978 and 31st May, 1978.]

NOTE 2.—A doubt has been expressed whether the approval of the Screening Committee of Secretaries is necessary in the cases of Government officials who are included in the delegations sponsored by the Public Sector Undertakings. It is clarified that the approval of the Screening Committee of Secretaries is required for deputing such officials abroad even if no expenditure is borne by the Government of India on the deputation of Government officials included in the delegations sponsored by the Public Sector Undertakings. This would not, however, apply to cases, where Government officials deputed on foreign service terms to Public Sector Undertakings are sponsored by such Undertakings for deputation abroad during the period of their foreign service.

[G.I., M.F., O.M. No. F. 19036/7/75-E. IV (B), dated the 6th October, 1978.]

NOTE 3.—In Finance Secretary's D.O. Letters No. 19036/8/87-E. IV, dated 17-8-1987 and 3-9-1987 (*not printed*) addressed to all Secretaries to the Government of India, it was advised to seek the approval of Screening Committee of Secretaries in all cases of deputation/delegations abroad involving any financial liability on the part of the Government of India. The position has been reviewed recently and it has been decided that with a view to reducing unnecessary paper work certain further delegations be made. Subject to the availability of budget provision for foreign travel, the following types of proposals of deputation/delegation abroad of Government officials may not be referred to the Screening Committee but may be finally decided by the Ministries in the manner indicated—

- (i) Proposals relating to Security personnel, who accompany the President, Vice-President and Prime Minister on trips abroad may be approved by Foreign Secretary in consultation with F.A., (Ministry of External Affairs).
- (ii) Deputation proposals of Doordarshan/AIR teams in connection with foreign visits of the President, Vice-President and Prime Minister may be approved by Secretary (I & B) in consultation with F.A. (I & B).
- (iii) Deputation of officers of the level of Joint Secretary and below to the neighbouring countries (Burma, Ceylon, Pakistan, Bhutan, Nepal and Bangladesh) may be approved by the concerned Administrative Secretaries in consultation with their Financial Advisers.
- (iv) All proposals of deputation other than on training of officers below the level of Joint Secretary and equivalent may be approved by the concerned Administrative Secretaries in consultation with their Financial Advisers, subject to the conditions that the period of deputation is up to one week and cost of deputation does not exceed Rs. 1 lakh per person.

In approving such deputations abroad, all instructions of the Government of India on the subject should be strictly followed.

2. A monthly report indicating particulars of cases of deputation approved by Secretaries of the Administrative Ministries under the delegated powers should be sent by respective Financial Advisers to Finance Secretary's Office for collation and submission to Prime Minister's Office/Cabinet Secretary. This report should separately indicate foreign exchange provisions involved in each case of deputation. The report for the preceding month should reach Finance Secretary's Office by the 5th of the extent month positively. The continuance of the above delegation of powers will be reviewed in respect of each Ministry based on the confirmation or otherwise of strict adherence to the budget provision and the economy in expenditure.

[G.I., M.F., O.M. No. 19036/2/88-E. IV, dated the 17th March, 1989.]

3. For all other proposals, the sponsoring Department will obtain the concurrence of the Department of Expenditure in principle before actually sponsoring a delegation/deputation abroad or entering into any commitments in that regard. Thereafter, the sponsoring Department will formulate the detailed proposals.

4. While formulating proposals for training of Government servants under the financially aided schemes (e.g., Colombo Plan, etc.), the sponsoring Department should ensure fulfilment of the following conditions in respect of each sponsored candidate:—

- (i) He should have at least four years to serve after conclusion of the training.
- (ii) He should have completed a minimum of five years service. The limit may, however, be relaxed in cases where the very nature of training does not warrant such a restriction, e.g., cases where individuals are recruited on the condition that they should undergo training before they are posted to regular duties.
- (iii) He should possess adequate background of the subject or field in which he would be receiving training.
- (iv) If he is on loan from a State Government or a quasi-Government body, the lending authority should agree to make him available to the Government of India for a period of not less than three years after the conclusion of the training, if required.
- (v) If he is in the temporary employ of the Government of India, there should be a reasonable chance of his remaining in service for a minimum period of three years after the conclusion of the training.
- (vi) A period of deputation of eighteen months at one time should ordinarily be regarded as a suitable maximum in such cases.

Where, however, a particular scheme provides for any specific condition to be fulfilled before a person is approved for training, the same shall be followed in preference to the general conditions referred to above.

Although selection of officers would be largely left to the Ministry, it would be fully within the competence of the Screening Committee to take a

view on all relevant matters, including the officer, to be selected, his level and/or experience, etc.

[G.I., M.F., O.M. No. 19036/3/82-E. IV, dated the 18th March, 1982.]

Undertaking from Officers sent abroad for training programmes.—

I am directed to invite attention to the instructions issued by this Department in letter No. 15012(2)/3/91-Trg. (R), dated the 22nd April, 1992 (*copy enclosed*) which relates to utilization of the experience of officers returning from training abroad by attaching them to the various National/State Training Institutions/Academies of administration.

2. In continuation of what has been stated in the aforesaid instructions, I am directed to say that while nominating officers for various training programmes abroad, it may be ensured that the officers nominated have given an undertaking that they would be willing and available for training-related assignments, on return from training.

[G.I., Dept. of Per. & Trg., Letter No. 37/9/2000-EO (F), dated the 11th January, 2001 addressed to All the Chief Secretaries of States/UTs and all Secretaries in the Ministries/Departments, Government of India.]

ENCLOSURE

*Copy of G.I., Dept. of Per. & Trg., Circular Letter
No. 15012 (2)/3/91-Trg. (R), dated the 22nd April, 1992 to
all the Chief Secretaries of all States/UTs, etc.*

A number of officers from the All India Services and the Central Services are nominated every year for training abroad. However, their experience in the training institutions abroad is not being effectively used for upgradation of training facilities in India. Ideally, a training underwent by an officer in the foreign University should be used to generate a cascading effect so that more officers can benefit from the valuable foreign exchange spent on training courses abroad.

2. It has, therefore, been decided that officers returning from training abroad may be used as "Resource Persons" for the training courses run by various national/state academies of administration. The officer returning from a long-term foreign training would be attached under this scheme to a training institution such as IIPA, LBS/AA, ISTM, the departmental training institutions or the state training academies for a period of three months immediately on his return from abroad. The officer can choose the academic/training institution with which he wants to spend this period of 3 months.

3. The officer would work on the faculty of the institute during this attachment and he would be expected to produce some training material and also to actively participate in the training courses run by the institute. This attachment to the training institute would be compulsory and no exemption should be normally given. However, if exemption is required to be given on special grounds, the case may be referred to this Department for exemption which can be granted only with the approval of Secretary, Department of Personnel & Training, Government of India.

4. It has been further decided that ACRs of such officers for this period of three months may also be written by the Director of the Training Institute, provided the Director is senior to the officer concerned. In other cases, the Secretary of the Department or the Chief Secretary may write the Report.

5. This is to request you that provisions of this requirement may kindly be made in the Deputation Orders when officers are sent for foreign training.

5. After formulation of the proposals, the sponsoring Department will send, at least fifteen days before the date of departure of the officers/delegates abroad, the details of the proposals in the pro forma at Appendix-II to the Financial Adviser.

Clarification.—Under the existing orders, the Ministry sponsoring a delegation is responsible for processing the proposal and obtaining the orders of the Screening Committee in respect of all the members of the delegation, even though some of them may be officers of other Ministries/Departments. In the pro forma *vide* Appendix-II, it has *inter alia* to be indicated whether the expenditure on the deputation would be met from within the sanctioned grant and in case this is not possible, how the same is proposed to be met. Since the expenditure on deputation abroad of officers has to be debited to the Ministries/Departments to which they belong, information regarding availability of funds will have to be given by the concerned Ministries to the Ministry sponsoring the delegation. It has, however, been brought to the notice of the Ministry that this is not being done in many cases with the result that full information is not available to the Screening Committee when it examines the said proposals. It is accordingly hereby clarified that while agreeing to the inclusion of their officers in the delegations sponsored by other Ministries in consultation with their respective Financial Advisers, the Ministries concerned should specifically inform the sponsoring Ministry in all cases whether or not it would be possible for them to meet the expenditure on such deputations from the sanctioned budget grant in so far as their officials included in delegation are concerned.

[G.I., M.F., O.M. No. 19036/4/82-E. IV (B), dated the 8th April, 1982.]

6. The Financial Adviser will scrutinize all proposals. For the following types of proposals for which reference to the Secretaries Committee (of Para. 7) is not necessary, he will accord expenditure sanction and sanction from foreign exchange angle (where necessary) and send them back directly to the sponsoring Department:—

- (i) Deputations of individual Government servants under training programmes/schemes (such as Foreign Language Scholarship Scheme of the Ministry of Education) which have been finalized in consultation with the Appropriate Authorities (e.g., Ministry of Finance, Cabinet, etc.) and for which a specific budget provision exists.
- (ii) Deputation on training under the Colombo Plan, TCM, etc., which are administered by the Department of Economic Affairs and in respect of which expenditure is met whole or almost wholly by foreign agencies.

- (iii) Extension of deputation not exceeding a week.
- (iv) Deputation/delegations of the type mentioned in Paragraph 2 (ii), where additional expenditure of peripheral items such as local costs has to be incurred or any of the usual conditions, such as, period of service put in by the concerned officer or not filling up of the post vacated by the official proceeding on deputation are not fulfilled.

In so far as proposals at (ii) above are concerned, the power to accord expenditure sanction on local costs will be exercised by the sponsoring Department after the proposals have been cleared by the Chairman of the Technical Assistance Selection Committee of the Department of the Economic Affairs.

7. All other proposals will be referred by the Financial Adviser to the Secretaries Screening Committee constituted for the purpose of screening such proposals (consisting of the Cabinet Secretary, Finance Secretary and the Secretary of the Administrative Department concerned) along with his views and the views of the Department of Economic Affairs, where necessary. He will also bring to the notice of the Committee any proposal to fill the resultant vacancy except where the vacancy arises as a result of deputation of the officer for training abroad and is for a period exceeding sixty days. On receipt of the views of the Committee, he will communicate them to the sponsoring Department.

8. The sponsoring Department will then submit the proposal, along with the views of the Committee, to the Minister-in-charge. After approval of the Minister-in-charge, necessary sanction will be issued by it. In case the Minister-in-charge disagrees with the views of the Committee, normal procedure for placing the case before the Cabinet will be followed.

NOTE 1.—*Officer debarred from deputation under Central Staffing Scheme also debarred for any foreign training.*—An officer who is debarred from being taken on deputation to a posting under the Central Staffing Scheme may also be debarred from being considered for any foreign training as also from being given cadre clearance for being deputed on foreign assignments/consultancies abroad during the period of debarment.

[Dept. of Per. & Trg., O.M. No. 14/1/98-FA (UN), dated the 26th February, 1998.]

NOTE 2.—*Officers on deputation abroad on study leave/training not permitted to accept any foreign assignment/consultancy.*—It has been decided that an officer who has gone abroad on study leave or on training should not be permitted to accept any foreign assignment/consultancy abroad in continuation of the study leave or training.

[G.I., Dept. of Per. & Trg., O.M. No. 4/3/95-FA (UN), dated the 23rd August, 1996.]

B.—Leave and Transit time

9. Government servants stationed outside Delhi and deputed for training abroad may be allowed up to a maximum of 4 days for completion of pre-departure formalities, e.g., medical examination, arrangements for passports, etc., and this period may be treated as transit time.

10. Where an officer avails himself of earned leave/leave on average pay not exceeding 120 days/4 months in India, in conjunction with deputation—

- (a) the normal time taken on the journey by the officer from the place where he was spending his leave to the sea/airport of embarkation limited to the normal time on the journey from his headquarters in India to the port of embarkation, and
- (b) the normal time taken on the journey from the port of disembarkation to his headquarters

may, under the orders of the sponsoring Department, be treated as transit time and included in the period of deputation.

11. An officer may, subject to the exigencies of public service, be granted leave while abroad for a period not exceeding fifty per cent of the actual period of duty abroad (excluding the transit time from India to the country of deputation and back and enforced halt) or a fortnight, whichever is less for personal reasons. Cases involving grant of leave in excess of limits indicated above should be decided in consultation with this Department.

12. The Competent Authority may grant casual leave in exceptional circumstances to an officer, subject to the condition that it will not have the effect of extending the period of deputation.

C.—Pay, Allowances, etc.

I— For officers sent abroad on training under various financially aided schemes (e.g., Colombo Plan, etc.)

(a) Pay

13. The entire period of the Government servant's absence from his post in India will be treated as period of deputation on the full pay which he would have drawn had he remained on duty in India.

14. The entitlement of a Government servant to normal transit time pay will not be affected by

- leave of any kind taken in India immediately before the commencement of the period of deputation or immediately on return to India at the end of such deputation;
- leave taken abroad before, during or at the end of the period of deputation on medical grounds or in order to spend profitably a period of enforced halt due to unavoidable waiting for a passage; and
- leave granted on personal grounds in accordance with the provision of Para. 11.

(b) Dearness Allowance

15. A Central Government employee deputed for training abroad under the various officially sponsored training schemes may be allowed Dearness Allowance at the rate at which he would have drawn had he not proceeded on deputation abroad for training, excluding any regular leave taken abroad, even

in cases of stay of more than six months in a single country. The Dearness Allowance will be admissible for the entire period of such deputation abroad for training.

The allowance will not be admissible to officers posted ex-India to specific posts, e.g., Consular posts abroad, or to those who are in receipt of Foreign Allowance, which is in lieu of Dearness Allowance.

[G.I., M.F., O.M. No. 13014/1/81-E. II (B), dated the 7th November, 1981 and the 8th February, 1985.]

(c) House Rent Allowance / recovery of rent

16. The Government servant will be entitled to draw House Rent Allowance during the entire period of training at the rates admissible to him from time to time at the station from where he was deputed abroad for training subject to the production of certificates prescribed in Paragraph 8 of Ministry of Finance, Office Memorandum No. 2 (37)-E. II (B)/64, dated 27-11-1965, as amended from time to time. The allowance will not be admissible for the period of training which is treated as special leave or leave on average pay / earned leave.

An officer before proceeding on deputation should ascertain from the authority allotting the accommodation other than Directorate of Estates, Ministry of Works and Housing, whether he is entitled to retain the Government accommodation and for what period. So far as the general pool accommodation controlled by the Ministry of Works and Housing is concerned, the position is that, a Government servant who is proceeding on deputation abroad, can retain Government accommodation allotted to him for a maximum period of six months for the bona fide use of the officer or the members of his family. The licence fee for the period of deputation not exceeding six months will continue to be charged at the same rate at which it would have been normally charged had he not proceeded on deputation. Where period of deputation is more than six months, the Government servant should make arrangements to vacate the accommodation within the concessional period of six months; otherwise he shall be liable to pay licence fee at market rate and also eviction from the quarter. A Government servant proceeding abroad on training, the period being treated as duty, is, however, entitled to retain the Government accommodation for the full period of training on payment of the same rate of licence fee which he was paying before proceeding on training, provided the residence is required for the bona fide use of the officer or the members of his family. If the period of training is covered by grant of special leave or earned leave, etc., he can return Government accommodation on payment of normal rent up to a maximum period of four months.

II— For officials / non-officials sent abroad on deputation / delegation other than those officers sent on training under financially aided schemes.

17. Entitlements of such officials / non-officials to pay and allowances for various periods of deputation have been given in Appendix-III. Rates and other

conditions / restrictions, etc., on drawal of these allowances are given in the following paragraphs:—

(a) *Pay*

18. Same as in Paras. 13 and 14.

(b) *Dearness Allowance*

19. Same as in Para. 15

(c) *House Rent Allowance*

20. The officers going abroad on deputation shall be eligible to draw House Rent Allowance at the rates admissible to them from time to time at the station from where they proceeded abroad on deputation in the following manner:—

(i) *Deputation not exceeding one year*

House Rent Allowance will be admissible for the entire period of deputation.

(ii) *Deputation exceeding one year*

House Rent Allowance will be admissible till such time as Government servant's family remains at the last place of his duty in India. In the event of an employee applying for family passage to the place of deputation abroad or for Transfer Travelling Allowance in respect of his family's journey from the headquarters in India to home town or any other station, he will not be required to refund the amount of House Rent Allowance up to the date up to which the family actually resides at the last headquarters of the employee in India.

(iii) *Deputation initially not exceeding one year but subsequently extended beyond one year*

House Rent Allowance will be admissible up to the date of orders extending the period of deputation beyond one year. Thereafter, the allowances will be admissible till such time as Government servant's family remains at the last place of his duty in India. In the event of an employee applying for family passage to the place of deputation abroad or for Transfer Travelling Allowance in respect of his family's journey from the headquarters in India to home town or any other station, he will not be required to refund the amount of House Rent Allowance up to the date up to which the family actually resides at the last headquarters of the employee in India.

The drawal of allowances under this sub-para. will be subject to the production of certificates prescribed in Para. 8 of Ministry of Finance, Office Memorandum No. 2 (37) E. II (B)/64, dated the 27th November, 1965, as amended from time to time.

(d) *Travelling Allowance*

21. An official / non-official will be entitled to Travelling Allowance in accordance with the following rates:—

(i) Within India—

As per normal T.A. Rules.

(ii) Outside India—

(a) *Air Journey.*— In all cases of deputation abroad, where the cost of air passage is borne by the Government of India, the persons concerned should travel by national carriers, i.e., Air India/Indian Airlines. In case the national carriers are unable to offer a passage on or about the desired date, or if the national carriers do not operate on the sector or do not have flights to the nearest connecting point for which the passage is required, the Ministry/Department/Undertaking concerned will approach Air India/Indian Airlines directly for travel by foreign airline in the prescribed pro forma (for detailed instructions see Annexure to this Appendix). Such requests for travel by foreign airline would be endorsed by an officer not below the rank of Joint Secretary in the Ministry/Department concerned.

[G.I., Ministry of Transport, Dept. of Civil Aviation, O.M. No. AV 13025/3/85-A, dated the 7th October, 1985.]

Entitlement of class of accommodation by air ex-India

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|--|---|
| 1. Ministers of the Central Government, Members of Parliament, Officers of and above the rank of Secretaries to the Government of India and Heads of Missions when travelling on duty to, within and from the country/countries of accreditation/concurrent accreditation. | Standard (First) Class at their option. |
| 2. Other Central Government servants and non-officials | Tourist (Economy) Class. |
| 3. Officers of the level of Joint Secretaries/ Additional Secretaries to the Government of India and equivalent ... | Club Class only. |

[G.I., M.F., O.M. No. 19036/11/86-E. IV, dated the 16th December, 1986 and No. 19036/2/89-E. IV, dated the 4th July, 1989.]

NOTE.— *Reimbursement of Local Cost including Airport tax paid in India.*— Doubts have been raised by various authorities whether the Airport Tax paid in India by the trainee officers under the financially aided schemes like Colombo Plan, etc., could be reimbursed to them as a part of local cost. The matter has been considered and it has been decided that in such cases where the officer concerned certifies that the Airport Tax in India has not been paid by the foreign Government/body, the amount may be treated as “local cost” and reimbursed by the sponsoring Ministry/Authority.

[G.I., M.F., O.M. No. F. 19036/3/85-E. IV, dated the 16th May, 1985.]

(b) *Road Journey.*— Officers visiting foreign countries on official tours may be reimbursed actual taxi charges incurred for performance of journey from Airport to hotel and vice versa in the country of visit subject to their

furnishing a certificate to the effect that he/they has/have not availed of Indian Missions car facility for the said journey(s).

[G.I., M.F., O.M. No. 19036/8/85-E. IV, dated the 30th October, 1985.]

(c) *Sea journey*.— As given in Appendix-IV.

22. Excess baggage allowance.— Keeping in view the need for economy in administrative expenditure, the position has been reviewed and it is decided to prescribe the following revised scale of excess baggage allowance over and above the free allowance given by the air companies:—

Class of officers	Deputation period	Excess personal baggage allowance
All Officers	Up to 2 weeks	5 kg
	More than 2 weeks	More than 5 kgs but up to a maximum of 10 kg to be allowed on the merits of each case by the Financial Advisers concerned.

As regards official baggage, no fixed ceilings are laid down at present and the Financial Advisers allow requirements on the merits of each case after careful scrutiny. While the existing practice may continue unchanged, official baggage may be allowed for the delegation as a whole for carrying official papers and records and not for individual members of a delegation.

[G.I., M.F., O.M. No. 19036/16/82-E. IV, dated the 22nd July, 1983.]

NOTE.— It has come to notice that some of the Ministries/Departments are sanctioning excess baggage allowance in terms of this Ministry's O.M. No. 19036/16/82-E. IV, dated 22-7-1983, even in the cases of officers who are deputed abroad for training under Colombo Plan, etc., which are fully financed by the foreign agency. It is again brought to the notice of all Ministries/Departments of Government of India that in cases of deputations/ delegations abroad sponsored by foreign agencies, etc., including training abroad under financially aided schemes, the concerned officers should accept the terms offered by the foreign agencies, etc., and these would not be substituted/ supplemented by the terms admissible under Government of India's rules. It is requested that these instructions should be strictly complied with while formulating proposals for deputation/training abroad of officers under financially aided schemes.

[G.I., M.F., O.M. No. 19036/3/84-E. IV, dated the 29th September, 1984.]

23. The title of a Government servant to passage will not be affected by

- leave of any kind taken in India in conjunction with the period of deputation;
- leave taken abroad before, during or at the end of the period of deputation on medical grounds or in order to spend profitably a period of enforced halt due to unavoidable waiting for a passage or on personal reasons; and
- leave granted in accordance with the provisions of Paragraph 11.

If an officer avails himself of leave to which he is entitled during the period of his deputation (of Paragraph 11), he will not be entitled to any Travelling Allowance during the currency of such leave.

24. In case of earned leave not exceeding 120 days taken in India, the Government servant may be allowed Travelling Allowance for his journeys in India if such journeys really arise out of and are incidental to his deputation abroad. Such Travelling Allowance will be admissible as follows:—

- (i) In the case of outward journeys, from the place where the officer was spending his leave to the port of embarkation or from the normal headquarters to the port of embarkation, whichever is less.
- (ii) In the case of return journeys, from the port of disembarkation in India to the normal headquarters.

25. Travelling Allowance of Ministers and officials of State Government included in delegations abroad which are sponsored by Government of India will be initially paid by the concerned State Government(s) at the rates admissible under the State Acts/Rules and the amount would be reimbursed to them by the sponsoring Department. The T.A. bills of such officials should be supported by a certificate from the Controlling Officer of the sponsoring Department specifying the dates and other details to enable the Controlling Officer/audit of the State Government to regulate/check the claim. A copy of the sanction letter of such delegations should also be endorsed to the Accountant-General(s) of the concerned State(s).

26. T.A. claims of members of delegations should be supported by a certificate recorded on each T.A. bill by the authorized Controlling Officer to the effect that he has satisfied himself that the expenditure was actually incurred in public interest and that the rates of railway fares, road mileage allowances, etc., are in accordance with the prevailing rates.

27. If the leave travel concession is proposed to be availed of during the period of leave not exceeding 120 days taken in India before or after the period of deputation, the entitlement of the officer concerned to the Travelling Allowance/Leave Travel Concessions will be governed by the provision of Para. 2 (b) and (c) of Ministry of Home Affairs' O.M. No. F. 43/15/59-Estt. (A), dated 19-7-1960 (*Not printed*). In such cases the first air/seaport of embarkation/disembarkation in India will be considered as the tour station.

28. The admissibility of Mileage Allowance is regulated by Letter Nos. F. 56 (1)-E. II/54, dated the 20th May, 1965 and 30th March, 1957 from the Ministry of External Affairs.

(e) *Daily allowance, accommodation, foreign allowance, additional foreign allowance and children education allowance.*

29. Entitlement to these allowances for various periods of deputation and the corresponding rates are given in sub-paras. (i), (ii) and (iii) below. Rates

of Daily Allowance will be those prescribed by the Ministry of External Affairs for the station in respect of officers of corresponding rank posted in Indian Missions abroad. (See *Section IV in this Appendix for the rates of D.A.*). However, they are not subject to reduction after a certain period as provided for in the Indian Foreign Service Rules.

(i) For deputation initially not exceeding six months—

The deputationist will be entitled to Daily Allowance at

- ¹all inclusive rates throughout the period, or
- ²split rates (where prescribed) for a period not exceeding three months and thereafter at all inclusive rates, or
- ²split rate for the entire period, if it is certified by the Head of the Mission that the continued stay of the deputationist in a hotel beyond three months is absolutely necessary.

No other allowance will be admissible to him.

(ii) For deputation initially exceeding six months but not twelve months—

The deputationist will be entitled to Daily Allowance at split rates during the first twenty-eight days and thereafter at all inclusive rate.

No other allowance will be admissible to him. The above limits of Daily Allowance will not, however, apply if the stay in one place of deputation does not exceed six months although the total period of deputation out of India may itself be for more than six months. For this purpose, short visits of duty of less than one month outside the place of deputation will not constitute a break in the continuity of stay at the place of deputation unless duty finally ends out of the place of deputation. During such short visits, Daily Allowance will be admissible at the normal rates, i.e., at split rates wherever accommodation is arranged through the Mission, otherwise at all inclusive rates.

(iii) For deputation initially exceeding a year—

The deputationist will be entitled to the following:—

- (aa) Accommodation — Free furnished accommodation as per scale and within the ceiling rental prescribed by the Ministry of External Affairs for an officer of his status. In Washington, however, the following equation may be adopted by the Mission for the purpose of booking accommodation for first grade officers deputed on temporary official duty to USA.

1. All inclusive rate means a single amount for covering expenditure on all items, i.e., food, accommodation, etc.

2. Split rate denotes separately the amounts admissible for accommodation, tips, cash allowance for food, etc. These rates have been prescribed by the Ministry of External Affairs.

- (i) Officers of the Central Government of and above the rank of Joint Secretary to the Government of India. Accommodation as for a Minister in the Indian Embassy, Washington.
- (ii) All other First Grade Officers Accommodation as for first grade officers.
- (bb) ¹Foreign Allowance — to be fixed in each case. This allowance will not be sanctioned for the days on which Daily Allowance is drawn.
- (cc) Daily Allowance — In case accommodation is not available and the deputationist has to be put up in a hotel, he will be allowed Daily Allowance at the rates prescribed by the Ministry of External Affairs. This will be regulated as follows:—
 - (a) Daily Allowance for the first 28 days and thereafter;
 - (b) daily allowance for the next 28 days if the stay in the hotel is absolutely necessary; and thereafter.
 - (c) Daily Allowance at all inclusive rate or Cash Allowance under split rate as may be admissible to the officer.

These allowances will be granted in lieu of the foreign allowance at the discretion of the Head of the Mission.

- (dd) ²Additional Foreign Allowance — As per Ministry of External Affairs' Letter No. F. 45 (2)/GA/60 (EAI) 60/1/110, dated 17-6-1960 (*not printed*).
- (ee) Children's Education Allowance — at the rate of Rs. 80 and Rs. 150 per month per child up to two school going children between the ages of 5 and 18 studying in India and abroad respectively subject to the following certificate:—

“Certified that the child/children in respect of whom the allowance is claimed is/are within the prescribed age-limits, that they are going to school/are receiving proper education to the satisfaction of the Head of the Mission and that the amount drawn is not in excess of the amount actually spent on tuition fees, books and transport to and from the educational institutions.”

No certificate will be necessary in case of children studying in India.

30. All officers would be entitled to stay only in single room in hotels when they go abroad on deputation.

Leaders of delegations representing India at important international conferences, should receive members of other delegations for group

1. Foreign allowance is meant to cover additional expenditure for living abroad. The rate is fixed in each individual case.

2. Additional foreign allowance is a fixed compensation for levy of income tax on salaries.

meetings/discussions, etc., and hold such meetings in the embassy building, if no separate arrangements for such meetings have been made by the Conference Authorities. However, where it is not possible to do so, the meetings could be held in a conference room hired for the purpose for the required period.

[G.I., M.F., O.M. No. 19036/12/81-E. IV, dated the 11th December, 1981.]

It has been decided that no officer of the Government of India (including officers of the level of Secretary to the Government of India) shall be allowed to perform journey by first class by air, whether within the country or abroad. It has also been decided that no officer (including officers of the level of Secretary to the Government of India) shall be entitled to a hotel suite either within the country or outside. The officers may be allowed only single room.

These restrictions shall equally apply to officers of Public Sector Undertakings and Autonomous Bodies.

[G.I., M.F., O.M. No. F. 19036/3/90-E. IV, dated the 22nd July, 1991 and the 26th August, 1991.]

31. If the period of deputation was initially for a period not exceeding six months/twelve months but subsequently extended so as to make total period exceed six months/twelve months, the entitlement to the rates prescribed for the next higher period will commence from the date of sanction of such extension. Till free furnished accommodation is provided, the officer may draw Daily Allowance at the rates admissible prior to the date of sanction.

32. For the purpose of these allowances, the period of deputation will include only the period of effective duty in the country to which the official/non-official is deputed and will be deemed to commence on the date on which he arrives there and end on the date on which he departs from there.

33. Grades of officers for entitlement to such allowances are to be determined in accordance with SR 17. Non-officials should generally be classified as Grade I officers within the meaning of SR 17.

34. Entitlements to these allowances during certain contingencies, while on deputation abroad, will be regulated as below—

(i) *During leave other than casual leave.*

Daily Allowance will not be admissible during such leave.

(ii) *During casual leave.*

Subject to (iii) below, no Daily Allowance will be admissible during casual leave. Where accommodation has been provided, the cost thereof will also have to be refunded.

(iii) *During enforced halts.*

Daily Allowance at all inclusive or split rates, as the case may be, is admissible during enforced halts on account of illness up to a maximum of seven days subject to the condition that the illness is certified by the Head of Mission/Controlling Officer on the basis of a proper medical certificate.

Cases of such enforced halts exceeding seven days should be reported to Government for orders.

(iv) Where Subsistence Allowance is granted.

Where an officer is deputed abroad to attend a meeting/conference sponsored by UNO, its agencies or any other Foreign Government/Agency and is granted Subsistence Allowance by it, he will not be entitled to any Daily Allowance.

Clarification.—Doubts have been raised whether the above provisions apply to cases of officers sent abroad on training and also whether it would be permissible to allow all inclusive or split rates of Daily Allowance in lieu of Subsistence Allowance allowed by the Foreign Government/Agencies, if the former happens to be more favourable to the officer than the latter. It is hereby clarified that the above provisions apply to all types of deputations abroad, including cases of Government officials sent abroad for training. Accordingly, in all cases of deputation/training abroad, where Subsistence Allowance is granted by a Foreign Government/Agency, Daily Allowance in lieu of or in addition to such subsistence allowance would not be admissible.

[G.I., M.F., O.M. No. 19036/8/80-E. IV, dated the 29th May, 1980.]

(v) Where a deputationist stays as a house-guest.

A deputationist staying as house-guest with foreign service officers and entertained during his stay abroad by India-based representational officers out of representational grant placed at the disposal of such officers for the purpose will be entitled to Daily Allowance at the rate of $\frac{1}{4}$ th of the all inclusive rates. This fact should be indicated in the T.A. bill for the information of the countersigning authority and the Audit Officer. Where, however, a deputationist stays with an India-based representational officer or his friend or relative as a private guest, full Daily Allowance at all inclusive rates will be admissible.

(vi) Where accommodation and/or meals are provided free.

For an officer on tour or temporary duty abroad or a member of his family authorized to accompany him, the rates of Daily Allowance will be as follows:—

Contingency	In places where all inclusive rates of D.A. are prescribed	In places where no all inclusive rates of D.A. are prescribed
(a) Where both accommodation and meals are provided free	25% of the prescribed rate	37.5% of the normal cash allowance rate
	OR actual expenditure, whichever is less	OR actual expenditure, whichever is less

Contingency	In places where all inclusive rates of D.A. are prescribed	In places where no all inclusive rates of D.A. are prescribed
(b) Where only accommodation is provided free — in a hotel	(i) $\frac{2}{3}$ rd of the prescribed rate OR The prescribed Cash Allowance, whichever is less; and (ii) actual amount paid by way of tips subject to a maximum of 10% of the rental ceiling.	
— in other places, e.g., State Guest House	(i) 50% of the prescribed rate; and (ii) actual amount paid by way of tips subject to a maximum of 10% of the rental ceiling.	(i) 75% of the normal Cash Allowance; and (ii) actual amount paid by way of tips subject to a maximum of 10% of the rental ceiling.

Clarifications.— The following clarifications are issued for payment of Daily Allowance which will come into effect from the date of issue of this OM:—

- (a) Where the deputation abroad is sponsored by the Government of India and the entire expenditure is also met by the Government of India, the provisions of Para. 34 (vi) is amended to substitute “All Inclusive Daily Allowance” by “Cash Allowance”.
- (b) Where the deputation is sponsored by a foreign agency and the entire expenditure is also met by such agency and it pays to the deputationist officer Subsistence Allowance/Cash Allowance, no supplementation will be admissible from the Government of India. The terms offered by the foreign agency cannot also be exchanged with the terms given by the Government of India to deputationist officers.
- (c) In (b) above where the foreign agency does not pay any Subsistence/Cash Allowance but provides free lodging and principal meals, the officer may be paid 25% of admissible Cash Allowance by the Government of India to meet expenses on incidentals.

[G.I., M.F., O.M. No. F. 19036/4/83-Estt. IV, dated the 10th June, 1983.]

35. Whenever Cash Allowance at full rates laid down in the respective orders prescribing split rates of Daily Allowance is claimed, the deputationist should record a certificate on his T.A. bill that the cost of accommodation was not inclusive of an element of 'breakfast charges'.

(f) Tip money

36. The officer will be entitled to reimbursement of actual charges on account of tips so long as daily allowance is drawn by him subject to the limit of 10 per cent of accommodation charges where there is a split rate or 10 per cent of all inclusive rates where there is no split rate, subject to the condition that in the case of officers of representational status, the wages of local servants are not drawn in addition.

(g) Equipment Allowance

37. Where an officer, who is drawing a monthly pay of (a) Rs. 2,800 or less in the revised scales of pay promulgated under the Central Civil Services (Revised Pay) Rules, 1986, is deputed abroad otherwise than on training and for a period of one month or more, to a place where the climate at the time of deputation/duty is generally colder than winter in Delhi may be reimbursed the actual expenses limited to the following in order to equip himself with additional clothing:—

- (i) Rs. 600 if the period of deputation is more than a month but less than a year.
- (ii) Rs. 1,000 if the period of deputation is one year or more.

An officer will not be entitled to the allowance a second time until at least a period of 7 years had elapsed from the receipt of the first allowance.

[G.I., M.F., O.M. No. 19036/6/88-E. IV, dated the 22nd September, 1988.]

(h) Advances

38. A Government servant proceeding on deputation outside India may be granted an advance of pay by the Administrative Department subject to the following conditions:—

- (i) The period of deputation is not less than one month.
- (ii) The amount of advance is limited to one month's pay and is recoverable in not more than three equal monthly instalments.
- (iii) In the case of a temporary employee, surety from a permanent Government employee is obtained before advance is sanctioned.

39. Indian Missions abroad may pay advances of Daily Advance/Traveling Allowance to the deputationist based on the probable period of stay. The advances so paid should be adjusted at the end of deputation if the period of deputation is less than one month or at the end of each month if it exceeds one month, final adjustment being made at the end of deputation. The Missions should indicate the payments on the LPC of the officer when he returns to India.

D.— Procedure for Payment

40. Where the sanctioned period of deputation exceeds three months, the officer can draw the foreign exchange entitlement of his pay through Embassies/Missions abroad, on the authority of his LPC, containing the terms sanctioned for the deputation.

41. For all payments other than salary, if the period of deputation does not exceed two months, the Embassy may make the payments to the officer concerned on the basis of the sanction issued by the sponsoring Department in accordance with the provisions of Para. 46 without waiting for the LPC. Final adjustment will be made by the Embassy on the basis of the LPC when received. Where the sanctioned period of deputation exceeds two months, no payment will be made by the Embassy to the officer except on the authority of his LPC with the terms sanctioned for deputation entered therein.

42. In the case of deputations to places where there are no resident Indian Missions, the estimated amount of foreign exchange required should be mentioned in the sanction letter on the basis of which the Department of Economic Affairs will arrange to release necessary foreign exchange which will be carried in travellers cheques.

E.— Execution of Bond

43. Every officer who is deputed abroad for training should be required to execute a bond in the form at Appendix-IX. Similarly, every officer who is already abroad and whose period of training is extended is required to execute a Supplementary Bond (Appendix-X). The period for which the Bond/or Supplementary Bond has to be obtained has been indicated in the Notes at the end of Appendix-IX.

F.— Sanction

44. Every sanction regarding the size of the delegation, terms of deputation, etc., will be issued by the sponsoring Department in consultation with the Department of Expenditure and other concerned Departments. Two specimen forms of sanction are at Appendices-XI and XII. The form at Appendix-XI may be used when the delegation consists of a single officer while the form at Appendix-XII may be used when more than one officer either from different Departments or the same Department comprise the delegation. The authorities to whom the sanction may be endorsed have been indicated in the specimen forms.

45. Copies of the sanction letter should be sent *inter alia* to

- Head of the concerned Indian Mission abroad, well in advance, so that accommodation, etc., may be arranged according to the sanctioned scales;

- the concerned Accounts Officer, where authority for payment has to be issued through LPC [*vide* Para. 40 at least ten days before the departure of the member(s)];
- audit through the Expenditure Division of this Department; and
- AG of the concerned State where State Government officials are included in delegations abroad sponsored by the Government of India.

46. In the case of deputations for periods not exceeding two months, where it is proposed that the payments other than those on account of salary should be made by the Mission concerned without waiting for the LPC (*vide* Para. 41), the sponsoring Department may, in consultation with this Department, issue direct to the Mission sanction for payment. The sanction should specifically state that this Department has agreed to its being treated as an authority for payment. A declaration of advances taken and other recoveries due should be obtained from the officer and deductions made accordingly subject to necessary readjustments being made on receipt of LPC.

G.— Application for Foreign Exchange

47. All Autonomous Bodies/Public Sector Undertakings will apply direct to the Reserve Bank of India for release of foreign exchange/passage clearance in respect of their proposals for deputation abroad of their employees.

48. Where officers belonging to an Attached/Subordinate Office are deputed abroad in response to invitations extended by reputed foreign institutions [*vide* Para. 2 (ii)], the request for issue of 'P' forms should be accompanied by

- copy of the letter of invitation duly attested by the Head of Office; and
- details regarding the name of the institution and the number of days for which hospitality has been extended.

Such proposals should be submitted in advance to the Administrative Department which will forward them to the Reserve Bank of India for necessary action.

H.— Charge Report

49. A Government servant proceeding on deputation outside India need not relinquish his post and prepare a charge report unless officiating arrangements are contemplated. In such cases, an official intimation of the exact date of commencement of the deputation and date of its termination should be sent to audit by the Department/Head of Department concerned. In the case of study/training abroad, the official should relinquish his post and prepare a charge report even if an officiating arrangement is not made in his place.

I.— Commencement and Termination of the period of Deputation

50. In case of leave of any kind taken in India, in conjunction with deputation, the period of deputation, subject to the provisions of Para. 14 will be deemed to commence on the date on which the officer embarks on his journey from the last sea/airport in India and terminate on the date on which the officer disembarks at the first sea/airport on arrival in India.

J.— Rendering of Accounts

51. Normally it is the responsibility of the Leader of a delegation to observe due economy and render accounts, with vouchers, to the Accounts Officer concerned subject to certification, where in special circumstances, vouchers are not available. Where the Leader is not in a position to undertake this work directly, an officer who is accompanying the delegation should be appointed as Controlling Officer for the purpose. In the case of deputations of individual officers, the Officer shall maintain the accounts and render them to the Accounts Officer concerned on return to India. It will be the duty of the Controlling Officer to satisfy himself that the expenditure was actually incurred and is in the interest of the work of delegation or deputation and that the rates of railway fares, road mileage, etc., are in accordance with the prevailing rates. Where only non-officials are sent on deputation, the accounts will be maintained and rendered by the Embassy concerned through the Ministry of External Affairs. All accounts should be rendered promptly and normally within a month of the return of the officer on delegation to headquarters.

52. Where an entertainment grant of Rs. 3,000 or more is sanctioned to a delegation abroad, the Department concerned should report the actuals to this Department with brief details of hospitality arranged abroad.

K.— Returns

53. Departments should send a forecast of the deputations/delegations abroad likely to be sponsored by them in pro forma at Appendix-XIII, on a quarterly basis to the concerned Financial Adviser. This return will not affect the procedure of sending formal requests in the prescribed manner whenever specific proposals for deputations/delegations are formulated by the sponsoring Departments. The return should be submitted in duplicate according to the following time-schedule:—

Quarter					Last date of receipt preceding the quarter
January to March	30th November
April to June	28th February
July to September	31st May
October to December	31st August

Subject:—Booking of Air Passage for journeys abroad, etc., on Government account.

The existing instructions issued *vide* erstwhile Ministry of Tourism and Civil Aviation, O.M. No. AV 13025/10/80-A, dated the 5th March, 1982, 5th May, 1982 and 23rd December, 1982, issued to all the Ministries/Departments of the Government of India, etc., *inter alia*, stipulate that in all cases of deputation abroad, where the cost of air passage is borne by the Government of India, the persons concerned should travel by national carrier, i.e., Air India/Indian Airlines. In case the national carriers are unable to offer a passage on or about the desired date, or, if the national carriers do not operate on the sector for which the passage is required, prior approval of the erstwhile Ministry of Tourism and Civil Aviation (Department of Civil Aviation) has to be obtained to travel by foreign airlines.

2. With a view to simplifying the procedure, it has now been decided that while the mandatory requirement of travelling by national carriers would remain the same, it would not henceforth be necessary to obtain the prior approval of the Ministry of Transport, Department of Civil Aviation, for travel by foreign airlines. Air India/Indian Airlines Corporation will directly endorse their ticket(s) to other Airlines, wherever necessary. In the light of this, instructions have been revised and consolidated as indicated in the succeeding paragraphs. These instructions supersede all instructions heretofore issued on the subject.

AIR TRAVEL BY NATIONAL CARRIERS

Deputation abroad.— In all cases of deputation abroad, where the cost of air passage is borne by the Government of India, the persons concerned should travel by national carriers, i.e., Air India/Indian Airlines. In case the national carriers are unable to offer a passage on or about the desired date, or if the national carriers do not operate on the sector or do not have flights to the nearest connecting point for which the passage is required, the Ministry/Department/Undertaking concerned will approach Air India/Indian Airlines directly for travel by foreign airline in the prescribed pro forma (Enclosure 'A'). Such requests for travel by foreign airline would be endorsed by an officer not below the rank of Joint Secretary in the Ministry/Department concerned.

2. In case of officers of Public Sector Undertakings/Autonomous Bodies/quasi-Government Bodies/Nationalized Banks requests to travel by

foreign airlines will be sent to Air India/Indian Airlines Corporation direct in the same pro forma (Enclosure 'A') after obtaining the approval of an officer not below the rank of Chief Executive Officer in the organization.

3. In case of any dispute or difference of opinion between the national carrier and the sponsoring authority, decision of the Secretary of the Ministry/Department controlling the organization which sponsors the travel, will be final. All such cases would be reported to the Ministry of Transport, Department of Civil Aviation, by the concerned Administrative Ministry/Department.

4. Air India/Indian Airlines will preferably book the official(s) concerned to travel by such foreign airlines as are their pool partners.

5. Non-availability of seat(s) in executive class of the national carrier, will not constitute a reason for travel by foreign airlines.

6. Requests to Air India for travel by foreign airlines should be addressed to Air India's Managers or in their absence Assistant Managers, of the nearest booking office. In case of Indian Airlines, their Station Managers at the nearest booking office may be approached.

7. The revised procedure will take effect from 1st November, 1985.

8. *Air travel by foreign technicians, consultants and their families.*— All contracts entered into by the Government of India, Public Sector Undertakings/Autonomous Bodies/Nationalized Banks with foreign Governments/Agencies for engaging foreign consultants/technicians/experts, etc., should contain a specific clause stipulating that transportation of such foreign technicians, consultants and their families, would be undertaken by Air India/Indian Airlines and payment on that account would be made by the Ministries/Departments, Public Sector Undertakings/Autonomous Bodies/Nationalized Banks, direct to the concerned airline.

9. *International Conferences in India.*— Ministries/Departments organizing international conferences, etc., in India, would contact Air India/Indian Airlines and furnish information about such conferences to them, well in advance, giving necessary details, *inter alia*, indicating the following information to enable them to make necessary arrangements for securing business:—

Name of the Conference:

Dates:

Venues, and

Names/No. of countries/names and addresses of the delegates likely to participate:

10. BOOKING OF PASSAGE/FREIGHT:

Agency.— All bookings on Government account including booking of freight in India, should be made with the national carriers directly and not through any travel agency whatsoever.

11. Air India have made special arrangements to provide the same facilities as are ordinarily made available by travel agents. If, however, in any particular case any inconvenience is experienced, the facts should be brought to the notice of the Ministry of Transport, Department of Civil Aviation, for necessary remedial action.

12. Booking abroad, i.e., air passages booked in foreign countries, should as far as possible, be made directly with Air India/Indian Airlines.

13. *Credit facilities.*— Credit facilities are provided by the national carriers, to persons travelling at Government expense. This facility is available to officers of the Public Sector Undertakings/Autonomous Bodies/Quasi-Government bodies also. Payments on account of airfare, etc., are, therefore, made through exchange order or vouchers drawn on the national carriers. Requisitions for such booking should be sent to the national carriers concerned in the standardized Form No. S-262 and S-266 (re-numbered as Aviation-1 and Aviation-2) (Exchange Order). The Exchange Order should be signed by the officer specifically authorized for the purpose of securing bookings on behalf of the Ministries/Departments, etc., concerned and should bear official seal or stamp, the Code No. allotted to the Department by the Air Corporation with signature of the issuing authority, the name and designation of the signing officer should be typed or legibly written below his signature. A separate Exchange Order should be issued for each passenger.

14. The Exchange Order should be sent in triplicate (one green and two pink copies) to the concerned carrier. In the case of travel by Indian Airlines, separate exchange order should be issued for the carriage of excess baggage. The fact that the excess baggage is to be carried by the passenger himself or is to be sent to the destination as an unaccompanied baggage, should be indicated in bold letters. As per the procedure laid down by the Comptroller and Auditor-General of India regarding payment of the bills received from the national carriers for air passage, the bills should be accompanied by one copy of the Exchange Order issued on the concerned carrier. (The national carriers need two copies of Exchange Order to be retained for their own accounting purposes.) For subsequent bills for charges such as excess baggage, etc., if any pertaining to the same air journey, the carrier will only indicate the number and date of the Exchange Order in its bills. This will enable the concerned Ministries/Departments to prepare, if need be, a copy of the Exchange Order from the office copy and get the same attached to the bill, duly attached before transmission to the Accountant-General concerned, for payment.

15. *Bills relating to air passages, etc., should be settled immediately on presentation by the national carrier.*— Any adjustment that may be considered necessary has to be made subsequently. In the absence of prompt settlement of bills, the national carriers would have the right either to suspend credit facilities to the Ministries/Departments/Undertakings, which are habitually late in settling their bills, or to charge a penal interest for late payments.

16. Sanction for the payment of bill, where necessary, should be issued expeditiously by the Ministry/Department/Undertaking concerned, which should take necessary follow-up action. As soon as the payment is received, it should be forwarded to the national carrier concerned giving full details of the bill along with the code number.

17. In respect of any claim for refund on account of the unutilized sectors of bookings made with the national carriers, the unutilized ticket should be presented to the nearest booking office of the national carrier for cancellation and an acknowledgement slip therefor obtained. As a rule, the unutilized ticket/flight coupons should not be sent by post as they are liable to be lost. No refund claim against a lost air ticket would be entertained by the Corporation.

18. The national carriers extend credit facilities in respect of Government bookings of freight as well for which bookings should be done in the standardized form No. Aviation-2. The requisition should be sent in duplicate, signed by an officer duly authorized by the Department/Ministry/Undertaking concerned in this behalf. In this case also, the Exchange Order should indicate the Code No. allotted to the Department by the Corporation.

19. Arrangements have been made through the Chief Controller of Printing and Stationery to print the Exchange Order forms (Aviation-1 and Aviation-2) bilingually (in English and in Hindi). Such forms can be indented from the Manager, Forms Stores, 166, Dharamtala Street, Kolkata – 13. Annual requirements of these forms should be intimated by the Departments concerned to the Manager, Forms and Stores, Kolkata, direct.

ENCLOSURE 'A'

No.

Government of India

Ministry of

Department of

The Manager/Asstt. Manager

Air India/Indian Airlines

APPLICATION FOR TRAVEL BY A FOREIGN AIRLINE

(Please see instructions on reverse before filling the form)

1. Name of the sponsoring Ministry
2. Details about the officer and the journey

Sl. No.	Name and Designation of official in respect of whom permission to travel by foreign airline is required	Official address	Purpose of visit	Country/ countries of visit	Date on which the official is required to be in that country	Date-wise break up of journey	
						Date of journey	Sector of travel (only that portion of journey has to be indicated here in respect of which travel by foreign airline is required)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

3. Reasons for which travel by foreign airlines is necessary
4. Whether the request for permission to travel by foreign airlines has been endorsed by an officer of the status of Joint Secretary or above or of the level of Chief Executive Officer in case of Public Sector Undertaking

Yours faithfully,

Signature of the Officer filling the form

Name (in capitals)

Designation

Telephone No.

To be signed by any Gazetted Officer of Government of India/State Government or equivalent officer in the Public Sector Undertakings/Autonomous Bodies, etc.

1. Travel by foreign airlines involves considerable outgo in foreign exchange. If Air India do not have a service on the desired day of the week, they can travel a day earlier. Similarly, they can return a day later, if necessary and travel by Air India service.
2. Where the need for travel by foreign airline is inescapable, preference should be given to a service operated by a pool partner.
3. Booking arrangements should in any case be made through the national carrier (Air India/Indian Airlines).

[G.I., Min. of Transport & Civil Aviation, O.M. No. AV 13025/3/85-A, dated the 7th October, 1985.]

Section II — In the case of Science and Technology Departments/Organizations

[G.I., M.F., O.M. No. 19036/8/83-E. IV, dated the 6th July, 1987.]

Consequent to the decision taken by the Cabinet on the recommendations of the Scientific Advisory Committee to the Cabinet, it has been decided to give enhanced powers to the Science and Technology Departments/Organizations as per enclosure.

ENCLOSURE

Heads of S. & T. Ministries/Departments/Agencies shall have full powers to authorize expenditure pertaining to their Departments for the purpose of travel, transport, etc., subject to the budgetary ceiling previously approved under various sub-heads and shall further be subject to the condition that all orders on reappropriation issued by the Ministry of Finance from time to time are strictly observed. Heads of S. & T. Ministries/Departments/Agencies shall also have powers to sanction deputations abroad/international travel to the Scientists working in their organizations subject to the following conditions:—

- (a) (i) the delegation of the power would be regulated by Budgetary Control. In the budget of the organization, a specific provision on International Travel should be made while framing the budget proposals. The amount so provided should include cost of passage, other local costs, per diem cash allowance, contingencies, entertainment, accommodation, registration fee, etc. Specific details regarding the conference or the training programmes which are known in advance may also be given in the budget proposals as far as possible.
 - (ii) Once the budget along with the budget for foreign deputation/delegation is approved, the Head of the Organization can sanction International Travel without having to obtain the approval of the Screening Committee, wherever applicable. These powers cannot be delegated further by him. In the matter of selection, the guidelines given by SACC and shown as Annexure-I to this Memorandum should be followed.
 - (iii) No diversion of fund from any other head is permissible. The normal powers of reappropriation available to the Department will not be applicable for this purpose.
 - (iv) In approving such deputations abroad, other instructions of the Government of India on the subject should be strictly followed.
- (b) Heads of Agencies who have to travel should get their travel plans cleared by their higher authorities.
- (c) A monthly statement showing Deputation/Delegation abroad approved by the S. & T. Ministries/Departments/Agencies under the delegated powers should be submitted positively by the 5th of every month in respect of

the preceding month to Finance Secretary in pro forma at Annexure-II specifically indicating the position about the budget provision for meeting the cost of the deputation.

ANNEXURE – I

Guidelines for participation of Indian Scientists and Technologists in International Conferences/Symposia as approved by Science Advisory Committee to the Cabinet.

- (1) All Scientific Departments should each have a specific budget head/allocation for supporting their Scientists/Technologists to attend International Conferences/Symposia in subjects with which they are concerned. Support should cover to and from as appropriate in the specific cases, air fare in full, per diem expenses, registration fees, etc.
- (2) Powers regarding selection/clearance/approval of Scientists and Technologists for participation in International Conferences/Symposia may be delegated to the scientific head of concerned agency. The selection could be made by a small Screening Committee headed by the Head of the Agency.

A detailed pro forma and check-list may be prepared and used invariably taking into consideration the specific aspects of subjects dealt with by each agency, including Security/Sensitivity considerations. The pro forma would also elicit general information such as relevance and importance of the Conferences/Symposia in relation to functions of the agency, the role of the nominee (as Chairman, rapporters invited/keynote speakers, author of contributed papers, etc.), the importance of his contribution to the subject of the Conferences/Symposia, conferences if attended to in the past, etc. Submission or acceptance of a paper for a conference would not by itself be a justification for sponsoring participation in a conference. The papers to be presented should be evaluated for quality. A directory will be prepared of standard recognized International Conferences/Symposia such as those listed by UNESCO, etc. Attendance at these should not involve any security/sensitivity aspects and corresponding clearances from Ministry of External Affairs.

A mechanism will be established, consisting of the Heads of the scientific institution/organization and concerned officials of the other appropriate Departments/Ministries (e.g., Ministry of Home Affairs/Ministry of External Affairs) to discuss the participation in conference which do not fall in the purview of the above-mentioned categories or where any sensitive issues might be involved.

3. The above Screening Committee would arrive at and communicate decisions quickly. Normally, the following selection procedure would be adopted:—

- (a) Notifications received by a Scientific Agency/Department regarding Conferences/Symposia to be held abroad, would be circulated to

the relevant subject-matter institutions under its jurisdiction. For making a selection, at the level of each such institution, there would be a Selection Committee to screen the candidates. In other cases, such as requests made by individual scientists for participation in a conference abroad or invitations received by individual Scientists/Technologists by name, a view may be taken directly, i.e., without circulation.

- (b) In cases involving Scientists/Technologists of high standing who receive invitations by name for presentation of papers, for chairing sessions, for giving keynote addresses, etc., and are paid by outside agencies, the candidatures should normally be supported and not withheld.
 - (c) In cases of Scientists and Technologists who receive paid invitations by name but who cannot be considered of such high standing as at (b) above, security/sensitivity aspects may need to be looked into, as also aspects of financing if special foreign currency funds are involved.
 - (d) Cases involving short-term and long-term deputations for training abroad should be dealt with separately and should not be covered under these guidelines.
 - (e) In cases where participation is fully funded by the department/organization in India, one visit in a period of three years may normally be taken as guideline. There would be expectations, in cases of partial funding by a Department, depending on the nature of work/accomplishment, etc. Exceptions to this guideline could be made on the basis of justifications submitted. In cases where a Scientist/Technologist invited is an established leader in a given field and his participation in an International Conference is likely to enhance the image of India, such personnel should be allowed to participate in International Conferences without undue restrictions.
4. The absence of Scientists/Technologists from an institution, for participation in International Conferences/Symposia, should be treated as duty.
5. (a) Each scientific department should have some funds available to support delegations, composed of scientists from various institutes, in the country which could be sent for international meetings that are of special interest and importance to the Department.
- (b) The Screening Committee in a scientific institute/agency should prepare well in advance a list of conferences that would be of importance for purpose of sending delegations, so that decisions in these matters can be taken well in advance.

- (c) At present, partial travel assistance is provided for participation of Scientists in International Conferences, etc., by the Ministry of Education, University Grants Commission, Department of Science and Technology, besides Indian Council of Agricultural Research and Indian Council of Medical Research and Indian National Science Academy. As a result, a Scientist approaches several agencies hoping to get a part of assistance from each. He has to run to several organizations without being sure of getting the total assistance that is needed. It should be ensured that the Scientist can participate with support from not more than two agencies, provided his attendance can be considered worthwhile otherwise.

ANNEXURE – II

**Monthly Statement showing Deputations/Delegations Abroad
approved by Science and Technology Ministries/Departments/
Agencies under the Delegated Powers**

Name of the sponsoring Ministry/Department/Agency

Sl. No.	Name with full designation of the person(s) deputed	Name(s) of country/ countries to be visited and intended dates of visit	Purpose of visit (in brief)	Month			
				Estimated cost		Budget provision	
				Total	Foreign Exchange component	Before meeting the cost of deputation	After meeting the cost of deputation
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Section III — Entitlement of officers on Foreign Tours other than Deputation on Training

[G.I., M.F., O.M. No. 19036/7/83-E. IV, dated the 7th November, 1984.]

The entitlements on foreign tours of an officer are at present indicated in detail in a sanction order issued in each case. These entitlements are based on the general orders issued by Ministry of Finance and the Ministry of External Affairs from time to time. The question of simplifying the procedure and eliminating the delays in issuing sanctions were under the consideration of the Government. With a view to standardizing the terms, simplifying the procedure and eliminating the delays arising from the drafting and clearing of a detailed sanction order in each case, the entitlements admissible on foreign tours other than deputation on training are set forth in a consolidated manner in the ensuing paragraphs. Hereafter, the Ministries and Departments concerned need issue only a simple sanction order (*specimen enclosed*) conveying approval to a foreign tour, without listing out the details of the entitlements. However, the existing procedure for obtaining the approval of Screening Committee/Cabinet Secretary/P.M., as the case may be, for tour abroad will remain unchanged.

(i) *Pay and allowances.*— The pay and allowances of the officer will be drawn as usual in rupees in India.

(ii) *Passages.*— Air fares will be admissible by the tourist (economy) class for all officers except Ministers of Central Government, Members of Parliament, officers of and above the rank of Secretaries of Government of India and Heads of Missions when travelling on duty to, within and from the country/countries of accreditation/concurrent who can travel by standard (first) class at their option. Internal travel cost by road or rail abroad as may be necessary will also be admissible by the entitled class.

(iii) *Excess baggage.*— Excess baggage over and above the free allowances provided by the air company may be allowed individually to all officers up to 5 kgs. for a period of tour up to two weeks and more than 5 kgs. but up to a maximum of 10 kgs. may be allowed for a tour of two weeks on the merit of each case by the Financial Advisers concerned. No fixed ceilings have been laid down for official baggage and Financial Advisers can allow the requirement on the merits of each case after careful scrutiny. However, official baggage is to be allowed for the delegation as a whole for carrying official papers and records and not for individual members of the delegation.

(iv) *Hotel accommodation.*— Hotel accommodation will be provided to the officers visiting foreign countries in accordance with the orders issued by the Ministry of External Affairs.

*Keeping in view the efforts of the Government to economize public expenditure, it has been decided that no officer of the Government of India shall be allowed to perform journey by first class by air, either within the country or abroad. It has also been decided that no officer shall be entitled to a hotel suite either within the country or outside. The officers may be allowed only single room. It is clarified that officers of the level of Secretary to Government of India shall not be entitled to travel by first class by air or to a hotel suite either within the country or outside while on tour. These instructions shall equally apply to the officers of Public Sector Undertakings and the Autonomous Bodies.

*[G.I., M.F., O.M. No. F. 19036/3/90-E. IV, dated the 22nd July, 1991 and 26th August, 1991.]

(v) *Daily Allowance*.— Daily Allowance of the officer during the period of tour abroad will be regulated in terms of Ministry of External Affairs' Orders issued from time to time.

(vi) *Enforced halt*.— Entitlement of an officer in the cases of enforced halts is to be regulated in accordance with the orders of the Ministry of External Affairs.

(vii) *Incidentals of travel*.— Incidentals like passenger tax, portorage at Airport, etc., will be regulated in accordance with the orders of the Ministry of Finance and Ministry of External Affairs.

(viii) *Medical assistance*.— Medical assistance would be admissible in accordance with the orders issued by the Ministry of External Affairs.

(ix) *Contingencies*.— In cases where no assistance is forthcoming from the Missions, the amount for contingencies should ordinarily be within a ceiling of Rs. 100 per day for delegations led by Ministers and Rs. 50 per day for delegations led by officials. The above ceilings are for the delegation as a whole.

(x) *Entertainment expenditure*.— Ceilings for expenditure on entertainment are indicated below—

Where it is not obligatory for the delegation to arrange lunches/dinners/receptions—

(a) Delegations led by Ministers	Rs. 4,000
(b) Delegations led by Secretaries	Rs. 3,000
(c) Delegations led by Addl. Secys.	Rs. 2,000

Where a lunch/dinner or reception has to be arranged—

(a) Delegations led by Ministers	Rs. 5,000
(b) Delegations led by Secretaries	Rs. 4,000
(c) Delegations led by Addl. Secys.	Rs. 3,000

The entertainment allowance is for the whole tour and not for each country.

(xi) *Payment arrangements.*— In terms of provisions of the Department of Economic Affairs, O.M. No. 1/4/EC/83, dated the 13th December, 1983, the officers will have the option to draw admissible foreign exchange in advance in India before proceeding on tour abroad or draw it from the Mission(s) abroad.

NOTE.— Where the officials opt to draw foreign exchange in advance in India and wish to carry it along with them in the form of traveller's cheques, the Bank commission paid by the officials on release of foreign exchange in the form of traveller's cheque is not reimbursable by Government.

[G.I., M.F., O.M. No. 19036/9/89-E. IV, dated the 8th November, 1989.]

2. Where the foreign tour is sponsored by a foreign agency and the entire expenditure is also met by such agency and it pays to the officer concerned Subsistence Allowance/Cash Allowance, no supplementation will be admissible from the Government of India. The terms offered by the foreign agency cannot also be exchanged with the terms given by Government of India to the officer proceeding on foreign tour. In such cases, the entitlements mentioned in Paras. 1 (ii) to (x) will not be admissible to the officers proceeding on tour abroad. This may be clearly indicated in the order to be issued by the Ministry/Department by suitably modifying the specimen order enclosed.

SPECIMEN DRAFT OF THE SANCTION ORDER TO BE
ISSUED BY THE MINISTRIES/DEPARTMENTS IN THE
INDIVIDUAL CASES OF TOUR ABROAD

ORDER

Subject:—

Sanction of the President is hereby accorded to the visit of Shri
..... to The periods of halt will be as follows:—

Places	Number of days
.....
.....
.....

The tour will commence from the date of departure in India (expected to) and the total period of absence from India will not exceed days including transit time and holidays. The number of days may be adjusted *inter se*, if necessary.

2. The officer has been sanctioned the following during his tour abroad:—

- | | | |
|--|-----|----------|
| (i) Entertainment Allowance | ... | Rs. |
| (ii) Contingencies (for taxi/cab hire,
telephone, stationery, etc.) | ... | Rs. |

NOTE.— In cases, where car, telephone facility, etc., is to be provided by the Mission, it should be clearly mentioned in the sanction order and provision for contingencies suitably reduced.

(iii) *Excess baggage*

- | | |
|--------------|---|
| (a) Official | } to be carried as accompanied baggage over and
above the free allowance given by Air Company. |
| (b) Personal | |

The other entitlements of the officers will be as laid down in Ministry of Finance Office Memorandum No., dated

3. The officer has drawn advance as under—

Cash Allowance
Entertainment
Incidental
Contingencies
<i>Excess baggage</i>			
(a) Official
(b) Personal

4. The above-mentioned Entertainment Allowance, Contingencies and the excess (official and personal) baggage have been sanctioned with the approval of Screening Committee of Secretaries.

**Section IV — Rates of daily allowance from 24th September, 2000
for duty journeys in various countries**

[G.I., Min. of External Affairs (F.D. Section), Order No. Q/FD/695/1/90, dated the 11th November, 1996; Order No. Q/FD/695/3/2000, dated the 1st December, 2000.]

In pursuance of Ministry of Finance, Department of Expenditure's Office Memorandum No. 7(4) E-Co-ord./2000, dated 24-9-2000 regarding guidelines on expenditure management and in partial modification of this Ministry's Order No. Q/FD/695/1/90, dated the 11th November, 1996 and dated the 7th July, 1997 and subsequent corrigendum and addendums issued in this regard, sanction of the President is hereby accorded to the payment of Daily Allowance for journeys on duty in various countries abroad as in the Annexure. All other terms and conditions on Daily Allowance for journeys on duty abroad shall remain unchanged.

2. The rates of Daily Allowance are the same throughout a country. However, tours undertaken by officers attached to the Mission/Posts abroad, within the same country, the Daily Allowance will be limited to 75% of the Daily Allowance.

3. Full Daily Allowance shall be applicable up to 14 days, 75% of full Daily Allowance for the next 14 days and 60% of full Daily Allowance thereafter in case of long tours/Temporary duties.

4. Daily Allowance shall be regulated as in Para. (3) above or rank Foreign Allowance, whichever is less, in case of long-term training/deputation, etc.

5. Admissibility of Daily Allowance for various officers as defined in SR 17 shall be as follows:—

- | | |
|--|---|
| (a) Officers drawing pay of ¹ Rs. 2,800 per month and above in the new pay scales | Full rates as indicated in the enclosed list. |
| (b) Officers drawing pay of ¹ Rs. 1,100 per month and above but less than Rs. 2,800 per month | 75% of the prescribed rate. |
| (c) Officers drawing pay below ¹ Rs. 1,100 per month | 33% of the prescribed rate. |

6. However, Group 'A' Officers of the Central Government are treated as Grade I Officers for T.A./D.A. purposes even if their pay is less than Rs. 2,800 per month.

7. The rates of Daily Allowance fixed for various grades of officers do not include any element towards cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the officer subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

8. As regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead panels of hotels have been drawn up for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel room rentals (including service charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted Daily Allowance at the rate prescribed for his grade.

9. Hotel entitlement of officers going abroad on non-representational visits such as training courses or seminars shall be one step below their normal entitlement.

1. 1986 Scales of pay.

10. Where an officer is treated as State Guest and is provided all meals free of cost, only 25% of the Daily Allowance rates shall be admissible to him.

11. No reimbursement on account of tips, in addition to Daily Allowance, shall be admissible.

12. Where the hotel charges include breakfast charges, the Daily Allowance shall be reduced by 10%.

13. In the case of countries, where local currencies are freely convertible, the equivalent amount of prescribed DA in US Dollars for the country concerned may be paid in the local currency. The local currency equivalent may be arrived at *via.*, Rupee, by using the official rates of exchange fixed by the Ministry from time to time. In the case of Missions where local currencies are not freely convertible, the prescribed DA for the country concerned may be paid in US Dollars.

14. This issues with the concurrence of the Ministry of Finance (Department of Expenditure) *vide* their U.O. No. 1046-E. IV/2000-DC, dated 20-11-2000 and Integrated Finance Division of this Ministry *vide* their Dy. No. 6207, dated 1-12-2000.

15. The above order will be effective from 24-9-2000.

ANNEXURE

Sl. No.	Name of the Country	Daily Allowance (US \$)	Sl. No.	Name of the Country	Daily Allowance (US \$)
1.	Afghanistan	56.25	39.	Chile	56.25
2.	Albania	56.25	40.	China	75.00
3.	Algeria	56.25	41.	Colombia	56.25
4.	American Samoa	45.00	42.	Comoros	45.00
5.	Angola	56.25	43.	Congo	45.00
6.	Anguilla	56.25	44.	Cooks Island	45.00
7.	Antigua	56.25	45.	Costa Rica	56.25
8.	Argentina	56.25	46.	Croatia	56.25
9.	Armenia	56.25	47.	Cuba	56.25
10.	Australia	75.00	48.	Cyprus	75.00
11.	Austria	75.00	49.	Czech Republic	56.25
12.	Azerbaijan	56.25	50.	Denmark	75.00
13.	Aruba	56.25	51.	Djibouti	45.00
14.	Bahamas	56.25	52.	Dominica	56.25
15.	Bahrain	56.25	53.	Dominican Rep.	56.25
16.	Bangladesh	45.00	54.	Ecquador	56.25
17.	Barbados	56.25	55.	Egypt	56.25
18.	Belgium	75.00	56.	El Salvador	56.25
19.	Belize	45.00	57.	Eritrea	45.00
20.	Belarus	56.25	58.	Equatorial Guinea	45.00
21.	Benin	45.00	59.	Estonia	56.25
22.	Bermuda	56.25	60.	Ethiopia	45.00
23.	Bhutan	45.00	61.	Fiji	75.00
24.	Bolivia	56.25	62.	Finland	75.00
25.	Botswana	56.25	63.	France	75.00
26.	Bosnia Herzgovina	56.25	64.	French Guyana	45.00
27.	Brazil	56.25	65.	Gabon	45.00
28.	British Virgin Islands	45.00	66.	Gambia	45.00
29.	Brunei	75.00	67.	Gaza (PNA)	56.25
30.	Bulgaria	56.25	68.	Georgia	56.25
31.	Burkina Faso	45.00	69.	Germany	75.00
32.	Burundi	45.00	70.	Ghana	45.00
33.	Cameroon	45.00	71.	Gibraltar	75.00
34.	Canada	75.00	72.	Greece	75.00
35.	Cape Verde Islands	45.00	73.	Grenada	56.25
36.	Cayman Islands	45.00	74.	Guadeloupe	56.25
37.	Central African Republic	45.00	75.	Guam	45.00
38.	Chad	45.00	76.	Guatemala	56.25

Sl. No.	Name of the Country	Daily Allowance (US \$)	Sl. No.	Name of the Country	Daily Allowance (US \$)
77.	Guinea	45.00	116.	Maldives	45.00
78.	Guinea Bissau	45.00	117.	Mali	45.00
79.	Guyana	56.25	118.	Malta	75.00
80.	Haiti	56.25	119.	Martinique	56.25
81.	Honduras	56.25	120.	Macedonia	56.25
82.	Hong Kong	75.00	121.	Mauritania	45.00
83.	Holy Sec (Vatican)	75.00	122.	Mauritius	45.00
84.	Hungary	56.25	123.	Mexico	56.25
85.	Iceland	75.00	124.	Micronesia	75.00
86.	Indonesia	56.25	125.	Moldova	56.25
87.	Iran	56.25	126.	Monaco	45.00
88.	Iraq	56.25	127.	Mongolia	45.00
89.	Ireland	75.00	128.	Montserrat	56.25
90.	Israel	56.25	129.	Morocco	45.00
91.	Italy	75.00	130.	Mozambique	45.00
92.	Ivory Coast	45.00	131.	Myanmar	45.00
93.	Jamaica	56.25	132.	Namibia	56.25
94.	Japan	75.00	133.	Nauru	45.00
95.	Jordan	45.00	134.	Nepal	45.00
96.	Kampuchea (Cambodia)	56.25	135.	Netherlands	75.00
97.	Kazakhstan	56.25	136.	Netherlands Antilles	56.25
98.	Kenya	45.00	137.	New Caledonia	45.00
99.	Kiribati	45.00	138.	New Zealand	75.00
100.	Korea (North)	45.00	139.	Nicaragua	56.25
101.	Korea (South)	75.00	140.	Niger	45.00
102.	Kuwait	56.25	141.	Nigeria	45.00
103.	Kyrgyzstan	56.25	142.	Niue	45.00
104.	Laos	45.00	143.	Norway	75.00
105.	Latvia	56.25	144.	Oman	56.25
106.	Lebanon	45.00	145.	Pacific Islands (Trust Territory)	56.25
107.	Lesotho	45.00	146.	Pakistan	45.00
108.	Liberia	45.00	147.	Panama	56.25
109.	Libya	45.00	148.	Papua New Guinea	75.00
110.	Lithuania	75.00	149.	Paraguay	56.25
111.	Luxembourg	75.00	150.	Puerto Rico	56.25
112.	Macao	45.00	151.	Principality of Liechtenstein (Vaduz)	75.00
113.	Madagascar	45.00	152.	Peru	56.25
114.	Malawi	45.00	153.	Philippines	56.25
115.	Malaysia	56.25			

Sl. No.	Name of the Country	Daily Allowance (US \$)	Sl. No.	Name of the Country	Daily Allowance (US \$)
154.	Poland	56.25	184.	Syria	56.25
155.	Portugal	75.00	185.	Tajikistan	56.25
156.	Qatar	56.25	186.	Tanzania	45.00
157.	Reunion	45.00	187.	Thailand	56.25
158.	Republic of Palau	56.25	188.	Togo	45.00
159.	Republic of Slovenia	75.00	189.	Tonga	45.00
160.	Republic of San Marino	75.00	190.	Trinidad & Tobago	56.25
161.	Romania	75.00	191.	Tunisia	45.00
162.	Rwanda	45.00	192.	Turkey	75.00
163.	Samoa	45.00	193.	Turkmenistan	56.25
164.	Sao Tome & Principe	45.00	194.	Turks & Caicos	56.25
165.	Saudi Arabia	56.25	195.	Tuvalu	45.00
166.	Senegal	45.00	196.	Uganda	45.00
167.	Seychelles	56.25	197.	U.A.E.	56.25
168.	Sierra Leone	45.00	198.	U.K.	75.00
169.	Singapore	56.25	199.	U.S.A.	75.00
170.	Slovak Republic	56.25	200.	Russian Federation	56.25
171.	Solomon Islands	45.00	201.	Ukraine	56.25
172.	Somalia	45.00	202.	Uruguay	56.25
173.	South Africa	56.25	203.	US Virgin Islands	45.00
174.	Spain	75.00	204.	Uzbekistan	56.25
175.	Sri Lanka	45.00	205.	Vanuatu	56.25
176.	St. Kitts & Nevis	45.00	206.	Venezuela	56.25
177.	St. Lucia	45.00	207.	Vietnam	45.00
178.	St. Vincent & Grenadines	45.00	208.	Yemen	45.00
179.	Sudan	45.00	209.	Yugoslavia	56.25
180.	Suriname	56.25	210.	Wallis Futune Islands...	45.00
181.	Swaziland	45.00	211.	Zaire	45.00
182.	Sweden	75.00	212.	Zambia	45.00
183.	Switzerland	75.00	213.	Zimbabwe	56.25

INSTRUCTIONS REGARDING PREMATURE RETIREMENT OF CENTRAL GOVERNMENT SERVANTS

(1)

I. Rule Position

(1) In accordance with the provisions of Fundamental Rule 56 (j) the appropriate authority has the absolute right to retire, if it is necessary to do so in public interest, any Government employee as follows:—

- (i) If he is in Group 'A' or 'B' service or post and has entered Government service before attaining the age of 35 years, after he has attained the age of 50 years;
- (ii) 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 23rd July, 1966.

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 23rd July, 1966.

(2) 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).

(3) Identical provisions exist in Article 459 of the Civil Service Regulations.

(4) 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' and 'D' can be prematurely retired, irrespective of the age at the appropriate time, after he has completed 30 years of qualifying service.

(5) 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/service, as the case may be.

II. Criteria, Procedures and Guidelines

In order to ensure that the powers vested in the appropriate authority are exercised fairly and impartially and not arbitrarily, it has been decided to lay down the procedures and guidelines for reviewing the cases of Government employees covered under the various aforesaid rules as mentioned below—

(1) The cases of Government servant covered by FR 56 (j) or Rule 48 of the CCS (Pension) Rules, 1972 or CSR 459 (h) should be reviewed six months before they attain the age of 50/55 years or complete 30 years service/30 years of qualifying service, whichever occurs earlier. [See Time-Schedule in Part-IV.]

(2) Committees shall be constituted in each Ministry/Department/Office, as shown in Annexure-I, to which all such cases shall be referred for recommendation as to whether the officer concerned should be retired from service in the public interest or whether he should be retained in service.

Constitution of Screening Committee.— For preparing a comprehensive brief on each officer, for being placed before the Review Committee, each Ministry/Department may consider the setting up of an internal Screening Committee to assist the Reviewing Committee, consisting to the extent possible of those senior officers who have had occasion to know about the work and conduct of the officer proposed to be re-reviewed. Such Screening Committee may be constituted for each different rank or each different functional area, as may be necessary or convenient. These may be set up as a standing arrangement and a Screening Committee is not to be constituted as a separate *ad hoc* measure, only at the time when the case of a particular officer is taken up for consideration of premature retirement.

(3) The criteria to be followed by the Committee in making their recommendations would be as follows:—

- (a) Government employees whose integrity is doubtful, will be retired.
- (b) Government employees who are found to be ineffective will also be retired. The basic consideration in identifying such employee should be the fitness/competence of the employee to continue in the post which he is holding.
- (c) While the entire service record of an Officer should be considered at the time of review, no employee should ordinarily be retired on grounds of ineffectiveness if his service during the preceding 5 years or where he has been promoted to a higher post during that 5-year period, his service in the highest post has been found satisfactory.

Consideration has ordinarily to be confined to the preceding years or to the period in the higher post, in case of promotion within the period of 5 years, only when retirement is sought to be made on grounds of ineffectiveness. There is no such stipulation,

however, where the employee is to be retired on grounds of doubtful integrity.

- (d) No employee should ordinarily be retired on ground of ineffectiveness, if, in any event, he would be retiring on superannuation within a period of one year from the date of consideration of his case.

Ordinarily no employee should be retired on grounds of ineffectiveness if he is retiring on superannuation within a period of one year from the date of consideration of the case, on compassionate grounds. While this will continue to be applicable, it is clarified that in a case where there is a sudden and steep fall in the competence, efficiency or effectiveness of an officer, it would be open to review his case for premature retirement in accordance with the orders.

The above instruction is relevant only when an employee is proposed to be retired on the ground of ineffectiveness, but not on the ground of doubtful integrity. The damage to public interest could be marginal if an old employee, in the last year of service, is found ineffective; but the damage may be incalculable if he is found corrupt and demands or obtains illegal gratification during the said period for the tasks he is duty bound to perform.

(4) The appropriate authority shall take further action for the recommendations of the Committee. In every case, where it is proposed to retire a Government servant in exercise of the powers conferred by the said rule(s), the appropriate authority should record in the file that it has formed its opinion that it is necessary to retire the Government servant in pursuance of the aforesaid rule(s) in the public interest. In the case of *Union of India v. Col. J.N. Sinha*, the Supreme Court had observed that "the appropriate authority should bona fide form an opinion that it is in public interest to retire the officer in exercise of the powers conferred by that provision and this decision should not be an arbitrary decision or should not be based on collateral grounds".

The Supreme Court has ruled that principles of natural justice do not get attracted in the context of the specific provisions of FR 56 (j). This means that no opportunity to show cause against the proposed action of premature retirement is to be given to the officer concerned. The order issued to the officer has to specify that action has been taken in the public interest, as the form prescribed makes the requirement abundantly clear. Action taken should, in fact, be bona fide and in the public interest based on relevant grounds and not be arbitrary or actuated by *mala fides*. Any contention that the action has been influenced by extraneous considerations, arbitrariness or malice will be closely inquired into by the Courts; and if the contention is upheld, the order of premature retirement is liable to be struck down. It is, therefore, absolutely essential that Ministries/Departments ensure that action for premature requirement is taken in an appropriate manner.

(5) The rules relating to premature retirement should not be used—

- (a) to retire a Government servant on grounds of specific acts of misconduct, as a short-cut to initiating formal disciplinary proceedings; or

It is clarified that the intention is not that when an officer has reached the stage in service where review under FR 56 (j) can be initiated and at that time, a specified act of misconduct also comes to notice, action under FR 56 (j) cannot be taken. It is well settled that premature retirement under FR 56 (j) is not a punishment, that there is no stigma and that no civil consequences follow. These conclusions will apply to an individual case only when an order under FR 56 (j) is not a cover for what is, in fact, a punishment sought to be imposed. Hence illustratively, where on an alleged misconduct, a departmental inquiry has been conducted and the stage has also been reached as to the decision by the competent authority of the punishment to be imposed, it would not be appropriate to issue, instead, an order of premature retirement under FR 56 (j). But where no departmental inquiry has been initiated and the specific allegation of misconduct involving lack of integrity is only one facet on the service record of the officer, which has to be considered *in toto*, an order under FR 56 (j) can quite appropriately be passed if the same is otherwise justified. Each case has to be considered and decided on its own merit.

- (b) for reduction of surplus staff or as a measure of effecting general economy without following the rules and instructions relating to retrenchment.

(6) *Omitted.*

(7) Once a decision has been taken by the appropriate authority to retain a Government employee beyond the age of 50 years in the case of employees referred to in FR 56 (j) (i), or beyond the age of 55 years in the case of others or beyond the date of completion of 30 years service under FR 56 (l) or 30 years of qualifying service for pension under Rule 48 of the CCS (Pension) Rules, he would ordinarily continue in service till he attains the age of retirement. If, however, the appropriate authority considers at any time after a review aforesaid that the retention of the Government employee will not be in the public interest, that authority may take necessary action to retire the officer by following the procedure laid down in this OM.

(8) When the appropriate authority has come to the conclusion that a Government employee may be prematurely retired, the three months' notice referred to in FR 56 (j) and FR 56 (l) may be given before the Government servant attains the specified age or has completed 30 years of service, as the case may be. But, the retirement should take place after Government servant has attained the relevant age or has completed 30 years of service, as the case may be. In this connection, attention is invited to Note 2 under FR 56. Accordingly, a notice even longer than three months or before the Government servant attains the age of 50/55 years/completes 30 years' service could be given but the date from which he is required to retire as specified

in the notice should not be before he attains the age of 50/55 years, or completes 30 years' service, as the case may be. Similarly, in cases of retirement under Rule 48 of the CCS (Pension) Rules, 1972, while the notice of such retirement could be given before the Government servant actually completes 30 years of service qualifying for pension, the date of expiry of the notice on which the Government employee's retirement would be effective should be one falling on or after the date of his completing 30 years of service qualifying for pension. The orders requiring a Government employee to retire after completing 30 years' qualifying service should, as a rule, not be issued until after the fact that the Government employee has indeed completed, or would be completing on the date of retirement, qualifying service of 30 years, has been verified in consultation with the Accounts Officer concerned.

(9) While computing the notice period of not less than three months, referred to in Clauses (j) to (m) of FR 56, or in Rule 48 of the CCS (Pension) Rules, 1972, the date of service of the notice and the date of its expiry shall be excluded. The date of premature retirement of a Government employee should be on the forenoon of the day (which should be treated as a non-working day) following the day of expiry of the notice.

(10) The notice of retirement served on a Government employee in pursuance of the aforesaid rules will be as in the forms set out in Annexure-II. While Forms I and II may be used to serve the notice of retirement in a case where a Government employee has already attained the age of 50/55 years or completed 30 years of qualifying service/30 years of service, as the case may be, Form III or IV may be used in a case where it is decided to serve the notice of retirement before a Government servant actually attains the age of 50/55 years or completes 30 years of qualifying service/30 years of service, as the case may be. The pro forma for ordering retirement in the public interest forthwith under FR 56 (j) or (l) or Rule 48 of the CCS (Pension) Rules, 1972, where it is decided to dispense with the three months' notice, will be as in Forms V and VI.

(11) In a case where a Government employee refuses to accept the service of notice of retirement or order of retirement along with cheque/cash equivalent to three months' pay and allowances, it should be ensured that the refusal of the Government employee is witnessed by two Gazetted Officers. In such a case, a copy of the notice/order of retirement may be sent under registered post with acknowledgement due to the individual concerned at the last officially known address, with covering letter, stating that the original notice/order of retirement was taken by such and such person for delivery to him/her on such and such date and that he/she refused to accept the same and in the said circumstances, its copy is being sent by registered post for his/her record. In such a case, the date of effect of the notice of retirement/order of retirement would be from the forenoon of the date following the date of refusal by the individual (witnessed by two Gazetted Officers). Where the person concerned has refused to accept the cheque/cash equivalent to three months' pay and allowances, the same procedure that is followed in case

where a Government employee has failed to accept his/her dues from Government may be followed, in so far as its disbursement is concerned.

III. Procedure for consideration of representations

(1) A Government employee who has been served with a notice/order of premature retirement under the provisions mentioned above, may submit a representation within three weeks from the date of service of such notice/order.

(2) On receipt of a representation, the Administrative Ministry/Department/Office should examine the same to see whether it contains any new facts or any new aspect of a fact already known but which was not taken into account at the time of issue of notice/order of premature retirement. This examination should be completed within two weeks from the date of receipt of the representation. After such examination, the case should be placed before the appropriate Committee for consideration. The composition of the Committee for the purpose of considering the representations against premature retirement shall be as indicated in Annexure-I.

(3) The Committee considering the representation shall make its recommendations on the representation within two weeks from the date of receipt of the reference from the administrative authorities concerned. The authority which is empowered to pass final orders on the representation should pass its orders within two weeks from the date of receipt of the recommendations of the Committee on the representation.

(4) If, in any case, it is decided to reinstate a prematurely retired Government employee in a service after considering his representation in accordance with these instructions, the period intervening between the date of premature retirement and the date of reinstatement may be regulated by the authority ordering reinstatement as duty or as leave or *dies non*, as the case may be, taking into account the merits of each case [see FR 56 (jj)].

(5) In the cases of employees who had been prematurely retired on grounds of inefficiency and by the time the Committee to consider the representations against such premature retirement came to the conclusion that premature retirement was unjustified, the date of superannuation of the employees has already arrived or had passed, it has been decided that the authorities empowered to pass final orders may at their discretion reinstate the superannuated Government servants notionally with effect from the date of compulsory retirement and treat the period up to the date of superannuation, as duty for all purposes including pay and allowances. [Also see proviso to FR 56 (jj) (i).]

(6) Representations from Government employees who have been served with a notice/order of premature retirement, but have obtained stay order(s) from a Court against the order/notice of premature retirement, need not be considered by the Administrative Ministry/Department or Office nor sent to the Committee until the disposal of the Court case. Thereafter, the cases may

be examined as outlined above, also taking into account any material of a substantive nature that may feature in the Court judgment. [*Also see FR 56 (jj) (ii).*]

IV. Time-Schedule for review

In order to ensure that the review is undertaken regularly and in due time Ministries/Departments are requested to maintain a suitable register (or registers) of employees under their control or who belong to cadres/services controlled by them, who are due to attain the age of 50/55 years or complete 30 years of service, as the case may be, and also to instruct their Attached and Subordinate Offices to take similar action. This register should be scrutinized at the beginning of every quarter by a senior officer in the Ministry/Department and in Attached and Subordinate Offices and the review undertaken according to the following schedule:—

Quarter in which review is to be made	Cases of employees who will be attaining the age of 50/55 years or will be completing 30 years of service or 30 years of service qualifying for pension, as the case may be, in the quarter indicated below to be reviewed
1. January to March	July to September of the same year.
2. April to June	October to December of the same year.
3. July to September	January to March of the next year.
4. October to December	April to June of the next year.

[G.I., M.H.A., O.M. No. 25013/14/77-Estt. (A), dated the 5th January, 1978; M.F., O.M. No. F. 12 (8)-E. V (A)/60, dated the 6th July, 1960; D.P. & A.R., O.M. No. 25013/4/78-Estt. (A), dated the 9th August, 1978; Dept. of Per. & Trg., O.M. No. 25013/11/87-Estt. (A), dated the 12th August, 1989; O.M. No. 25013/30/85-Estt. (A), dated the 7th August, 1985 and O.M. No. 25013/38/85-Estt. (A), dated the 7th March, 1986.]

V. Guidelines for Review Committee for reviewing CR dossier

Entries in the CR dossier of an officer will of course form a very important part of the total service record taken into consideration while reviewing any proposal for premature retirement. There are, however, certain misconceptions relating to the procedure to be adopted in this behalf and clarifications are given below based on judicial pronouncements.

The general impression prevalent that the Review Committee shall not take into account any remark that has not been communicated to the officer, is not a self-restraint that should invariably hold good in all circumstances. Non-communication of an adverse entry in regard to doubtful integrity may not be fatal in certain circumstances.

In a particular case, while an odd adverse remark that may not have been communicated to the officer concerned, could be taken into account as part of the total service record considered by the Review Committee, it would not, as

a matter of course, be appropriate to take into account adverse remarks which have not been communicated to the officer.

The Supreme Court has also not accepted the contention that a remark of a genuine nature, without basing it on a specific instance, does not give an adequate opportunity for representation against it and should not, therefore, be taken into account.

Another point to be kept in view is that, when an overall assessment is made of the record of a Government servant, more than ordinary value should be attached to the confidential remarks pertaining to the years immediately preceding the review. It is possible that a Government servant having a somewhat erratic record in the early years of service may have so greatly improved with the passage of time that it would be appropriate to continue him in service up to the prescribed age of superannuation. Whatever value the confidential remarks of earlier years may possess, those pertaining to the later years immediately preceding the review are of direct relevance and hence of utmost importance.

[G.I., Dept. of Per. & Trg., O.M. No. 25013/30/85-Estt. (A), dated the 7th August, 1985 and No. 25013/38/85-Estt. (A), dated the 7th March, 1986.]

VI. Service Record for consideration

The term 'service record' is all embrative and review should not hence be confined to the consideration of only the annual confidential remarks recorded on the officer. In the case of a number of Ministries/Departments, officers take action for concluding contracts, settling claims, assessing taxes or duties payable, etc. Doubts may have arisen relating to the bona fide nature of action taken by the officer, but on account of inadequate proof, it may not have been possible to initiate action for a regular departmental inquiry, leading finally to a punishment of the nature that find entry in the CR dossier of the officer. But the personal file of the officer may have details of the nature of doubt that arose regarding the integrity of the officer and the result of the preliminary investigation that was carried out. Matters found on the personal file of the officer can and should also, therefore, be placed before the Review Committee and not only the CR dossier of the officer.

It is likely that each allegation that comes to notice against the integrity of the officer may have been handled on a separate file and that details thereof may not be available on the personal file of the officer, which is confined only to establishment matters, like increments, promotions, leave, PF advance, etc. In such a situation, well ahead of the meeting of the Review Committee, the Ministry/Department will have to compile together all the data available in the separate files and prepare a comprehensive brief for the consideration of the Review Committee.

There are a number of judicial pronouncements in support of the above instruction that a total assessment of the performance of the Government can be made. There have also been observations that have approved any measure by which the assessment by superiors, with an opportunity to watch the work

and conduct of an officer is taken into account while deciding premature retirement.

There may be cases where it becomes necessary to review the record of an officer after he has been allowed to cross the efficiency bar or after he was promoted to a selection or non-selection post. In the light of the Supreme Court's observations, the position that emerges is that, the period immediately preceding the review (which may be taken as five years) or the period after promotion or crossing efficiency bar would be of utmost importance. However, if during the aforesaid period of review, there is evidence of deterioration of efficiency or unsatisfactory performance, then it would be in order for the Review Committee to examine the entire service record to arrive at a total picture about the suitability or otherwise of the officer for further retention in service.

[G.I., Dept. of Per. & Trg., O.M. No. 25013/30/85-Estt. (A), dated the 7th August, 1985 and O.M. No. 25013/38/85-Estt. (A), dated the 7th March, 1986.]

VII. No show-cause notice is necessary before a notice of premature retirement is issued

The Supreme Court had not only upheld the validity of FR 56 (j) but also held that no show-cause notice need be issued to any Government servant before a notice of retirement is issued to him under the aforesaid provisions. The appropriate authority defined in Note 1 below FR 56 should bona fide form an opinion that it is in the public interest to retire the Government servant in exercise of the powers conferred by that provision and this decision should not be an arbitrary decision or should not be based on collateral grounds. Accordingly, in every case where it is proposed to retire a Government servant in exercise of the powers conferred by the said rule, the appropriate authority should record in the file its opinion that it is necessary to retire the Government servant in pursuance of the aforesaid rule in the public interest. The order to be served on the Government servant would of course be on the form prescribed for the purpose.

[Cabinet Secretariat (D.o.P.), O.M. No. 33/11/69-Ests. (A), dated the 23rd October, 1970.]

VIII. Pension is admissible in addition to pay and allowances for the entire period in lieu of notice

(i) As the Government servant concerned will retire immediately on payment of pay and allowances in lieu of notice, he would be entitled to pension from the date of such retirement and the pension shall not be deferred till after the expiry of the period of three months for which he is paid pay and allowances. In other words, pay and allowances given in lieu of the notice period would be in addition to pension for the said period.

(ii) The Government servants who are given pay and allowances in lieu of the notice period are entitled to House Rent Allowance and City Compensatory Allowance at the rates at which they were drawing the allowances immediately before retirement.

(iii) The payment of pay and allowances in lieu of the notice period should be made simultaneously with the order of retirement.

(iv) The pay and allowances to be given in lieu of notice period would be the pay and allowances drawn by him immediately before retirement. Since he would stand retired immediately on payment of pay and allowances, the question of taking into consideration the date of increment does not arise.

(v) The three months' pay and allowances given in lieu of notice are salary and therefore, income tax is required to be deducted at source.

(vi) The Government servant would stand retired immediately on payment of three months' pay and allowances in lieu of the notice period and will not be in service thereafter. Therefore, the question of counting any period subsequent to the date of such retirement for purposes of pension, etc., does not arise.

[G.I., M.F., O.M. No. 7 (2)-E. V (A)/75, dated the 18th March, 1976 and 17th August, 1978 and C. & A.G.'s Letter No. 523/Audit/37-75, dated the 12th May, 1976.]

IX. Procedure for payment of notice period pay and allowances on retirement

Payments in lieu of three months' notice will arise in cases where retirement of an officer by giving three months' notice may not be desirable in public interest. The following procedure has been prescribed in relaxation of the provisions of Central Treasury Rules:—

(i) The Drawing and Disbursing Officer in a department may be authorized by the competent authority to draw a special advance from the treasury whenever claims of the type are to be met. It will not be necessary to mention therein the name(s) of the Government servant(s) to be so retired. The amount of advance to be sanctioned by the competent authority shall be restricted to the net amount to be paid to the Government servant(s).

(ii) The amount to be paid to a Government servant to be so retired should be computed on the basis of—

(a) pay and allowances which he is receiving at the time of retirement, *less*

(b) statutory deductions like income tax.

All other dues outstanding against the Government servant such as house building advance, conveyance advance, house rent, travelling allowance, CGHS contribution, etc., may be left to be recovered from the gratuity payable under the CCS (Pension) Rules, 1972.

(iii) The special advance may be drawn by the Drawing and Disbursing Officer on a bill in the form of a simple receipt, similar to

Form TR 42. A signed copy of the sanction should be enclosed with the bill to be submitted to the treasury.

- (iv) The special advance may be adjusted under Major Head "8550-Civil Advances — 103-Other Departmental Advances — Special Advances". An adjustment bill will thereafter be sent to the Pay and Accounts Officer along with acquittance of the Government servant(s) concerned together with the charge report(s), if any, for the adjustment of the advance to the final Head of Account.

[G.I., M.F., O.M., No. F. 1 (39)-B/75, dated the 29th August, 1975.]

(5) Clarification on orders of premature retirement.— (a) *Date of retirement* : The orders regarding retirement on the last day of the month will not apply to the cases of premature retirement.

(b) *Grant of leave due/admissible* : Leave due and admissible may be allowed if applied for by the Government servant during the period of notice.

(c) *Undrawn increment*: As the Government servant continues to be in service during the period of notice, he will be entitled to increment falling due during the period, under FR 26. If, on the other hand, the official is retired by giving pay and allowances in lieu of the notice period, no increment will be admissible as the retirement in such cases takes immediate effect.

[D.G., P & T., Letter No. 135/53/75-SPB-II, dated the 16th October, 1975.]

ANNEXURE – I

CONSTITUTION OF COMMITTEES

	Classification (1)	Composition of Review Committee (2)	Composition of Representation Committee (3)
1.	Gazetted Officers holding posts, initial appointment to which is referable to the Appointments Committee of the Cabinet.	1. The Senior Selection Board in respect of Officers of the rank of Joint Secretary or equivalent or the Central Establishment Board in respect of Officers above the rank of Under Secretary but below the rank of Joint Secretary or equivalent, as the case may be, will make its recommendations which will be placed before the Appointments Committee of the Cabinet for orders. In respect of Officers of the rank of Additional Secretary, Special Secretary and Secretary to Government of India, Cabinet Secretary will make his recommendation directly to the Appointments Committee of the Cabinet for orders:	1. The Senior Selection Board shall make its recommendations to the Appointments Committee of the Cabinet for orders. For this purpose, the representations of the Officers concerned may be sent by the Cadre Controlling Authority or the Administrative Ministry/Department to the Office of the Establishment Officer in the Department of Personnel and Administrative Reforms.

	Classification (1)	Composition of Review Committee (2)	Composition of Representation Committee (3)
		<p>Provided that in respect of Officers of the Indian Foreign Service whose appointments are made on the recommendations of the Foreign Service Board, that Board will make its recommendations which will be placed before the Appointments Committee of the Cabinet for orders.</p>	
2.	Other Gazetted Officers working in or under a Ministry/Department.	2. Secretary of the Ministry/Department concerned as the Chairman and one other senior officer from another Department/Ministry nominated by the Cabinet Secretary as Member. Final orders will be passed by the Ministry concerned.	2. Secretary of a Department/Ministry other than the one in which the officer is working and an Officer of the rank of Additional Secretary/ Joint Secretary of another Department/Ministry as Cabinet Secretary's nominee. Where it is considered necessary, the Secretary may delegate his powers to the Additional Secretary to preside over the Committee considering representation of Group 'B' Gazetted officers. Final orders will be passed by the Minister-in-charge of the Ministry/Department concerned.
3.	<p><i>Non-Gazetted officers.</i></p> <p>(i) Non-Gazetted officers serving in the Headquarters of Ministry/Department.</p>	<p>3. (i) The Joint Secretary-in-charge of Administration or any other Joint Secretary, as Chairman and another senior officer as member. Where action is proposed to be taken on grounds of lack of integrity, the Chief Vigilance Officer of the Ministry/Department will be associated as a member. Final orders will be passed by the appropriate authority.</p>	<p>3. (i) and (ii) A Committee of Officers of appropriate status unconnected with the original decision to retire the employee prematurely should be constituted. Final orders shall be passed by the appropriate authority only after obtaining the approval of the Secretary in the Administrative Ministry/Department. Where, however, the order of premature retirement was issued by the President, final orders on the representation shall be passed by the Minister-in-charge of the Ministry/Department concerned. In the case of Indian Audit and Accounts Department employees, final orders on such representation would be passed after approval by Deputy Comptroller and Auditor-General.</p>

	Classification (1)	Composition of Review Committee (2)	Composition of Representation Committee (3)
	(ii) Non-Gazetted officers serving under a Ministry/Department.	(ii) The Head of the Department or the Appointing Authority whomsoever is higher, would be the Chairman; another senior officer nominated by an appropriately higher authority and who does not exercise direct immediate control or supervision over the officers being screened as member. If action is proposed to be taken on grounds of lack of integrity, the Vigilance Officer concerned shall be associated as third Member. Final orders will be passed by the appropriate authority.	
4.	Officers who are/were members of organized services.		4. Committees set up by the appropriate Cadre Controlling Authorities on the lines indicated for Sl. Nos. 2 and 3 above. Final orders will be passed by the authority mentioned against Sl. Nos. 2 and 3 above, as the case may be.

NOTE.— In the case of Gazetted and non-Gazetted officers belonging to an organized service, working in or under Ministry/Department, the review shall be done in the Ministry/Department which is the cadre controlling authority to which the officer belongs. The cadre controlling authorities should obtain the comments of the Ministry/Department in or under which the officer concerned is serving for the time being, and place the case before the appropriate Review Committee.

ANNEXURE – II

FORM I

[To be used where the President is the appropriate authority to retire a Central Government servant]

ORDER

Whereas the President is of the opinion that it is in the public interest to do so;

NOW THEREFORE, in exercise of the powers conferred by ¹clause²of Rule 56 of the Fundamental Rules/ ¹Rule 48 of the Central Civil Services (Pension) Rules, 1972, the President hereby gives notice to

1. Strike off the portion not applicable.
2. Here state (i) (i) or (j) (ii) or (I), as the case may be.

(name) (designation) that he having already attained the age of fifty/ fifty-five years or having completed thirty years of service qualifying for pension of the¹ 20, shall retire from service on the forenoon of or on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him.

(Signature)

Designation²

To

Shri/Smt.

ACKNOWLEDGEMENT

I, now holding the post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned :

Sd/-

Name

Designation

Designation

Place

Place

Date

Date

FORM II

[To be used where an authority other than the President is the appropriate authority to retire a Government servant]

ORDER

WHEREAS the³(appropriate authority) is of the opinion that it is in the public interest to do so:

NOW THEREFORE, in exercise of the powers conferred by ⁴clause ⁵of Rule 56 of the Fundamental Rules/⁴ Rule 48 of the Central Civil Services (Pension) Rules, 1972, the ³(appropriate authority) hereby gives notice to (name) (designation) that he, having already attained the age of fifty/fifty-five years or having completed thirty years of service or thirty years of service qualifying for pension on the 20, shall retire from service on the forenoon of ¹

1. The date following the date on which he attains the age of 50/55 years/completes 30 years' service qualifying for pension. Either of the two alternatives may be used according to requirements.

2. Any authority who is competent to authenticate orders on behalf of the President can sign this order.

3. As defined in FR 56.

4. Strike off the portion not applicable.

5. Here state (j) (i) or (j) (ii) or (l), as the case may be.

(name) (designation) that he having already attained the age of fifty/ fifty-five years or having completed thirty years of service qualifying for pension of the¹ 20, shall retire from service on the forenoon of or on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him.

(Signature)

Designation²

To

Shri/Smt.

ACKNOWLEDGEMENT

I, now holding the post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned :

Sd/-

Name

Designation

Designation

Place

Place

Date

Date

FORM II

[To be used where an authority other than the President is the appropriate authority to retire a Government servant]

ORDER

WHEREAS the³(appropriate authority) is of the opinion that it is in the public interest to do so:

NOW THEREFORE, in exercise of the powers conferred by ⁴clause ⁵of Rule 56 of the Fundamental Rules/⁴ Rule 48 of the Central Civil Services (Pension) Rules, 1972, the ³(appropriate authority) hereby gives notice to (name) (designation) that he, having already attained the age of fifty/fifty-five years or having completed thirty years of service or thirty years of service qualifying for pension on the 20, shall retire from service on the forenoon of ¹

1. The date following the date on which he attains the age of 50/55 years/completes 30 years' service qualifying for pension. Either of the two alternatives may be used according to requirements.

2. Any authority who is competent to authenticate orders on behalf of the President can sign this order.

3. As defined in FR 56.

4. Strike off the portion not applicable.

5. Here state (j) (i) or (j) (ii) or (l), as the case may be.

ACKNOWLEDGEMENT

I, now holding the post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned:

Sd/-

Name

Designation

Designation

Place

Place

Date

Date

FORM IV

[To be used where an authority other than the President is the appropriate authority to retire a Government servant]

ORDER

WHEREAS the ¹(appropriate authority) is of the opinion that it is in the public interest to do so:

NOW THEREFORE, in exercise of the powers conferred by ²clause ³ of Rule 56 of the Fundamental Rules/²Rule 48 of the Central Civil Services (Pension) Rules, 1972, the ¹(appropriate authority) hereby gives notice to (name) (designation) that he on attaining the age of fifty/fifty-five years or on completing thirty years of service or thirty years of service qualifying for pension on the 20, shall retire from service on the forenoon of ⁴ or on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him, whichever is later.

(Signature)

Designation of the appropriate authority¹

To

Shri/Smt.

1. As defined in FR 56.

2. Strike off the portion not applicable.

3. Here state (i) (i) or (j) (ii) or (l), as the case may be.

4. The date following the date on which he attains the age of 50/55 years/completes 30 years' service/thirty years of p-1Xservice qualifying for pension.

ACKNOWLEDGEMENT

I, now holding the post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned:

Sd/-

Name

Designation

Designation

Place

Place

Date

Date

FORM V

[*To be used where the President is the appropriate authority to retire a Government servant*]

ORDER

WHEREAS the President is of the opinion that it is in the public interest to do so;

NOW THEREFORE, in exercise of the powers conferred by ¹clause ²of Rule 56 of the Fundamental Rules/¹Rule 48 of the Central Civil Services (Pension) Rules, 1972, the President hereby retires Shri/Smt./Kum with immediate effect, he/she having already attained the age of 50/55 years or having already completed thirty years of service or thirty years of service qualifying for pension on the ³..... The President also directs that Shri/Smt./Kum. shall be paid a sum equivalent to the amount of his/her pay *plus* allowances for a period of three months calculated at the same rate at which he/she was drawing them immediately before his/her retirement.

(Signature)

Designation of the appropriate authority⁴

To

Shri/Smt./Kum.

-
1. Strike off the portion not applicable.
 2. Here state (i) (i) or (j) (ii) or (I), as the case may be.
 3. The date following the date on which he attains the age of 50/55 years/completes 30 years' service/thirty years of service qualifying for pension.
 4. Any authority who is competent to authenticate orders on behalf of the President can sign this order.

ACKNOWLEDGEMENT

I, now holding the post of in the Ministry/
Department of hereby acknowledge the receipt of the original of
the order of retirement as aforesaid along with cash or crossed cheque No.
....., dated, for Rs. (Rupees only).

Countersigned:

Sd/-

Name

Designation

Designation

Place

Place

Date

Date

FORM VI

[*To be used where an authority other than the President is the
appropriate authority to retire a Government servant*]

ORDER

WHEREAS the¹(appropriate authority) is of the opinion that
it is in the public interest to do so;

NOW THEREFORE, in exercise of the powers conferred by ²clause
.....³ of Rule 56 of the Fundamental Rules/²Rule 48 of the Central
Civil Services (Pension) Rules, 1972, the¹ (appropriate authority)
hereby retires Shri/Smt./Kum with immediate effect, he/she having
already attained the age of 50/55 years or having already completed 30 years
of service/30 years of service qualifying for pension on the⁴ Shri/
Smt./Kum shall be paid a sum equivalent of the amount of his/
her pay *plus* allowances for a period of three months calculated at the same
rate at which he/she was drawing them immediately before his/her retirement.

(Signature)

Designation of the appropriate authority¹

To

Shri/Smt./Kum.

1. As defined in FR 56.

2. Strike off the portion not applicable.

3. Here state (j) (i) or (j) (ii) or (I), as the case may be.

4. The date following the date on which he attains the age of 50/55 years/completes thirty
years' service/thirty years of service qualifying for pension. Either of the two alternatives may be
used according to requirement.

ACKNOWLEDGEMENT

I, now holding the post of in the Ministry/Department of hereby acknowledge the receipt of the original of the order of retirement as aforesaid along with cash or crossed cheque No., dated, for Rs (Rupees only).

Countersigned:

Name

Designation

Place

Date

Signature

Designation

Place

Date

Guidelines for seeking voluntary retirement**VOLUNTARY RETIREMENT**

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:—

I. 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.

(1-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;

(b) On receipt of the request under sub-clause (1-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.

II. After completing a minimum of 30 years' qualifying service

Rule 48. (1) 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 —

- (a) a Government servant shall give a notice in writing to the appointing authority at least three months before the date on which he wishes to retire; and
- (b) the appointing authority may also give a notice in writing to a Government servant at least three months before the date on 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—

- (i) on assignments under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs and other aid programmes,
 - (ii) posted abroad in foreign based offices of the Ministries/Departments,
 - (iii) 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) Rules, 1972.]

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 appointing authority, retire from service:

Provided that this sub-rule shall not apply to a Government servant, including scientist or technical expert who is—

- (i) on assignment under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs and other aid programmes;
- (ii) Posted abroad in foreign based offices of the Ministries / Departments;
- (iii) 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 permission 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 provisions 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—

- (a) 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.

EXPLANATION.— 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.]

III. 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) 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 (21) of the Fundamental Rules, exceeds *two thousand and two hundred rupees per mensem;
- (b) 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 the 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.]

* IV CPC Scale.

IV. Guidelines

The following guidelines should be observed in regulating cases of voluntary retirement under Rule 48-A of the CCS (Pension) Rules:—

(i) If a Government servant retires under the scheme of voluntary retirement (Rule 48-A) while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave not due shall be recovered as provided in Rule 31 of the CCS (Leave) Rules, 1972.

(ii) The Government servant should satisfy himself by means of a reference to the appropriate administrative authority that he has in fact completed twenty years service qualifying for pension, before giving notice of voluntary retirement.

(iii) A notice of voluntary retirement given after completion of twenty years qualifying service will require acceptance by the appointing authority. Such acceptance may be generally given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the Government servant concerned for the imposition of a major penalty and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case, or (b) in which prosecution is contemplated or may have been launched in Court of Law against the Government servant concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Minister-in-charge should be obtained in regard to Group 'A' and Group 'B' Government servants and that of the Head of Department in the cases of Groups 'C' and 'D' Government servants. Even where the notice of voluntary retirement given by a Government servant requires acceptance by the appointing authority, the Government servant giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the competent authority issues an order to the contrary before the expiry of the period of notice.

(iv) The pension will be subject to the provisions of Rules 8 and 9 of the CCS (Pension) Rules, 1972.

(v) ***

(vi) ***

(vii) A Government servant giving notice of voluntary retirement may also apply, before the expiry of the notice, for the leave standing to his credit which may be granted to him to run concurrently with the period of notice. The 'Extraordinary Leave' of any kind cannot be termed as leave standing to the credit of a Government servant and, therefore, it cannot run concurrently with the period of notice given by him for seeking voluntary retirement.

[G.I., D.P. & A.R., O.M. No. 25013/7/77-Estt. (A), dated the 26th August, 1977; O.M. No. 25013/3/79-Estt. (A), dated the 28th July, 1979; and Dept. of Per. & Trg., O.M. No 25013/10/85-Estt. (A), dated the 5th July, 1985.]

(viii) In case, a Government servant applies for Voluntary Retirement while already on extraordinary leave other than on medical ground, the notice period need not be insisted upon and his request may be accepted immediately, if he is clear from vigilance angle. However, if a Government servant while already on extraordinary leave on medical grounds applies for Voluntary Retirement, the notice period, if any, given may be accepted and he may be allowed to retire after the expiry of the notice period subject to vigilance clearance.

[G.I., Dept. of Per. & Trg., O.M. No. 25013/3/2003-Estt. (A), dated the 17th June, 2003.]

V. Voluntary Retirement of India-based Officers in Posts / Missions abroad

A Government servant including scientist or technical expert who (i) is on assignment under the Indian Technical and Economic 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 specific contract assignment to a foreign Government will be eligible to retire voluntarily under FR 56 (k) or Rule 48 (1) (a) or 48-A of CCS (Pension) Rules, 1972, only 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.

[FR 56 (k), Rules 48 and 48-A, CCS (Pension) Rules, 1972.]

VI. Other Benefits

(1) *Cash equivalent of leave salary.*— From 1-9-2008, a Government servant who retires under the voluntary retirement scheme / premature or retirement on invalidation may be granted by the authority competent to sanction leave, lumpsum cash equivalent of leave salary admissible for the number of days of earned leave and half pay leave at the credit of the employee on the last day of his service, subject to overall limit of 300 days in addition to the number of days for which encashment was availed along with LTC.

[G.I., D.P. & A.R., O.M. No. P. 14028/3/2008-Estt. (L), dated the 25th September, 2008.]

(2) *Central Government Employees' Group Insurance Scheme, 1980.*— If the Service Book of the official who retires on voluntary retirement scheme, discloses that he has been a member of the Group Insurance Scheme, then he is entitled for the payment of the accumulation in his Savings Fund as follows:—

- (a) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group; and
- (b) the amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment / promotion to higher Group, for the period from which the rate of subscription was so raised to the date of cessation of his membership.

[Paras. 11.1 and 11.9. of M.F., O.M. No. F. 15 (3)/78-WIP, dated the 31st October, 1980.]

VII. Special Voluntary Retirement Scheme for Surplus Central Government Employees

The Expenditure Reforms Commission (ERC) set up by the Government of India has suggested a liberal Voluntary Retirement Scheme (VRS) for the employees declared surplus. This recommendation, contained in Commission's second Report on 'Optimizing Government's Staff Strength — Some General Issues' has been considered carefully and the Central Government have decided to introduce a special Voluntary Retirement Scheme (VRS) as per details given in Para. 2 hereinunder for the permanent employees declared surplus in any Ministry / Department as a consequence of one or more of the following:—

- (i) Implementation of decisions of the Cabinet regarding restructuring of Ministries / Departments;
- (ii) Implementation of the recommendations of the Expenditure Reforms Commission;
- (iii) Implementation of the decision of a Ministry / Department relating to downsizing / rightsizing including, *inter alia*, restructuring of an organization, transfer of an activity to a State Government, Public Sector Undertaking or other Autonomous Organization, discontinuation of an ongoing activity and introduction of changes in technology; or
- (iv) Implementation of work study reports undertaken by the Staff Inspection Unit of the Ministry of Finance or any other body set up by the Central Government or the Ministry / Department concerned.

2. The features of the Special VRS for the employees declared surplus are as under:—

- (a) All permanent employees rendered surplus irrespective of their age and qualifying service can opt for the scheme.
- (b) An optee of Special VRS will be entitled to receive an *ex gratia* amount equal to basic pay *plus* Dearness Allowance for the number of days worked out on the basis of length of service @ 35 days for each completed year and 25 days for each remaining year. For any part of a year, the number of days, for *ex gratia* amount, will be worked out on the basis of 365 days in a year. The *ex gratia* amount will be further subject to the following conditions:—
 - (i) total number of years to be counted for payment of *ex gratia* will not exceed 33 years;
 - (ii) No weightage of additional service will be given for the purpose of calculation of *ex gratia*;
 - (iii) The *ex gratia* will be subject to a minimum of Rs. 25,000 or 250 days' emoluments, whichever is higher;

- (iv) The *ex gratia* amount should not exceed the sum of the basic pay *plus* DA that the employee would draw at the prevailing level for the balance of the period of service left before superannuation;
 - (v) The *ex gratia* amount will be paid in lumpsum;
 - (vi) The *ex gratia* amount up to Rs. 5.00 lakhs will be exempted from Income Tax;
- (c) ***

The extant benefit of adding years of qualifying service for the purpose of computation of pension is withdrawn with effect from 2-9-2008.

[G.I., Dept. of Pen. & P.W., F. No. 38/37/08-P&PW (A), dated the 2nd September, 2008.]

- (d) Encashment of Earned Leave accumulated on the date of relief as per CCS (Leave) Rules, 1972;
- (e) Payment of savings element with interest in the Central Government Employees' Group Insurance Scheme as per rules;
- (f) T.A./D.A. as on retirement for self and family for settling anywhere in India as per Travelling Allowance Rules;
- (g) Group 'A' officials opting for the special VRS will be exempted from the operation of Rule 10 of the CCS (Pension) Rules which stipulates previous sanction of the Government for accepting commercial employment.

3. Payment of *ex gratia* to the employees declared surplus and opting for the special VRS within the specified three months' period will be over and above the normal retirement entitlements under CCS (Pension) Rules, 1972.

4. The order of Voluntary Retirement in each case should clearly stipulate that the surplus post held by the retiring incumbent will stand abolished from the date of his/her Voluntary Retirement.

5. The identification of surplus employees for the purpose of VRS would be guided by procedure given in Item 3 of Annexure-I under the heading "Steps for identification of Surplus staff" to the revised scheme of the disposal of personnel rendered surplus due to reduction of establishment in Central Government Department / Offices notified *vide* Circular No. 1/18/88-CS- III of DoP&T, dated 1-4-1989. [*Item IV, Chapter 50 in this manual.*]

6. The permanent employees declared surplus will have to exercise option for special VRS within three months from the date he or she has been declared surplus in any Ministry / Department. Surplus employees presently on the Rolls of the Surplus Cell (Redesignated as the Division of Retraining and

Redeployment) of the Department of Personnel and Training as on the date of this OM. can also opt for special VRS within three months from this date.

7. In order to facilitate the maintenance of a close watch on the implementation of the scheme, all Ministries / Departments are required to submit quarterly returns to the Surplus Cell of Department of Personnel and Training that may be prescribed by that Cell.

8. Ministry of Finance, etc., are requested to give wide publicity to the contents of this OM to the employees declared surplus.

[G.I., Dept. of Per. & Trg., O.M. No. 25013/6/2001-Estt. (A), dated the 28th February, 2002.]

Detailed guidelines on resignation**RESIGNATION****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.

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.

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—

- (i) 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.
- (ii) 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.

¹[*Clarification.*— Existing instructions on the subject of acceptance of resignation of officials against whom inquiry/investigation

1. G.I., Dept. of Per. & Trg., O.M. No. 28034/4/94-Estt. (A), dated the 31st May, 1994.

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 fulfilment 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' and 'B' posts. ¹[In so far as officers of Groups '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.

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 resignation 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.

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

¹ I. G.I., Dept. of Per. & Trg., O.M. No. 28034/4/94-Estt. (A), dated the 31st May, 1994.

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.

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.

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.

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.

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., O.M. No. 28034/25/87-Estt. (A), dated the 11th February, 1988.]

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. & Trg., O.M. No. 28034/4/94-Estt. (A), dated the 31st May, 1994.]

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 (1), CCS (Pension) Rules and Rule 39 (6) (ii), CCS (Leave) Rules.]

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 in 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*; GID (3) below Rule 26, CCS (Pension) Rules, *Swamy's Pension Compilation*.]

Distinction between a simple letter of resignation and notice under Rule 5, CCS (TS) Rules

(See Chapter 41.)

Check-list of points for consideration of cases of resignation

For the purpose of expeditious disposal of cases of resignation from Government service including notices given by temporary Government servants under Rule 5 of CCS (TS) Rules, the following check-list of points with reference to which such cases may be examined has been prescribed by the Government.

CHECK-LIST OF POINTS FOR CONSIDERATION

Part-I — General Information

1. Name and present designation
2. Post held including name of establishment :
 - (i) Substantive
 - (ii) Officiating
3. Any post, other than the present appointment, held during 6 months prior to the month in which resignation is tendered
4. Permanent residential address

Part-II — Points to be checked up before accepting resignation

5. The date on which the Government servant wants to be relieved from service
6. (i) Whether any inquiry or investigation or disciplinary case is pending or contemplated
- (ii) Whether under suspension
7. Whether the Government servant concerned has executed any Bond for serving the Government for a specified number of years on account of his being given specialized training, fellowship/scholarship for studies or deputed for training whether in India or abroad, and if so, the Bond period is over ...
8. Time required for filling up the post and/or making alternative arrangements

9. Authority competent to accept resignation, i.e.,
appointing authority

**Part-III — If the resignation is accepted, points to be checked
up before relieving the Government servant**

10. Whether alternative arrangements have been made
for discharge of the duties of the post including
arrangements for taking over charge of cash/stores
in the custody of Government servant (wherever
applicable)

Controlling Officer:

11. Whether the Government servant has surrendered
and obtained 'No Demand Certificates' in respect
of—
 - (i) MHA/Departmental Identity Card ...
 - (ii) Library cards/Tokens of the Central Sectt.
Library and/or Departmental Library, etc. ...
 - (iii) CGHS Identity card
 - (iv) Typewriters, brief-cases, cycles, Liveries, etc.
(wherever applicable)
 - (v) Headgear set and locker in case of TO and
other tools in case of other cadres ...
12. Arrangement made for recovery of outstanding
advances/loans, if any, taken or any other category
of dues, viz.,—
 - (i) Training allowance paid to the official ...
 - (ii) House Building Advance
 - (iii) Advance for purchase of Motor Car/Motor
Cycle/Scooter/Cycle
 - (iv) Festival Advance/Flood Advance ...
 - (v) Any other dues, such as—
 - (a) Amounts due to be recovered from or
settled by, the employee in respect of
money/material entrusted to him in the
course of his official duties in this or
earlier posts
 - (b) Recoveries ordered to be made as a
result of disciplinary proceedings ...

13. Whether the Government servant is in occupation of Government accommodation. If so, whether the dues in respect of such accommodation (including electrical appliances, etc.) have been settled and a No Demand Certificate obtained
14. Whether accounts in respect of water and electricity charges in respect of Government accommodation held by the Government servant have been settled with the concerned Municipality/ Corporation
15. In case where the Government servant has not been in occupation of any Government residential accommodation during the service, whether 'No Demand Certificate' has been issued by the Ministry/Department as required in Ministry of W.H. & R. Memo. No. 15-362-ACC. I, dated the 19th October, 1963
16. Whether any cash deposit/security of sufficient value has been taken where it is not found possible to make a correct assessment of the dues immediately
17. Leave sanctioned to the official from previous half-year and any leave sanctioned extra, if so leave salary paid. The Personal File and Service Book may also be forwarded
18. Any other section concerned

[G.I., M.H.A., (D.P. & A.R.), O.M. No. 24011/1/76-Estt. (B), dated the 17th May, 1976.]

Guidelines on extension and re-employment

(A) EXTENSION AND RE-EMPLOYMENT

The instructions on the grant of extension of service / re-employment to Central Government servants beyond the age of superannuation, have been issued by the Ministry of Home Affairs (now the Department of Personnel and Training) from time to time over a period of years. However, since these instructions are spread over a number of memoranda circulated by the Ministry of Home Affairs (now Department of Personnel and Training), the more important instructions contained in these Office Memoranda are given below in a consolidated form—

Terms 'extension' and 're-employment' distinguished.— A need has been felt to distinguish the cases in which retention of the services of Government servant beyond the date of his superannuation is to be treated as 'extension of service' as also those in which it shall be treated as 're-employment' and the following decisions have been reached:—

- (i) 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";
- (ii) 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
- (iii) 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 his 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 13th April, 1988.]

(I) **Criteria for extension / re-employment.**— The criteria for grant of extension / re-employment to Central Government employees beyond the age of superannuation are laid down in the DoP&T O.M. No. 26011/1/77-Estt. (B), dated 18-5-1977. After May, 1998 and when the age of retirement of the Central Government employees increased from 58 to 60 years, some of the instructions contained in the O.M., dated 18-5-1977 referred to above have lost their relevance. Accordingly, it has been decided to revise the instructions relating to extension / re-employment to Central Government employees.

2. In the absence of specific orders to the contrary by the Competent Authority, a Government servant must retire on the due date. The date of superannuation of a Government servant is known in advance and ordinarily there should not be a question of failure to make arrangements for his release sufficiently in advance. It is the responsibility of the Administrative Authority concerned to ensure that the Government servants under their control retire on the due date.

3. *Extension:* FR 56 (d) states that no Government servant shall be granted extension of service beyond the age of 60 years. However, provisions exist in the rules to grant extension of service to certain category of Government servants only. Therefore, it must be ensured that no Ministry / Department should propose to grant extension in service unless the case is covered by the Rules.

4. The proposal for grant of extension in service to the categories of personnel referred to in the first, second and third proviso to FR 56 (d) shall be referred to the Estt. Division of Department of Personnel and Training two months prior to the date on which the individual concerned is due for superannuation. The procedure for grant of extension to the Scientists is laid down in DoP&T, D.O. Letter No. 28/19/2000-EO (SM-II), dated 10-7-2000.

5. *Procedure for consideration of cases for extension of specialists in the medical and scientific fields.*— It should be appreciated that even in the case of extension to specialist in the medical or scientific fields, it is not only the next man who misses promotion but often several people miss consequential promotions all along the hierarchy. Thus, too many cases of extension in service or re-employment are likely to cause frustration and affect the morale of the upcoming scientists who have exposure to latest technological developments in connecting fields. Keeping in view these circumstances, the following criteria and procedure has been evolved with a view to ensure that extensions in service to the superannuating scientists are resorted to only in really exceptional circumstances. The overriding consideration for the grant of extension is that, it must be in the public interest and in addition satisfy one of the following two conditions:—

- (i) that the retiring specialist is not just one of the outstanding officers but is really head and shoulders above the rest; or
- (ii) that other specialists are not ripe enough to take over the job.

Test (ii) would be satisfied only if there is shortage in particular specialization, or if it is not possible to find a suitable successor or if the specialist is engaged on a work or project of vital importance, which is likely to produce results in a year or two. If specialists in the next lower post are not eligible for promotion on the ground that they have not put in the minimum service in the lower grade prescribed under the rules, no promotions can be made to the higher grade, unless such specialists put in the requisite length of service. But specialists who are eligible for promotion to the post against which extension is recommended, should not be rejected solely on the ground that they do not have as much experience as the retiring specialist. They should be considered for promotion according to the Recruitment Rules and if they are found suitable, they should be promoted to the posts being vacated by the retiring specialists.

6. Whenever any specialist is considered for grant of extension, his character roll and personal file should be carefully scrutinized and all other relevant information that may be available should be taken into account to judge whether the specialist had good reputation for integrity and honesty. In cases where the specialist is not considered to have good reputation for integrity and honesty, he should not be considered for grant of extension in service. The appropriate authority in the Administrative Ministry should furnish a certificate of Integrity along with the Annexure-I as follows where it proposes to grant extension of service.

“Having scrutinized in character roll and personal file of Shri / Smt. / Kum. and having taken into account all other relevant available information, I certify that he / she has a good reputation for integrity and honesty.”

7. While making proposals for extension of service in higher posts, it is all the more necessary to apply higher standards of efficiency to persons whose appointments to the higher posts are recommended for approval of the Appointments Committee of the Cabinet. The number of top posts is bound to be very limited and a few persons should not have them for too long. No Government servant who is on extension of service after the prescribed date of retirement should be promoted to another post during the period of extension of service.

8. No extension of service should be considered on the ground that a suitable successor is not available unless it is established that action to select a successor had been taken well in advance but the selection could not be finalized in time for justifiable reasons. A proposal for the grant of extension of service based merely on the consideration that the specialist's predecessor had been given extension should obviously not be accepted.

9. *Re-employment.*— No proposal for employing a Government servant beyond the age of superannuation of 60 years shall be considered. It is also clarified that no person can be appointed / re-appointed to Central Government service after the age of superannuation of 60 years through contract.

10. Re-employment of military pensioners who have not reached the age of superannuation for Central Government employees will not be governed by these instructions.

II. Procedure for Processing Cases

General.— (1) A systematic review of the officers approaching the age of superannuation should be conducted well in advance so that whenever necessary suitable persons are selected in time to replace such officers and given training beforehand thereby minimizing the number of proposals for extension / re-employment.

(2) Proposals for grant of extension of service to the officers working in posts outside the cadre to which they permanently belong should have specific concurrence of the cadre authority.

(5) ***

Department of Personnel and Training need not be consulted regarding re-employment cases unless the terms and conditions deviate from the instructions contained in the ¹Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986 (as amended from time to time).

Groups 'A' and 'B' appointments (other than those requiring approval of Appointments Committee of Cabinet)

(8) ***

(9) Proposals for grant of extension of service / re-employment in Group 'A' and Group 'B' posts beyond the age of 60 years should be referred to the Establishment Division of the Department of Personnel and Administrative Reforms for their concurrence before such proposals are approved by the Minister-in-charge of the Administrative Ministry. Even initial appointments of persons on a purely temporary basis against Group 'A' and Group 'B' posts would require the concurrence of the Establishment Division if the appointment is made after the individual attains 60 years. In the case of Union Territories also, grant of extension / re-employment to Group 'A' and Group 'B' officers beyond the age of 60 years should be referred to the Establishment Division of the Department of Personnel through the Ministry or Department administratively concerned.

(10) The proposals for extension / re-employment which are required to be referred to Establishment Division of the Department of Personnel and

1. See Chapter 44.

Administrative Reforms should be forwarded with a self-contained note in the pro forma at Annexure-I at least six weeks prior to the actual date on which the individual concerned is normally required to vacate the post. Where the Administrative Ministry is not able to follow the time-limit, a detailed note explaining the circumstances why the proposals could not be referred in time should be forwarded along with the proposals.

(11) Concurrence of the Union Public Service Commission would be necessary in cases of re-employment for more than one year in Groups 'A' and 'B' posts. The Commission need not be consulted for granting extension of service in cases of Group 'A' and Group 'B' officers.

(12) Wherever necessary, the approval of the Union Public Service Commission or the Finance Ministry should first be obtained before referring the case to the Establishment Division of the Department of Personnel.

(13) In the case of All India Service Officers, Ministries/Departments of the Government of India should obtain the concurrence of the State Government and the Department of Personnel and Training before submitting their cases to the Minister-in-charge.

Appointments Committee of the Cabinet

(14) Proposals for the grant of extension of service / re-employment in posts, the initial appointment to which required the approval of the Appointments Committee of the Cabinet should first be discussed with the Cabinet Secretary before their formal submission to the Appointments Committee of the Cabinet Committee. Thereafter, such proposals should be referred in a self-contained note to the Establishment Officer for getting the approval of the Appointments Committee of the Cabinet. This procedure shall *ipso facto* also apply in cases of extension of service/re-employment of officers of the Public Sector Undertakings/Autonomous Bodies where initial appointment has been made with the approval of the Appointments Committee of the Cabinet.

(15) The proposals, should be sent to the Establishment Officer in the pro forma given in Annexure-II at least two months prior to the actual date on which the individual concerned is normally required to vacate the post.

(16) The case should first be sent to Establishment Division of the Department of Personnel in the pro forma given in Annexure-I at least six weeks before it is due to be sent to the Establishment Officer.

(17) Where the Administrative Ministry is not able to follow the time-limits indicated above, the detailed note explaining the circumstances why the proposal could not be referred in time should be forwarded along with the proposal.

(18) In the case of All India Service Officers, Ministries / Departments of the Government of India should obtain concurrence of the State Government and the Department of Personnel before sending the case to the Establishment Officer.

(19) The concurrence of the Union Public Service Commission would be necessary in cases of re-employment for more than one year in a Group 'A' post. Such concurrence, wherever necessary, should also be obtained before sending the case to the Establishment Officer. The Commission need not be consulted for granting extension of service.

(20) Cases which require the approval of the Appointments Committee of the Cabinet should be referred to the Establishment Officer of the Department of Personnel only after obtaining the concurrence of the Ministry of Finance or the Union Public Service Commission wherever they may be necessary.

III. All India Service Officers

When the State Government wishes to grant extension to a member of the All India Service serving under them, they can grant extension up to a period of six months on their own and beyond that period with the approval of the Central Ministry controlling that cadre. As regards the grant of extension of service / re-employment of members of All India Service serving under the Central Government, the State cadre to which the officer belongs and the Central Ministry controlling that cadre are to be consulted before the case is submitted to the Appointments Committee of the Cabinet.

V. Re-employment of Military Pensioners

Re-employment of Military pensioners who have not reached the age of superannuation for Central Government employees will not be governed by these instructions.

VII. Curtailment of the period of Extension / Re-employment

A situation might arise where the grant of extension of service/re-employment beyond the age of superannuation for a specified period might have to be cancelled or modified at a later date for administrative reasons. As the Government is committed to retaining the officer for a specified period, it cannot dispense with his service before the expiry of that period except on disciplinary grounds. It is, therefore, necessary that in every case the order granting an extension of service / re-employment should include a clause providing for termination of service after three months / one month's notice at any time within the period of extension / re-employment.

VIII. Promotion

No Government servant who is on extension of service after the prescribed date of retirement should be promoted to another post during the period of extension of service.

IX. Pay

The pay of superannuated Government servant re-employed in Central Civil Department will be regulated in accordance with the instructions

contained in CCS (Fixation of Pay of Re-employed Pensioners) Orders, 1986 (See Chapter 44).

X. Autonomous Bodies/Public Sector Undertakings

The procedure indicated above shall *ipso facto* also apply in cases of extension of service / re-employment of officers of the Public Sector Undertakings / Autonomous Bodies where initial appointment has been made with the approval of the Appointments Committee of the Cabinet.

[G.I., M.F., O.M. No. 26011/1/77-Estt. (B), dated the 18th May, 1977; M.H.A. (D.P. & A.R.), O.M. No. 26012/16/83-Estt. (A), dated the 1st December, 1983 and Dept. of Per. & Trg., O.M. No. 26012/6/2002-Estt. (A), dated the 9th December, 2002.]

XI. Returns

In order to facilitate the maintenance of a close watch and to enable monitoring of extension of service / re-employment cases of superannuated Government servants, all Ministries / Departments are required to submit a quarterly return to the Establishment Division of the Department of Personnel and Training in the pro forma given in Annexure-III. The returns are to be submitted separately for (a) technical and scientific and (b) non-technical and non-scientific personnel. The return will be for the quarters (i) January-March, (ii) April-June, (iii) July-September and (iv) October-December and should be consolidated in each Ministry / Department for all offices under its control and sent to the Department of Personnel and Training within one month from the close of each quarter (e.g., the return for the quarter ending 31st March) should be sent to the Department of Personnel and Training latest by 30th April.

[G.I., Dept. of Per. & Trg., O.M. No. 26012/3/95-Estt. (A), dated the 28th June, 1995 and No. 26012/1/96-Estt. (A), dated the 16th August, 1996.]

ANNEXURE-I

Pro forma for sending proposals for approval of Department of Personnel and Training for grant of extension to Government servants beyond the age of superannuation

- | | | | |
|--|-----|-----|-----|
| 1. Designation of the post | ... | ... | ... |
| 2. Duration of the post | ... | ... | ... |
| 3. Scale and terms of the post and perquisite attached, if any | ... | ... | ... |
| 4. Whether financial sanction for the creation of the post / continuance of post for the duration shown at (2) has been obtained | ... | ... | ... |
| 5. Method of recruitment | ... | ... | ... |
| 6. Name and the terminal date of appointment of the outgoing incumbent of the post | ... | ... | ... |
| 7. Name of the specialist proposed for appointment and the service to which he belongs | ... | ... | ... |

8. Full service particulars of the Officer with date of birth and pay drawn
9. Names of other Officers considered
10. If promotion post, whether copies of proceedings of a DPC are being enclosed? If not, why not?
11. Whether character roll of the specialist proposed and those considered are being sent. If not, why not?
12. Please indicate
 - (i) (a) Whether the post is scientific or medical specialist
 - (b) Periods of extension granted earlier to the officer, if any
 - (c) Date from which extension is to be granted
 - (d) Period of extension of service
 - (ii) Justification for grant of extension
 - (iii) (a) The date from which it was known that vacancy would occur
 - (b) Action taken to select a successor with chronological details
 - (c) If selection is being made, reasons why this could not be finalized in good time
 - (d) Can some officiating or *ad hoc* arrangements be made, pending fresh appointment by proper selection? If not, why not?
 - (iv) Whether orders of the Minister-in charge have been obtained?
13. Whether the prescribed Integrity Certificate, from the Appropriate Authority, is enclosed.

ANNEXURE – II

Pro forma for sending proposal for approval of Appointments Committee of the Cabinet for grant of Extension / Re-employment to Government servants beyond the age of superannuation

1. Designation of the post
2. Duration of the post
3. Scale and terms of the post and perquisites attached, if any
4. Whether financial sanction for the creation of the post / continuance of the post for the duration shown at (2) has been obtained
5. Method of recruitment
6. Name and the terminal date of appointment of the outgoing incumbent of the post
7. Name of the officer proposed for appointment and the service to which he belongs

ANNEXURE - III

PRO FORMA

Quarterly Report showing the cases of extension/re-employment granted during the quarter ending

Sl. No.	Name and designation of the post held (before date of super-annuation)	Date of birth	Date of super-annuation	Details of Post in which extension/re-employment has been granted			Whether the officer has been granted extension/re-employment	Date from which granted extension/re-employment	Period of extension/re-employment	Detailed reasons for grant of extension/re-employment (please see note)	Steps taken for providing substitute and when he is likely to be available	Detailed reasons for not arranging substitute in time	Remarks
				Designation of posts	Classification of posts	Whether scientific/technical or non-scientific/non-technical							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

* In the Ministry/Departments.

* In the Attached/Subordinate Offices.

* In the Public Sector Undertakings.

NOTE.— The reasons for grant of extension/re-employment should be indicated in details and a statement that it was granted in public interest will not be sufficient.

CCS study leave regulations**CCS (Leave) Rules****Study Leave**

- (1) Study leave may be granted to a Government servant with due regard to the exigencies of public service, to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
- (2) Study leave may also be granted (a) for a course of training or study tour in which the Government servant may not attend a regular academic or semi-academic course if the course is certified to be definite advantage to Government from the point of view of public interest and is related to sphere of duties of the official, (b) for the studies/study tour duly approved by the leave sanctioning authority subject to the condition that the official has to submit a full report on the work done during such leave and (c) for the studies not closely or directly connected with the work of a Government servant but capable of widening his mind to improve his abilities as a civil servant in cases duly considered on merit in consultation with the Department of Expenditure.
- (3) Grant of permission/study leave to CHS officers may be considered in terms of the provision of CCS (Leave) Rules for pursuing Postgraduate Degree/Diploma/DNB Courses conducted by National Board of examination as well, though may not be recognized by the Government of India at the recommendations of Medical Council of India, subject to the condition that PG allowance shall be granted only for possession of Postgraduate Degree/Diploma/DNB qualifications which are recognized by Medical Council of India.
- (4) Study leave shall not be granted unless the course of study or training is certified to be of definite advantage from the point of view of public interest and it is for studies in subjects other than academic or literary subject.
- (5) Study leave out of India may not be granted for studies in subjects for which adequate facilities exist in India or under any of the schemes administered by the Department of economic Affairs or the Ministry of Education.
- (6) Study leave may be granted to a Government servant who has satisfactory completed period of probation with not less than five years' regular continuous service and who is not due to reach the age of superannuation within three

years from the date on which he is expected to return to duty. The Government servant has to execute a Bond as laid down in Rules 53 (4) of CCS (Leave) Rules undertaking to serve the Government for a period of three years and five years for Central Health Service Officers after the leave.

- (7) Study leave shall not be granted with such frequency as to remove the Government servant from contract with his regular work or to cause cadre difficulties owing to his absence on leave.
- (8) The maximum amount of study leave admissible is ordinarily twelve months at any one time, and twenty-four months in all during entire service. This can also be availed in more than one spell subject to the overall limit of 24 months. In respect of Central Health Service Officers, the maximum amount of study leave is 26 months for acquiring postgraduate qualification.
- (9) Study leave shall not be debited against the leave account. It may be combined with other kinds of leave, but the total of such combined leave, excluding EOL, is subject to a maximum of twenty –eight months. However, in the case of employees undergoing course of study leading to the award of Ph.D. degree, where the study as well as the University/ Institution are approved by the controlling authority, this limit is increased to 36 months.
- (10) The Government servant may undertake or commence the course of study during the periods of other kinds of leave combined with study leave.
- (11) During study leave outside India, leave salary is admissible equal to the pay last drawn on duty, Dearness Allowance, House Rent Allowance and Study Allowance under Rules 57 to 60 of CCS (leave) Rules, 1972.
- (12) During study leave availed in India, leave salary admissible will be the same as in Item 10 above except Study Allowance. However, the amount of scholarship, stipend or remuneration for part-time employment, if any, received by the Government servant shall be adjusted against the leave salary subject to the condition that such reduced leave salary shall not be less than the leave salary admissible during half pay leave.
- (13) A study allowance shall be granted to a Government servant on study leave outside India for the period spent in prosecuting a definite course of study at a recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the

course of study. The conditions and the rates of study allowance are contained in Rules 57 to 60 of CCS (Leave) Rules, 1972.

- (14) No Travelling Allowance is admissible to a Government servant granted study leave except in special cases.
- (15) A Government servant on study leave is generally required to meet the cost of fees paid for the study but in exceptional cases, grant of such fees may be sanctioned. However, cost of fees shall not be paid in cases where the Government servant is permitted to receive or retain, in addition to leave salary any remuneration for part-time employment.
- (16) A Government servant resigning, or retiring, or otherwise quitting service within three years after study leave or failing to complete the course of study is required to refund-
 - (a) The total amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Government, and also
 - (b) The actual amount, if any, of the cost incurred by other agencies such as foreign Government, Foundations and Trusts in connection with the course of study.

Interest at rates in force on Government loans is also payable from the date of demand before acceptance of resignation/permission to retire or quit service. In such cases, the study leave availed shall be converted into regular leave as admissible on the commencement of study leave, with suitable adjustment of any regular leave availed in combination of study leave, and the balance of the period remaining unadjusted treated as EOL. The Government servant has to refund any excess of leave salary actually drawn over the leave salary admissible on such conversion.

In exceptional cases, the amount required to be refunded may be waived or reduced by the President.

The above refund of leave salary, study allowance, etc., is not applicable (a) in cases of retirement on medical grounds and (b) deputation to any Statutory or Autonomous Body or Institution under the control of the Government and consequent resignation from service.

Guidelines on appointment as National Professor/ National Fellow/ Emeritus Scientists

डा. कुसुमाकर शर्मा
सहायक महानिदेशक (मानव संसाधन विकास)

Dr. Kusumakar Sharma
ASSISTANT DIRECTOR GENERAL (HRD)



शिक्षा विभाग
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली 110 012

EDUCATION DIVISION
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI ANUSANDHAN BHAVAN-II, PUSA, NEW DELHI 110 012

F. No. 27(1)/SSC/2011-HRD
Dated 16th November 2011

To

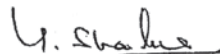
- (i) All Vice-Chancellors, State Agricultural Universities/ AAI-DU/ CAU/ ICAR-DUs/
CUs having faculty of agriculture
- (ii) All Directors, ICAR Institutes
- (iii) All ICAR National Professors/All ICAR-National Fellows

Sub: Revised guidelines for (i) ICAR National Professorial Chairs

Sir,

Please find enclosed herewith the revised guidelines for (i) ICAR National Professorial Chairs and (ii) ICAR National Fellowship as approved by the Governing Body of the ICAR Society in its 222nd Meeting held on 4th October 2011 for information and necessary action with immediate effect.

Yours faithfully,


(Kusumakar Sharma)

Encl: As above

Copy for information to

- (i) All DDGs, ICAR, Addl. Secretary (DARE) and Secretary ICAR, Addl.
Secretary and FA (DARE/ICAR), ND (NAIP)
- (ii) All ADGs, ICAR, Director (P), Director (F), ICAR
- (iii) PPS to DG, ICAR

GUIDELINES FOR ICAR NATIONAL PROFESSORIAL CHAIRS INCLUDING B.P. PAL CHAIR IN GENETICS AND PLANT BREEDING AND NORMAN BORLAUG CHAIR IN INTERNATIONAL AGRICULTURE

(Revised and Approved in ICAR 222nd GB meeting on 04.10.2011)

1. Objectives

- 1.1. To promote excellence by recognizing outstanding scientist with proven output and outcome for creating a culture of basic research through their project work in the National Agricultural Research System (NARS).
- 1.2. Establishing and nurturing a novel school of thought around the recognized person.

2. 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.

3. Salary

The ICAR National Professor would be appointed in the monthly pay of Rs. 75,000/- (fixed) along with admissible allowances and as revised from time to time.

4. Nature of Award

The award of the National Professor will be tenurial in nature. He/she will be appointed for an initial tenure of five years, which can be extended for one or more tenures of five years subject to quality performance as assessed by the Selection Committee but not beyond 65 years of age.

5. Eligibility and Procedure of Selection

- 5.1. Indian nationals occupying positions of Professors/Principal Scientists or equivalent for at least 8 years and their age being not more than 58 years as on the specified date are eligible for nomination.
- 5.2. A Search-cum-Selection Committee (SSC) comprising of the following would be constituted with the approval of the President, ICAR Society:
 - One Eminent Scientist : Chairman
 - Director General, ICAR : Member
 - Three reputed Scientists : Members
(Nominated by D.G., ICAR)
 - DDG (Education) : Member-Secretary
- 5.3. The SSC would formulate criteria and other modalities for inviting nominations and recommend deserving nominees for selection. The process may involve formal applications, nominations by Eminent Scientists/ National Academies and Search Process by the SSC.
- 5.4. Nominations from the sponsoring institutions would be invited in the prescribed format that will include a detailed research project proposal. The nomination should be supported and recommended by the Agricultural University/ICAR Research Institute where he/she proposes to locate himself/herself. The sponsoring Agricultural University/Institute would undertake to agree to the service conditions as laid down in para 9 of these guidelines and

would provide the logistics comprising necessary basic facilities and support for his/her work.

- 5.5 The nominee should have made significant contributions in the form of knowledge and technology generation as evidenced by published work in high impact journals, product/ process/ methodology generated, variety/ breed/ stocks released and notified, innovations as patents/protections etc. Publications as invited plenary/lead full length papers presented and published in International/ National Conferences will also be considered for this purpose, Significant output and outcome/impact of knowledge/technology generated by the nominee should be explicitly evident.
- 5.6 SSC will recommend nominees for selection taking into account the relevance of the area of research, proposed plan of work in the form of a project, academic records, achievements and experience. The nominee may be contacted/ called for discussion, if so needed.
- 5.7 The award of ICAR National Professor will be tenurial and made with the approval of the President, ICAR Society.
- 5.8 There will be no discipline-wise allocation of the number of National Professorial positions except for one position, namely, B.P. Pal Chair in Genetics and Plant Breeding at IARI, New Delhi.

6. Operational Autonomy

- 6.1. ICAR National Professor will have autonomy in planning and implementation of the work plan of the approved project including the operation of the funds within the approved budget heads following the procedures of the sponsoring Institution. Re-appropriation of funds by the ICAR National Professor/Sponsoring Institution, from one budget head to another, would be permissible to a limit of 10% of the allocated budget heads. Re-appropriation among budget heads beyond 10%, if necessary, would be permissible only with the prior approval of the Council.
- 6.2. ICAR National Professor will be competent to sanction purchases of the recurring and non-recurring nature subject to conforming to the purchase procedures followed in the sponsoring Institution.
- 6.3. ICAR National Professor will be involved in the selection of the project staff in his/her unit.
- 6.4. ICAR National Professor will be an invited member in all the scientific and research committees/bodies in the institution including being a member of the teaching faculty, wherever applicable. He/she would appropriately share the institutional facilities required for his/her work.
- 6.5. In order to establish and nurture a novel school of thought around the ICAR National Professor, he/she should leverage the work in the thematic areas related to his/her project by encouraging the younger scientists to work in his/her collaboration/guidance for their adequate training/research career building. ICAR National Professor must deliver atleast four lectures per year in ICAR-AU System/ Institutions under Ministry of S&T or in courses being organized under Centre of Advanced Faculty Training/ Summer-Winter Schools by the Education Division of ICAR.
- 6.6. A Memorandum of Understanding (MOU) will be appropriately signed among the (i) ICAR, (ii) ICAR National Professor, and (iii) the sponsoring institution to which the nominee belongs and where the project work is to be undertaken.

7. Budget

- 7.1. The cost of the project, as specified and approved, would be borne by the ICAR. ICAR will release the grant to the ICAR National Professor through the sponsoring institution.
- 7.2. Each ICAR National Professor project will have a Non-Plan budget of Rs. 200/- Lakhs for a duration of 5 years for meeting expenditure on the salary and allowances of ICAR National Professor, salary of contractual staff, TA/ POL/ equipment/ contingencies etc. excluding the salary of staff redeployed by the sponsoring institution to work under the project.
- 7.3. The budget provisions for different budget heads, within the approved overall-budget ceilings, may be revised from time to time as per revised need-assessment, if any, with the approval of Competent Authority.

8. Provisions, Facilities and Supporting staff

- 8.1. Each ICAR National Professor will have the following staff, depending on the work plan of the approved research project:

- 8.1.1. On redeployment basis from the sponsoring institution and not to be financially borne on the National Professorial Chairs Scheme:

Scientist/Senior Scientist	2
Technical Staff	2
Administrative Staff	2

In the event of technical and administrative staff being not available for redeployment these can be provided through contractual engagement. In such case the expenditure is to be debited to project within over all approved budgetary ceilings.

- 8.1.2. On contractual engagement, non-regular and co-terminus with the scheme/project and within the approved budget ceilings.

Research Associate	2
Senior Research Fellow	2
Supporting Staff for Lab/field	2

Expenditure is to be within over all approved budgetary ceilings.

Research Associates (RA) and Senior Research Fellows (SRF) engaged under the project will have rates of Associateship/Fellowship as in vogue in ICAR and as amended from time to time.

- 8.2. The contractual staff/outsourced services may also be engaged/obtained in addition to the staff indicated in para 8.1.1 and the expenditure may be met from the research contingency grant under the project within the approved budget ceilings.
- 8.3. Each contractual engagement of the RA/SRF for the project will be for the duration as needed but not more than 3 years at a time and not exceeding the duration of the project. Engagement of the RA/SRF will be governed by the guidelines issued by the ICAR in this respect. All contractual manpower engagements under the ICAR National Professor project including RA/SRF will be non-regular, co-terminus, time-bound and periodical in nature and will automatically terminate on completion of the tenure or at the close of the project whichever is earlier.
- 8.4. In case of recognition/acknowledgement of the contribution made by the RA/SRF in any research work involved in the project of the ICAR National Professor, decision of the

National Professor will be final; and no right in this regard can be claimed by the concerned RA/SRF.

- 8.5. The equipment purchased and resultant dead-stocks under the project would remain the property of the ICAR until transferred to the sponsoring Institution/ any ICAR Institute.

9. Service Conditions

- 9.1. The ICAR National Professor who continues to serve under the Scheme upto 65 years of age will stand retired at the age as applicable for other scientists in the sponsoring institution. However, he/she will continue as ICAR National Professor till the end of the tenure or 65 years of age whichever is earlier.
- 9.2. The ICAR National Professor will be eligible for pension and benefits fixed on the salary at the time of attaining the age of superannuation in normal course as per the rules of the sponsoring institution.
- 9.3. The responsibility of providing pension and other retirement benefits will rest with the sponsoring institution. However, these will be received by him/her after he/she ceases to be ICAR National Professor.
- 9.4. For all practical purposes, scientist appointed as ICAR National Professor will remain an employee of the sponsoring organization and he/she shall continue to enjoy the benefits of leave, medical facilities/accommodation etc. as any other employee of the sponsoring organization.
- 9.5. In case the ICAR National Professor is from a sponsoring institution outside the ICAR, the Council will not be responsible for his/her continuation and protection of service interests in his/her sponsoring organization
- 9.6. The National Professor, if from outside ICAR, will not be absorbed in the ICAR on completion of the tenure.
- 9.7. ICAR National Professor is expected to devote full time for his/her approved project and shall not engage him/herself on any other work except for the projects related to the theme of his agreed research work-plan and with prior approval of the Council. He/she would not accept any other position in the University/Institute except Chairmanship/membership of important scientific committees.
- 9.8. ICAR National Professor shall have total academic freedom in planning and execution of his/her approved project and shall have requisite administrative control over staff working under him/her in his/her project. Need-based adequate support from the sponsoring institution must be extended for his/her work. He/she must not be burdened with routine administrative responsibilities of the Institute/University.
- 9.9. The scientists associated with the National Professor will be Co-Principal Investigators in the National Professor project but will be allowed to submit Research Project Files(RPF) or projects in equivalent formats under the National Professor's overall research work-plan/thematic areas and shall have the status of Principal Investigator of a regular Institute/University project for Agricultural Scientist Recruitment Board(ASRB) and related markings.
- 9.10. ICAR National Professor will be permitted by the ICAR to accept foreign assignment, befitting his/her status in an international organization for a total period of not exceeding six months during each term of five years (not allowed to be cumulative over the terms), after completing at least one year in the position. Participation in conferences, seminars, symposium etc. will not be construed as such an assignment.

9.11. ICAR National Professor may apply for or accept any other regular or term offer/appointment within the country or abroad after a minimum period of five years as National Professor. On selection to the regular or term appointment and with effect from joining the same, the ICAR National Professor shall cease to be an ICAR National Professor.

9.12. The award of ICAR National Professor should be consummated within six months from the date of issue of the Award Letter and no extension will be given beyond six months.

10. Project Monitoring:

10.1. ICAR National Professor shall submit the progress of the project annually vis-à-vis projections made and target set in the work plan of the approved project. The activity milestones for the next year should also be included in the progress report.

10.2. ICAR National Professor shall make an annual presentation of the progress made in the scientific/research committees at the sponsoring institution ensuring wider participation of the scientific staff/faculty members and ICAR representatives.

10.3. A National Professor shall make an annual presentation of the progress made in the project before RAC of the concerned ICAR Institutes/Academic Council of AUs. The proceedings of the RAC/ Academic Council will be forwarded by the Head of the Institution/ University to the Education Division of ICAR for review by the Search-cum-Selection Committee.

10.4. Continuation of budget grants for ICAR National Professor Project would depend on maintaining satisfactory progress under the project.

11. Project Review

The Council may review the ICAR National Professor project by referring it to peer/peers. The report of peer review shall be placed before the Selection Committee for evaluation.

12. General

12.1. These guidelines may be revised by the Competent Authority of the Council on a continual need based manner.

12.2. The ICAR National Professor is expected to protect the Intellectual Property Rights generated or likely to be generated during his/her tenure. The Council and the sponsoring institution will have the appropriate share on the patents/ protections/knowledge generated as per the 'ICAR Guidelines for Intellectual Property Management and Technology Transfer/ Commercialization' as amended from time to time. If the National Professor enters into any other IP agreement, the same will be appropriately communicated to and shared with the Council/sponsoring institution. In all publications arising out of the National Professor project, the support from the Council should be duly acknowledged.

12.3. For any clarification regarding the ICAR National Professorship, the Deputy Director General (Education), ICAR, New Delhi may be contacted.

12.4. Director General, ICAR will be the final authority in resolving and taking decision on any situation/conflict and his decision shall be binding on all parties concerned.

12.5. For any dispute, the applicable law will be the Indian law under the jurisdiction of Courts in Delhi only.

डा. कुसुमाकर शर्मा
सहायक महानिदेशक (मानव संसाधन विकास)

Dr. Kusumakar Sharma
ASSISTANT DIRECTOR GENERAL (HRD)



शिक्षा विभाग
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली 110 012

EDUCATION DIVISION
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI ANUSANDHAN BHAVAN-II, PUSA, NEW DELHI 110 012

F. No. 27(1)/SSC/2011-HRD
Dated 16th November 2011

To


- (i) All Vice-Chancellors, State Agricultural Universities/ AAI-DU/ CAU/ ICAR-DUs/
CUs having faculty of agriculture
- (ii) All Directors, ICAR Institutes
- (iii) All ICAR National Professors/All ICAR-National Fellows

Sub: Revised guidelines for (i) ICAR National Fellowship

Sir,

Please find enclosed herewith the revised guidelines for (i) ICAR National Professorial Chairs and (ii) ICAR National Fellowship as approved by the Governing Body of the ICAR Society in its 222nd Meeting held on 4th October 2011 for information and necessary action with immediate effect.

Yours faithfully,


(Kusumakar Sharma)

Encl: As above

Copy for information to

- (i) All DDGs, ICAR, Addl. Secretary (DARE) and Secretary ICAR, Addl. Secretary and FA (DARE/ICAR), ND (NAIP)
- (ii) All ADGs, ICAR, Director (P), Director (F), ICAR
- (iii) PPS to DG, ICAR

GUIDELINES FOR ICAR NATIONAL FELLOWSHIP
(Revised and Approved in ICAR 222nd GB meeting on 04.10.2011)

1. Objective

- 1.1. To promote excellence at national level in agricultural research and education.
- 1.2. To recognize the meritorious contribution of individual agricultural scientists/teachers and facilitate their research and related activities in agriculture.

2. Number of Fellowships

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

3. Salary

- 3.1. Irrespective of the previous emoluments, the ICAR National Fellow would be appointed in the Pay Band - IV of Rs. 37,400 – 67,000 with Research Grade Pay of Rs. 10,000/-, per month or as applicable/revised from time to time.
- 3.2. His/her starting pay would be determined/fixed by the Council as per relevant ICAR rules.

4. Nature of appointment -

The appointment of the National Fellow will be tenurial in nature but not beyond the age of superannuation as prevalent at his/her sponsoring institution. An ICAR National Fellow will be appointed for an initial tenure of five years, which can be extended for one more, i.e., second tenure of five years subject to the quality performance as assessed by the Search-cum-Selection Committee. Only in case of exceptionally good contributions, as assessed by the Selection Committee, the tenure may be further extended for the third and final term of five years or until superannuation whichever is earlier.

5. Eligibility and Procedure of Selection:

- 5.1. Only Professors/Principal Scientists/Associate Professors/Senior Scientists/those Research Scientists who are in equivalent position and standing would be eligible for consideration for appointment as ICAR National Fellow.
- 5.2. The applicant should not be more than 45 years of age on the specified date. He/she should possess a Ph.D. degree. The applicant should have an academic/research experience of at least 10 years out of which a minimum of 3 years should be in the rank of Senior Scientist or equivalent position along with significant contributions in the form of knowledge and technology generation as evidenced by published work in NAAS rated journals, product/process/methodology, released and notified variety/breed/stocks, innovations as patents/protections etc. Significant output and outcome/impact of knowledge/technology generated by the candidate should be explicitly stated. Publications in proceedings of seminars/symposia/conferences etc. and abstracts will not be considered at all for this purpose.
- 5.3. A Search-cum-Selection Committee (SSC) comprising of the following would be constituted with the approval of the President, ICAR Society:
 - One Eminent Scientist : Chairman
 - Director General, ICAR : Member
 - Three reputed Scientists : Members
(Nominated by D.G., ICAR)
 - DDG (Education) : Member-Secretary
- 5.4. The SSC would formulate criteria and other modalities for inviting nominations and recommend deserving nominees for selection. A two-step process of inviting nominations will be followed.

- (a) Call for concept note about the proposed research programme from the eligible candidates and (b) Call for detailed project proposal from the shortlisted candidates based on the merit of the concept note.
- 5.5. Nominations from the sponsoring institutions would be invited in the prescribed format that will include a detailed research project proposal. The nomination should be sponsored by the Agricultural University/ICAR Research Institute where he/she is presently serving. The sponsoring Agricultural University/Institute would undertake to agree to the service conditions as laid down in para 9 of these guidelines and would provide the logistics comprising necessary basic facilities and support for his/her work. The research manpower and funding support from ICAR will be as provided in the approved project.
- 5.6. Final selection would be based on the recommendations of the Selection Committee, taking into account the relevance of the area of research, proposed plan of work in the form of a project, academic records, achievements and experience. The candidates may be contacted/called for discussion, if so needed. Based mainly on the recommendation of the Selection Committee, approval of the project will be given by the Council as per procedure.
- 5.7. The tenurial appointment of ICAR National Fellow would be made with the approval of the President, ICAR Society.

6. Operational Autonomy

- 6.1. ICAR National Fellow will have autonomy in implementation of the work plan of the approved project including the operation of the funds within the approved budget heads following the procedures of the sponsoring Institution. No re-appropriation of funds from any one budget head to another by the ICAR National Fellow/sponsoring Institution would be permissible. Re-appropriation of funds from one budget head to another, if needed, would require prior approval of the Council.
- 6.2. The Fellow will be competent to sanction purchases of the recurring and non-recurring nature subject to conforming to the purchase procedures followed in the sponsoring Institution.
- 6.3. The Fellow will be involved in the selection of his/her project staff.
- 6.4. The Fellow will be a member of the Teaching Faculty, wherever applicable. He/she would appropriately share the Institutional facilities required for his/her work.
- 6.5. A Memorandum of Understanding (MOU) will be appropriately signed among the (i) ICAR, (ii) ICAR National Fellow, and (iii) the sponsoring institution to which the candidate belongs and where the project work is to be undertaken.

7. Budget

The cost of the scheme, as specified and approved, would be borne by the ICAR. ICAR will release the grant to the ICAR National Fellow through the sponsoring institution.

8. Provisions, Facilities and Supporting staff

- 8.1. Each ICAR National Fellow may have, depending on the work plan of the approved project, one Research Associate (RA) and one Senior Research Fellow (SRF) with rates of Fellowship/Associateship as in vogue in ICAR and as amended from time to time. One additional SRF may be provided in the project where the nature of project work so demands and the Selection Committee so recommends specifically. No change shall be allowed in the number of RA and SRF thereafter.
- 8.2. The secretarial assistance may be outsourced on contractual basis and the expenditure within the approved budget may be met from the research contingency grant under the project.
- 8.3. Each contractual engagement of the RA/SRF for the project will not be for more than 3 years at a time and not exceeding the duration of the project. Engagement of the RA/SRF will be governed

by the guidelines issued by the ICAR in this respect. All manpower engagements under the ICAR National Fellow project including RA/SRF will be non-regular, co-terminus, time-bound and periodical in nature and will automatically terminate on completion of the tenure or at the close of the project whichever is earlier.

- 8.4. In case of recognition/acknowledgement of the contribution made by the RA/SRF in any research work involved in the project of the National Fellow, decision of the National Fellow will be final; and no right in this regard can be claimed by the concerned RA/SRF.
- 8.5. Each ICAR National Fellow project will have a provision of an amount of Rs. 3.00 lakhs per annum as research contingency grant and Rs. 75,000/- per annum as TA/DA for the project activities.
- 8.6. The equipments provided under the project will be as approved by the Selection Committee and will not exceed 40% of the total budget of the project. The equipments purchased and resultant dead-stocks under the project would remain the property of the ICAR until transferred to the sponsoring Institution/ICAR Institute.

9. Service Conditions

- 9.1. In case the ICAR National Fellow is from a sponsoring institution outside the ICAR, the Council will not be responsible for his/her continuation and protection of service interests in his/her sponsoring organization.
- 9.2. The age of superannuation for an ICAR National Fellow, if not from an ICAR institution, would remain the same as in the sponsoring institution.
- 9.3. The Fellow, if from outside the ICAR, will not be absorbed in the ICAR on completion of the tenure.
- 9.4. ICAR National Fellow is expected to devote full time for his/her approved project and shall not engage him/herself on any other work.
- 9.5. ICAR National Fellow will be permitted by the ICAR to accept foreign assignment, befitting his/her status in an international organization for a total period of not exceeding three months during each term of five years (not allowed to be cumulative over the terms), after completing at least one year in the project/fellowship. Participation in conferences, seminars, symposium etc. will not be construed as such an assignment.
- 9.6. ICAR National Fellow may apply for or accept any other regular or term offer/appointment within the country or abroad after a minimum period of three years as National Fellow. On selection to the regular or term appointment and with effect from joining the same, the Fellow shall cease to be an ICAR National Fellow.
- 9.7. The offer of appointment as ICAR National Fellow should be consummated within six months from the date of issue of the order and no extension will be given beyond six months.

10. Project Monitoring

- 10.1. ICAR National Fellow shall submit the progress of the project annually vis-à-vis projections made and target set in the work plan of the approved project. The activity milestones for the next year should also be included in the progress report.
- 10.2. ICAR National Fellow shall make an annual presentation of the progress made in the scientific/research committees at the sponsoring institution ensuring wider participation of the scientific staff/faculty members and ICAR representatives
- 10.3. The annual performance appraisal report of the ICAR National Fellow shall be made by the Head of the Institution as Reporting Officer and be reviewed by the DDG(Edn), ICAR. The comments of the scientific/research bodies of the institution where the progress of work is reviewed/presented may be invariably attached with the performance appraisal reports.

10.4. Continuation of budget grants for ICAR National Fellow project would depend on maintaining satisfactory progress under the project.

11. Project Review

The Council may review the ICAR National Fellow project by referring it to peer/peers. The report of peer review shall be placed before the Selection Committee for evaluation.

12. General

- 12.1. The ICAR National Fellow is expected to protect the Intellectual Property Rights generated or likely to be generated during his/ her tenure. The Council will have the appropriate share on the patents/ protections/knowledge generated as per the 'ICAR Guidelines for Intellectual Property Management and Technology Transfer/ Commercialization' as amended from time to time. If the fellow enters into any other IP agreement, the same will be appropriately communicated to and shared with the Council. In all publications arising out of the National Fellow project, the support from the Council should be duly acknowledged.
- 12.2. For any clarification regarding the ICAR National Fellowship, the Assistant Director General (HRD), Education Division, ICAR, New Delhi may be contacted.
- 12.3. Secretary, ICAR will be the final authority in resolving and taking decision on any situation/conflict and his decision shall be binding on all parties concerned.
- 12.4. For any dispute, the applicable law will be the Indian law under the jurisdiction of Courts in Delhi only.



भारतीय कृषि अनुसंधान परिषद
Indian Council of Agriculture Research
कृषि अनुसंधान भवन-II, पूसा नई दिल्ली-110012
Krishi Anusandhan Bhawan-II, Pusa, New Delhi-110012
शिक्षा विभाग
Education Division

F.No. 1(16)/2009-EPD

Dated :2.02.2010

To

1. The Directors/Project Directors of
All ICAR Institutes/NRCs/PDs/Bureaus
2. The Vice-Chancellors of SAUs/DUs/CUs/CAU.

Sub:-Revised Guidelines governing the Emeritus Scientist (ES) Scheme of ICAR.

Sir,

The existing guidelines relating to Emeritus Scientist issued vide letter No. 1(3)/2004-EPD dated 21.12.2005 have been revised with the approval of competent authority. A copy of the revised guidelines governing the scheme of the Emeritus Scientist (ES) of the ICAR is enclosed herewith for information/guidance.

Receipt of the letter may be acknowledged.

Yours faithfully,

(Vivek Purwar)
Under Secretary (Edn.)

Copy for information to:-

1. All DDGs, National Director, NAIP
2. All ADGs
3. Director (Per.), Director (Fin.)
4. All Dy. Secretaries/Secretary, ASRB
5. Sr. PPS to D.G., ICAR
6. PPS to Chairman, ASRB
7. PPS to AS(D)/Secretary, ICAR
8. PPS to AS&FA (DARE)
9. All Under Secretaries.

Revised
Guidelines governing the Emeritus Scientist (ES) Scheme of ICAR

1. Objective of the Scheme :

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:

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

2. Scope of the Scheme:

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.

3. How to apply:

The eligible scientist / faculty who is to retire in the next 12 months time, may send 15 copies of the application in the prescribed Proforma

(Annexure A, B, & C) to the Deputy Director General (Education), ICAR. The application should be submitted through the executive authority where the Emeritus Scientist proposes to carry out the research, teaching, human resource development and extension duly recommended with justification. The scientists retired for more than one year shall not be eligible.

The applications will be received twice a year i.e. in the month of June and December for which a specific circular will be issued depending upon the vacancies. The applications received within the period specified in the circular will only be entertained.

4. Procedure of Selection:

The applications received will be referred to the concerned Subject Matter Division of ICAR and to a specialist in the discipline of the applicant for comments. The applications along with these comments will be placed before the Selection cum Standing Committee.

Following criteria will be taken into consideration for selection of Emeritus Scientist:

- The scientist should have minimum of 5 research papers in refereed journals in the last five years or should have received a national / international level award / recognition or in case of teachers must have received national / university level award for excellence in teaching or have received letter of appreciation for excellence in teaching based on alumni feed back.
- The project proposal is of national importance and other equally competent regular scientists are not available in the institute to carry out the proposed work.
- The project proposal is in continuation of his/her work.

5. Selection -cum Standing Committee:

5.1 The Selection -cum-Standing Committee will comprise of the following:

A Scientist/Educationist of eminence	- Chairman
Dy. Director General (Education)	- Member

2 Vice Chancellors of State Agricultural Universities	- Member
1 Vice Chancellor from Deemed Universities	- Member
Director, NAARM	- Member
A Scientist/Educationist of repute	- Member
Asstt. Director General In-charge of the Scheme	- Member

Secretary

The Selection-cum-Standing Committee will be constituted with the approval of the President, ICAR Society.

5.2 The tenure of the Selection-cum-Standing Committee members shall be of three years.

5.3 The non-official Members of the Selection-cum-Standing will be paid TA/DA and honorarium for attending the meetings of the Committee as per the Council's rules.

5.4 The functions of the Committee will be :-

- To consider and recommend the cases of scientists for initial award as Emeritus Scientist.
- To recommend the duration for which Emeritus Scientist position is given.
- To consider and recommend the contingent and travel grant required for the project.
- To review/monitor existing projects under Emeritus Scientist Scheme
- To advise the Director General / President of the ICAR on all matters concerning the scheme.

5.5 The recommendations of the committee will be put up to the President, ICAR through the DG, ICAR for his approval.

The DG, ICAR will be competent to perform all ancillary work including grant of interim extension to the Emeritus Scientists pending the recommendations of the Committee.

6. Terms and Condition Governing the Grant

6.1 General terms and conditions:

The schedule of terms and conditions governing grant-in-aid from the Council will *mutatis mutandis* apply to the grants to the Emeritus Scientists.

6.2 Special Terms & Conditions:

- a) Emeritus Scientists will be entitled to an honorarium of Rs.25,000/- per month in addition to pension that he may draw w.e.f. 1.1.2010. The honorarium paid to the Emeritus Scientist shall be subject to the Income Tax Act.
- b) A contingent grant of Rs. 1,00,000/- per annum per scientist, depending upon the nature of the project to cover expenditure on purchase of essential items of stores such as chemicals, glasswares etc., books and stationery and part-time laboratory/ministerial help will be given to the Emeritus Scientist. While sanctioning a project the amount of contingent grant could be enhanced with the concurrence of the FA (DARE) keeping in view the nature of research work. The expenditure on travel may be used to cover the tours within the country for the purpose of collection of research data and also to attend a scientific meeting / conference within the country including the review meetings called by ICAR from the contingencies. Airfare in the economy class, eligible DA, and road mileage from the residence or from the headquarters to the airport and vice-versa will be admissible for such tours. No separate grant for TA/DA will be given and the Emeritus Scientist is to meet the expenditure on TA/DA from contingencies. The contingent grant will be released only on the basis of requisition and actual utilization in the previous year.
- c) Grant for engagement of one Junior Research Fellow/Senior Research Fellow/Research Associates on such rates and allowances as approved by the Council from time to time. Their appointment will be coterminous with the termination of the project under the Emeritus Scientists Scheme.
- d) The Emeritus Scientist will devote his whole time to the project for which financial assistance is provided and he will not accept any other regular or part time remunerative job during his tenure as Emeritus Scientist.
- e) The Emeritus Scientist shall not receive any assistance for the same work from any other source so long as he receives assistance from the Council.

f) The Emeritus Scientist shall normally remain attached to an Agricultural University / ICAR Institute from where he / she retired, or to any other institution concerned with agriculture and allied sciences where he / she is assured in writing of the necessary facilities. The concerned University / Institution shall make necessary arrangements for the smooth running of the project and shall make available office accommodation and provide laboratory and library facilities and other supporting help to the Emeritus Scientist. The Emeritus Scientist shall himself / herself make the necessary arrangements with the concerned University / Institution.

g) The Emeritus Scientist will participate in the teaching programmes in the field of his / her specialization of the university or institute to which he / she is attached.

The Emeritus Scientist shall be subject to the discipline of the Institute where he / she is permitted to work. His / her annual report would be submitted through Dean/Head of the Institution/Director of the Institute. In case of teachers, he / she will be answerable to the Director (Instructions) / Dean/Head of the Department.

h) The Emeritus Scientist shall be entitled for residential accommodation in the institute where he / she had worked earlier. In case the Emeritus Scientist comes from outside, he shall be considered for accommodation on priority as per entitlement and existing rules.

The Emeritus Scientist will be entitled to occupy ICAR / SAU Rest House, wherever available, on tours at the rates applicable to ICAR / SAU employees.

i) The appointment shall start only after the Scientist has actually retired, after availing of leave preparatory to retirement, if any, or when the basic facilities for the work have been made available.

j) The Emeritus Scientist will be eligible to avail one-month leave with honorarium for each completed year of his / her tenure or on pro rata basis for any fraction of a year. He / she may plan his leave as convenient to him / her. In exceptional cases, an Emeritus Scientist may avail of leave up to three months without honorarium on health ground supported by medical certificate. He /she will be treated on duty while accepting assignments within NARS. The Head of the Department / Dean / Director of the Institute will sanction the leave and the office to which he is attached will maintain record.

k) The duration of appointment of the Emeritus Scientist shall be strictly for two years. No further extension will be considered. A standing committee specifically constituted with the approval of DG will review the work of Emeritus Scientist on completion of one year. The salient findings will be published in the form of research papers in scientific journals and ICAR/DARE Annual Report. A copy of the final report will be sent to the Libraries of the concerned Institutes.

7.1 The Emeritus Scientist on completion of his/her project is required to submit final report in the prescribed Proforma.

7.2 The honorarium for last two months to the Emeritus Scientist and fellowship for last month to Junior Research Fellow/Senior Research Fellow/Research Associates will be released only after the receipt of 6 copies of the final report within three months of completion of the project.

8. Obligations of the Emeritus Scientist

8.1 The sanctioned project may normally commence within 6 months from the date of sanction of the project or the date of retirement of the scientist, failing which the project may be withdrawn.

8.2 The project will stand terminated from the date an Emeritus Scientist accepts another position or takes up any other employment.

9. Operation of the funds

9.1 On receipt of the joining report of the Emeritus Scientist through the Head of the Institution where he / she is working, the grants towards honorarium, contingent grant and TA for a period of one year will be released. Subsequent releases will be made on the receipt of claim and expenditure / adjustment account.

9.2 Grants towards the appointment of the Junior Research Fellow/Senior Research Fellow / Research Associates will be released for a period of one year after receipt of the joining report.

9.3 The bank drafts of the grants will be in the name of the Associate Dean of the College / Comptroller / Head of the Institution, who in turn will arrange to further release the grant on approved items to the Emeritus Scientist without causing any inconvenience to him. A copy of release order will also be sent to concerned Emeritus Scientist.

9.4 The Emeritus Scientist should submit claim for second / subsequent installment of grant in the prescribed Proforma and send through the Executive Authority of the College / University/ Institute who is responsible for maintaining such accounts. The Executive Authority should certify that the expenditure claimed under different heads has actually been incurred and utilized properly during the period for which payment was made and further that the grant has been exclusively utilized for the purpose for which it was sanctioned.

9.5 The statement of accounts should also include an adjustment account in the prescribed Proforma countersigned by the appropriate authority as mentioned above.

9.6 Any unspent balance from earlier payment lying with the Institution / Emeritus Scientist should be adjusted to the current year's budget.

9.7 All equipments, books etc. purchased out of the grants will have to be entered in a stock register maintained by the Scientist and the same should be checked by the Auditor of the Host Institution.

Any movable properties acquired by the Scientist with the grant may be handed over to the Host Institution on completion of the tenure of the Emeritus Scientist / project.

9.8 The Education Division of ICAR will be responsible for monitoring the performance of the Emeritus Scientist scheme. For this purpose, the project with duration of more than two years will be reviewed at the end of one year by peer review, the report of which will be placed before the Selection cum Standing Committee for consideration of its further continuation.

10. The total number of the Emeritus Scientist positions is fifty.

Guidelines on engagement of Senior Research Associates/Senior Research Fellow**VI Senior Research Fellows, Research Associates and ICAR Fellowship for Post- Graduate Studies****1. Guidelines for Senior Research Fellows and Research Associates working in the ICAR Schemes:****1.1 Background:**

In order to address the emerging challenges of agricultural research and education, the ICAR supports specific time-bound schemes/projects. The scheme/projects generally have provisions 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 formulated to regulate all aspects relating to engagement, emoluments and terms and conditions of Senior Research Fellows and Research Associates working in ICAR schemes.

1.2 Nomenclature:

The human resource engaged will be called “**ICAR-SRF/RA working in the ICAR Schemes**” and will stand apart from engagement in all other schemes.

1.3 Eligibility:**Research Associates(RAs):**

1.3.1 With Doctoral degree: Ph.D. degree in the relevant subject.

1.3.2 With Master's Degree: Master degree in the relevant subject with 1st Division or 60% marks or equivalent overall grade point average with at least two years of research experience as evidenced from Fellowship/Associateship/ training/other engagements. Published research papers will be desirable.

Senior Research Fellow(SRF):

Master degree in the relevant subject.

1.4 Nature of Manpower Engagement:

The manpower may comprise of two categories viz. the Senior Research Fellows(SRFs) and Research Associates(RAs). The manpower engaged/working in the Schemes shall be on time-bound and contractual engagement of non-regular nature for specified duration not exceeding the duration of the scheme. The co-terminus nature of the engagement will be over-riding principle. Notwithstanding the duration of the scheme(s), engagement of SRFs/RAs can be discontinued owing to administrative reasons at any time by issue of one month's notice or one month's emoluments in lieu thereof. The SRFs/RAs may also leave the assignment, on their own volition, by giving one month's notice. At the end of the contracted period, the SRFs/RAs will have no right to claim any employment or engagement in the ICAR.

1.5 Selection Procedure:

The selection of the SRFs/RAs would be made by giving wide publicity and indicating the duration and time-bound co-terminus nature of the engagement through an appropriate medium/media as deemed fit by the Principal Investigator(PI)/ Head of the Institute where the scheme is to operate. Since the engagement of the manpower in the scheme is purely time-bound and non-regular and also not against any sanctioned vacancy/cadre strength/post/position, the service provisions for regular posts including reservations will not be applicable to these engagements. The selection will be made on co-terminus basis of the respective scheme not exceeding the duration/period or a part of the period of the scheme. The SRFs/RAs who have earlier worked in the ICAR schemes may be given preferences for engagement subject to their suitability.

The candidates called for the interview will not be entitled for any TA/DA/fare etc.

The competent authority may decide the mode of interview, which may include walk-in or telephonic interview.

1.6 Selection Committee:

Chairman - P.I.(or Co-PI, duly authorized by the P.I., in his absence)/ National Professor for his scheme/National Fellow for his stand-alone scheme.

Members - Three

- (i) One member- nominee of the Vice-Chancellor(VC) of the Agricultural University(AU)/nominee of the Director of the Institute/Head of the Regional Station.
- (ii) One member- Principal Scientist/Professor/equivalent position from a Division, other than the one in which the scheme is mainly operating as nominated by the VC of the AU/Director of the Institute.
- (iii) One external member- a Principal Scientist/Professor/equivalent position of the related discipline from any other sister Institute/preferably ICAR institute as nominated by the VC of the AU/Director of the Institute.

Member Secretary- Registrar/Deputy Registrar of the SAU or Chief AO/Sr. AO/AO/AAO of the concerned Institute/Division as nominated by the VC of the AU/Director of the Institute.

1.7 Age:

The upper age limit for SRFs/RAs will be as under:

For SRF- 35 years for men
40 years for women

For RAs - 40 years for men
- 45 years for women

The selected candidates will be medically examined and an engagement offer will be issued which will be followed by the joining report copies of which may be sent to the concerned Drawing & Disbursing Officer(DDO), Finance & Accounts Officer and the Nodal/Controlling Officer of the scheme such as Assistant Director General(ADG) concerned. The fee for medical examination will be reimbursed by the Institute/SAU concerned.

1.8 Discipline:

Since the SRFs/RAs working in the Schemes may handle sophisticated equipments, research materials etc., they are required to show satisfactory performance of duties and maintain discipline as per the code of conduct and prevailing rules of the ICAR/AU/Institute concerned. Non-maintenance of the discipline or failure to perform the duties assigned will make the SFs/RAs liable for termination.

1.9 Emoluments:

The rates of monthly emoluments will be as prescribed by the Council from time to time. SRFs/RAs who have not been provided hostel accommodation or concessional accommodation by the Institute/AU will be entitled to a house rent allowance, to be determined by the Council/AU which in no case would exceed the rates payable to central government employees in the area, in addition, SRFs/RAs will be charged hostel charges as per the norms/rules of the Institute. The reimbursement of hostel fee is not admissible.

1.10 TA/DA on Tour:

If the exigencies of the work demands and if there is sufficient budget provisions under the scheme, the SRFs/RAs may be deputed on tour by the PI concerned. During the tour, the SRFs/RAs may travel in any class not exceeding AC-2 tier in railways or equivalent.

1.11 Reimbursement of Conveyance Charges:

If SRFs/RAs are sent on duty where reimbursement of conveyance charge is admissible, they will be entitled for reimbursement of conveyance charges as per the rules of the Institute/AU.

1.12 Leave:

- (i) Since the SRFs/RAs do not have status of regular employees they are not entitled for any regular leave.
- (ii) SRFs/RAs are allowed to avail Casual Leave(CL) and Restricted Holidays as per rules of the Govt. of India/ICAR/AU concerned and as issued from time to time. In addition to the above, the casual leave of special nature(not to be construed as special casual leave for regular employees), not exceeding 10 days in a year, may also be allowed to meet unforeseen circumstances.
- (iii) Maternity/Paternity Leave as admissible to the employees of the Council/AU/Institute is permissible to all categories of SRFs/RAs if the conditions prescribed for allowing Maternity/Paternity Leave are fulfilled.
- (iv) In addition to the CL and RH, the SRFs/RAs may also be allowed Compensatory Leave in lieu of the duty assigned by the P.I. for and performed on holidays. The Compensatory Leave can be accumulated only upto 15 days at a time and the fellow can be

allowed to avail the same within 3 months subject to the conditions that the leave sanctioned at one time should not exceed 10 days.

1.13 Medical Benefits:

- (i) SRFs/RAs may be allowed to have treatment in the Institute's/AU's dispensary.
- (ii) Where there is no medical dispensary in a particular ICAR Institutes/AU but there is a dispensary of another ICAR Institute/AU at the same place, the SRFs/RAS engaged in work of the project at the place/location, may be allowed to have medical treatment in that dispensary with the approval of both the Heads of the Institutes/AU.
- (iii) In case of any emergency during office hours, the SRFs/RAs may be taken to the nearest Government hospitals at the Institute's cost. Expenses in this regard may be borne by the Institute concerned as per Institute's **overall** contingency funds.

1.14 Income Tax:

The concerned authority of the Institute/AU would be responsible for deduction of tax at source as applicable.

1.15 Other Conditions:

- (i) The SRFs/RAs will be under the administrative control of the concerned PI/Head of the Institute.
- (ii) The engagement/fellowship will stand terminated on completion of the tenure of the scheme or on the date stated in the sanction order of the scheme whichever is earlier whether so communicated formally on individual basis or not.
- (iii) If any SRFs/RAs leaves his/her assignment without permission for one month, he/she will stand terminated from the date of his/her absence.
- (iv) Since SRFs/RAs are engaged for the scheme work full time, the SRFs/RAs will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere.
- (v) ICAR will have the intellectual property rights/proprietary right on research outputs of the SRFs/RAs made during the period of working in the ICAR as per the provisions of "ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization" Mutatis mutandis. However, in case

the SRFs/RAs has done some research work, his/her name can accordingly be acknowledged/included appropriately in the research paper(s) as solely decided by the P.I. No right in this regard can be claimed.

- (vi) The SRFs/RAs shall have no legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any further contractual engagement on termination of the scheme/project. The engagement in the scheme is purely time-bound, non-regular and on co-terminus basis with the scheme. The services of the incumbent shall stand terminated automatically on expiry of the period given in the sanction.
- (vii) The SRFs/RAs may be deputed by the PI to attend symposia/seminars/conferences/workshop etc., in India.
- (viii) SRFs/RAs are full time workers and are required to adhere to the administrative, financial and disciplinary regulations of University/Institute where the incumbent is working. Regular attendance of the SRFs/RAs may be ensured by the concerned Institute/PI by keeping an attendance register.
- (ix) The SRFs/RAs shall settle their claims within one year and in no case after the final settlement of the accounts of the scheme.

1.16 Amendment/Revision of the Guidelines:

The Council may modify, add, delete and/or amend/change the above guidelines/rules with the approval of the Governing Body.

2. Guidelines for ICAR Fellowships for Post-Graduate Studies in Agricultural Sciences:

2.1 Background:

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.

2.2 Nomenclature:

Council's Junior Research Fellowship for PG studies will be called "ICAR-JRF (PGS)" and the Senior Research Fellowship for PG studies will be called "ICAR-SRF (PGS)".

ICAR-JRF (PGS) will be awarded for post-graduate study (course and research work) leading to a Master's Degree whereas ICAR-SRF (PGS) will be awarded for post-graduate study (course and research work) leading to a Ph.D. degree.

2.3 ICAR-Junior Research Fellowship for Post-Graduate Studies (ICAR-JRF(PGS):

2.3.1 Method of Award:

ICAR-JRF (PGS) will be awarded on the basis of merit in the All India Competitive Entrance Examination for (i) ICAR-JRF (PGS) and (ii) concurrent admission to Master's Degree program at State Agricultural Universities (SAUs), Deemed Universities viz. IARI (New Delhi)/IVRI (Izatnagar)/NDRI (Karnal)/CIFE (Mumbai)/AAU (Allahabad), Central Agricultural University (Imphal, Manipur), and Central Universities having faculty of agriculture viz. Banaras Hindu University (BHU), Aligarh Muslim University (AMU), Visva Bharti and Nagaland University, collectively hereinafter referred to as the Agricultural Universities (AUs). The **ICAR-JRF(PGS)** will **Not** be available for admission in any university other than the AUs as mentioned above.

2.3.2 Eligibility :

Only those candidates having passed their Bachelor's Degree or appearing at the Final Examination of the Bachelor's Degree in the concerned field, under 10+2+5, 10+2+4 or 10+2+3 (only for basic science subjects) are eligible to apply for admission. (For admission, the eligibility requirement laid down by the respective AUs including remedial courses and tenure will be treated as final.)

Candidates must have obtained 60% marks or Overall Grade Point Average (OGPA) of 6.60/10.00 or 3.25/5.00 or 2.6/4.00 for General, OBC and Under Privileged States (UPS) categories whereas for SC/ST/Physically Handicapped (PH) categories, the candidates must have obtained 55% marks or an OGPA of 5.5/10.00 or 2.75/5.00 or

2.20/4.00. The equivalence of OGPA to percent marks, where needed, will be certified by the Registrar of the concerned University.

For admission in M.V.Sc., candidates must have completed B.V.Sc. & A.H with internship before the date of registration in the University.

2.3.3 Age Limit :

Minimum age limit shall be 19 years as in the date of the examination. No relaxation is admissible regarding minimum age limit.

2.3.4 Reservation:

Reservation of various categories such as SC/ST/OBC and PH etc. will be given as per Government of India rules/instructions issued from time to time. The responsibility of verification of the genuineness of SC/ST/OBC and PH certificates will solely rest with the concerned Agricultural University (AU) where as the candidates has been recommended for admission or granted provisional admission.

2.3.5 Duration :

Duration of ICAR-JRF(PGS) will be two years and in no case it will be extended beyond the period of two years.

2.3.6 Rates :

The rates of fellowship and contingency grant for higher studies will be as prescribed by the Council from time to time.

2.4 Senior Research Fellowship:

2. 4.1 Method of Award:

ICAR-SRF(PGS) will be awarded on the basis of merit obtained in the All India Competitive Examination conducted by the Council and the candidates for award of ICAR-SRF(PGS) would have to secure admission only in the Agricultural Universities(AUs).

2.4.2 Eligibility Criteria:

Candidates having completed their Master's Degree program with a minimum of 55% marks or an OGPA of 5.5/10.00 or 2.75/5.00 or 2.20/4.00 or an equivalent OGPA from any recognized University in India and abroad would be eligible. For SC/ST and Physically Handicapped (PH) candidates , the minimum percent of marks will be relaxed by 5 per

cent or an equivalent OGPA. The equivalence of OGPA to percent marks, where needed, will be certified by the Registrar of the concerned University. Candidates appearing in the final semester would also be eligible provided they complete their postgraduate degree in all respects by the date of examination and produce the complete degree certificate from the Registrar to this effect.

Fellowship would be granted only when the candidate gets eventually admitted and pursues Ph.D. degree in an Agricultural University(AU) other than the Agricultural University(AU) from where the candidate has completed M.Sc./M.V.Sc./M.E./M.Tech. degree.

2.4.3 Age:

The upper age limit would be 30 years as on the date of the examination. For SC/ST & PH categories the upper age limit will be relaxed by 5 years. For OBC the upper age limit will be relaxed by 3 years. For in-service candidates of Agricultural Universities(AU), the upper age limit would be 45 years as on the date of examination whereas, the academic performance requirement would remain as stated above.

2.4.4 Reservation:

Reservation of various categories such as SC/ST/OBC and PH etc., will be given as per Government of India rules/instructions issued from time to time. The responsibility of verification of the genuineness of SC/ST/OBC and PH certificates will be of the concerned Agricultural University(AU) where the candidate has obtained admission.

2.4.5 Duration:

Duration of ICAR-SRF(PGS) will be three years and in no case it will be extended beyond the period of three years.

2.4.6 Rates:

The rates of fellowship and contingency grant for higher studies will be as prescribed by the Council from time to time.

2.5 Other Conditions for Award of ICAR-JRF(PGS) and ICAR-SRF(PGS)

2.5.1 The fellowships will be admissible to persons of Indian nationality as defined in the Constitution of India or persons domiciled in India.

2.5.2 A fellow will be under the administrative control of the Head of the Agricultural Universities(AUs) where he/she joins. The Head of the Agricultural Universities(AUs) will ensure that all the rules and regulations of Council governing the award of fellowship are strictly adhered to. The fellow will work under a recognized guide on the faculty of Agricultural Universities (AUs).

2.5.3 The fellowship will take effect from the date the fellow joins the course or the start of academic session for which fellowship has been offered whichever is later.

2.5.4 The students must take admission for the relevant degree program within a period of one year from the date of issuance of award letter, failing which fellowship shall stand withdrawn automatically.

2.5.5 Fellows will not be paid their fellowship during the period of strike or during the period the fellow remains on conduct probation or the day fellow does not attend the class or student seminar in the department/division.

2.5.6 Fellows will not be allowed to avail of any other fellowship/scholarship during the tenure of fellowship of the Council. In case a candidate is already receiving any other fellowship or scholarship, it will be surrendered by him before accepting the fellowship of the Council.

2.5.7 Funds will normally be paid to the Head of the Institute/AU in advance for the first year after the issue of sanction for fellowship. The payment of fellowship for subsequent years will be made on receipt of (a) a demand for funds from the Head of the Institute/AU and (b) a certificate in the prescribed form from the Guide of the candidate, duly approved by the Head of the Institute/AU that the progress of the candidate is satisfactory with respect to the time schedule and maintenance of required OGPA as per eligibility of the fellowship at the end of each year of the study. No renewal application would be entertained by the Council if the required OGPA has not been maintained.

2.6 Termination of fellowship:

2.6.1 The fellowship will be terminated without notice.

2.6.2 On the date the fellow ceases to be on the rolls of the Agricultural University.

2.6.3 On the date the sanction of the fellowship expires.

2.6.4 If the fellow leaves the Institution where the fellowship was offered.

2.6.5 If a fellow is dropped by the Institute due to poor performance.

2.6.6 If at any time in the opinion of the Agricultural University(AU) a fellow is found to be negligent in his studies, does not devote full time for studies and research, progress report is unsatisfactory or is guilty of unbecoming conduct.

2.6.7 If a fellow does not complete or leaves his studies before the expiry of sanctioned tenure of the fellowship the guide should immediately report such cases and no fellowship should be paid thereafter.

2.6.8 As per provisions of 5.4 of the guideline.

i) All the candidates awarded ICAR-JRF(PGS)/ICAR-SRF(PGS) will have to execute a surety bond of appropriate amount as per the instructions of the Council from time to time , at the time of registration in the respective University to ensure completion of the program undertaken with fellowship support.

ii) A fellow shall not leave the course before its completion without prior approval of the Council and ensuring that the required obligation under surety bond are fulfilled. If any fellow leaves without permission he shall not be paid any fellowship amount due to him from the date of leaving. No fellowship amount will be paid if fellow leaves within six months of joining the course.

iii) fellow will submit a soft copy of the thesis on Compact Disk(CD) to the Council within three months of the completion of his studies . The result of submission of thesis will be intimated to the Council in due course by the Head of the Agricultural Universities.

iv) The receipt of financial assistance from the Council should be suitably acknowledged by the fellow in the thesis/research papers.

v) ICAR will have the Intellectual Property rights/Proprietary right on research outputs of the ICAR-JRF(PGS) and ICAR-SRF(PGS) made during the period of working in the ICAR as per the provisions of "ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization" mutatis mutandis. However, in case the candidate has done some research work, his/her name can accordingly be acknowledged/included appropriately in the research paper(s) as solely decided by the Guide. No right in this regard can be claimed.

2.7. Leave:

ICAR-JRF(PGS)/ICAR-SRF(PGS) will be governed by the extant rules of the concerned AU as applicable to the other students.

{ICAR No. 15(1)/2008-HRD(Misc.) dated 21.11.2008}

Notes(1):

Reservation orders are not applicable to appointments of Research Associates/ Senior Research Fellows etc. as these appointments are contractual in nature. Further reservation policy has to be followed in Institutions where regular admissions are made for all degrees programmes at Under-graduate and Post-graduate level.

{ICAR No. 8-1/01-IA-IV dated 11.6. 2002}

Note(2):

3% vacancies of Senior Research Fellow (SRF) and Research Associates (RA) working in such ICAR funded schemes that continue for a long duration i.e. 3 years or more will be reserved for persons with disabilities with benefits of age relaxation etc. in accordance with DOPT's O.M. No. 36035/3/2004 –Estt. (Res.) dated 29.12.2005.

{ ICAR No. 15(1)/2008-HRD(Misc.) dated 27.4.2009}

Note(3):

The Council supports specific time-bound Research Projects to address critical gaps which are generally managed by appropriately qualified personnel as Research Associates/ Senior Research Fellows on contractual basis co-terminus with a particular specified project which is normally for three to five years. In this connection following instructions are to be complied with:-

- i) All the RAs / SRFs who have been engaged on contractual basis in different Institutes as on date be considered for all regular vacancies to be filled up by direct recruitment in the grades of T-3 and T-6 in accordance with their qualifications by granting them appropriate relaxation in the upper age limit to the extent of their spell they were actually engaged as RAs/ SRFs in different projects (subject to a maximum of 16 years 3 months as accorded at CAZRI, Jodhpur).
- (ii) It may be ensured that these applicants have been engaged continuously in different projects without inordinate spell of breaks and may be suitably got re-confirmed from available records before entertaining their applications for being admitted in the written examination or viva-voce etc. as per provisions in the prescribed Recruitment Rules for the positions of T -3 and T -6.

- (iii) This dispensation is only for relaxing the maximum age limit and does not imply any other relaxation whatsoever regarding essential qualifications and experience etc. .

These instructions may scrupulously followed in all future recruitments of T-3 and T-6.

{ICAR No. 19(25)/2011-E.IV dated 12.12.2011}

Note(4):

One of the criterion required for consideration of Research Associates/Senior Research Fellows were that applicants should have been engaged continuously in different projects without inordinate spell of breaks and this may be suitably got re-confirmed from available records before entertaining their applications for being admitted in the written examination or viva-voce etc. as per provisions in the prescribed Recruitment Rules for the positions of T-3 and T-6.

The definition of inordinate spell of break is further clarified as follows:-

- i) A break of more than 6 months may not be accepted and may be treated as an inordinate spell of break.
- ii) If during the above mentioned break it comes to notice that the RAs have been engaged by an organization other than ICAR, this break also would not be acceptable and thus would make the applicants ineligible for the post of T-3 or T-6.
- iii) If during the spells of break the RA is engaged in a similar ICAR project then this would be acceptable considering the fact that this employment is under the umbrella of ICAR.

{ICAR No. 19(25)/2011-E.IV dated 24.1.2012}

VII Guidelines for the students to conduct research for their degree programmes as trainees at ICAR institutions

1. OBJECTIVE

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.

2. SCOPE

The guidelines shall be uniform across entire ICAR-AU System and applicable only to those institutions where there exists a Memorandum of Understanding (MOU) between ICAR Research Institutes and the University/Deemed-to-be-University (DU) seeking Collaboration. The University/ DU may be within National Agriculture Research System (AUs/ICAR DUs) or outside NARS (Central/ State Govt./ Public Sector funded institutions/ State Universities/ PSU/ Autonomous bodies/ Statutory Corporations/ Private Universities or Institutions). The ICAR research Institute may ensure that the MOU promotes the major function of the institute /laboratories.

3. TERMS AND CONDITIONS

3.1 GENERAL

1. A faculty member of any ICAR research institute could admit the student(s) directly for research work with the prior approval of the Head of the Institution.
2. The number of students allocated to the Major Advisor/Major Guide normally may not exceed two at a given time, irrespective of the nature of degree programme (Master's or Doctoral). However, Director/VC of the University concerned may decide and take final decision in this regard based on the requirement, available manpower and research infrastructure.
3. RAs/SRFs, who have completed their course work and are working under different research projects in an Institute may be permitted to join a degree programme only with a University recognized by UGC/ICAR-AU system with bilateral MOU on IPR issues. However, PI of the project with the approval of Director may have to issue a certificate that the regular research work of the project will not be hampered on account of joining of RA/SRF for the degree programme. The RA/SRF will not avail leave for completing the research work for the degree.

4. The partnering institute(s) would be expected to make reasonable contribution in the form of intellectual input to the student's research problem and may not merely serve as a source of providing samples/facilities for the study.

3.2 SPECIFIC

Based upon student's parent institution, the guidelines may be categorised into two heads as under:

3.2. 1. Within National Agricultural Research System (AU/DU to ICAR Institute)

A. Advisor/Guide

- (i) The criterion for allocation of Major Guide/Advisor will primarily be governed by the intellectual input and time duration devoted for carrying out the research work at a particular institution. It may be decided by mutual consent, keeping in view the MOU signed between partnering institutions. If the major guide is from ICAR Institute, the co-guide will be from partnering university and vice-versa.
- (ii) The ICAR scientists pursuing their PhD degrees after completing their PhD course work at ICAR-DUs may be allowed to do their research work at the institute where they are posted, in view of shortage of scientists/faculty.

B. Fee Structure

If a student registered with AU/DU intends to carry out the research work at ICAR Institute, latter may not charge any fee from the registering institution/student, except the hostel accommodation charges, etc. However, if a student registers with AU/DU after qualifying through competitive mode of ICAR's All India Entrance Examination for Admission to Master's/PhD and is awarded fellowship for pursuing Master's or Doctoral degree programme by any sponsoring institution [e.g. ICAR-JRF(PGS)/ICAR-SRF(PGS)/CSIR-UGC-JRF/CSIRSRF], the contingency grant awarded to the student may be transferred to the institution where major part of the research work would be carried out and regulated by the provisions contained in the guidelines of sponsoring institution.

C. Publications

- (i) The student would invariably be the senior author for the publications arising out of the research work conducted at the AU/DU/Institutes,

followed by Major Guide/Advisor and Co-Major Advisor/Co-Guide in that order. The names of additional co-authors, depending upon their contribution in the research work, may be decided by mutual consent between the student and Major Guide/Advisor.

- (ii) The partnering institutions may ensure that the institute should ensure that the student submits atleast one paper from Master's thesis and two papers from Ph.D. thesis before thesis submission in order to prevent students leaving the institute(s) without any research publication from the thesis.

D. Intellectual Property Rights (IPRs)

A separate clause regarding management of IPR issues will be incorporated in the MOU signed between partnering AU and ICAR Institute. The student will be expected to protect the Intellectual Property Rights generated or likely to be generated during his/her research work. The IPRs shall rest with the institution where the major part of the research work was carried out by the student. In the event of equal amount of work being carried out at both the AU/DU and ICAR Institute, patents/protections/knowledge generated will be shared in proportion as per the 'ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization' as amended from time to time.

3.2.2 Outside National Agricultural Research System (*Central / State Govt./ Public Sector funded institutions / State Universities / PSU / Autonomous bodies / Statutory Corporations / Private Universities or institutions*)

A. Advisor/Guide

- (i) The requirements for Major Advisor/Guide shall be the same as per para 3.2.1 (i) above for students in National Agricultural Research System (AU/DU to ICAR Institute).
- (ii) The objective(s) for research work for a student coming from such an institution should be exclusively different as far as possible.

B. Fee Structure

The students shall be uniformly charged a fee of Rs. 20,000/- for training/research/dissertation up to duration of 3 months and @ Rs. 30,000/- per semester for the work exceeding three months. The fee structure is to be reviewed periodically after two years by the AU/DU or the ICAR Institute, as the case may be.

C. Publications

The requirements for Publications shall be the same as per para 3.2.1(C) above for students in National Agricultural Research System (AU/DU to ICAR).

D. Intellectual Property Rights (IPRs)

A separate clause regarding management of IPR issues will be incorporated in the MOU signed between partnering AU/ ICAR Institute, exclusively for the students coming from Central/State Govt./Public Sector funded institutions/

PSU/Autonomous bodies/Statutory Corporations.

{ICAR No. 2-8/2012-HRD dated 11.12.2012}

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Guidelines on procedure for redressal of grievance of employees**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI**

No.5-2/87-Per. IV

Dated the 10th February, 1989

To

The Directors/Project Directors of all
the Research Institutes under ICAR

Subject: Revised Grievance Redressal Procedure for ICAR Employees – Introduction of

Sir,

With the approval of the GB and the President, ICAR, it has been decided to introduce with immediate effect a revised grievance redressal procedure as given in the “Annexure” to this letter in replacement of the existing scheme.

The new procedure covers both the gazetted and non-gazetted categories of officers and provides for a single machinery for redressal of their grievances in regard to service matters, etc. With the introduction of the new procedure, the existing Grievance Cells/Grievance Committees constituted at the various units of the Council stand dissolved forthwith. It is requested that the Grievance Committee/Grievance Cell as provided in the new Scheme may kindly be constituted immediately as per the procedure laid down therein.

Yours faithfully,

Sd/-
(G.C. SRIVASTAVA)
SECRETARY, ICAR

Copy forwarded for information and necessary action to:

1. The Secretary, ASRB, New Delhi
2. All DDGs/ADGs/Director (P)/ Director (F)
3. PS to DG/PS to Secretary, ICAR.
4. All Under-Secretaries /DA (R) /SA (V) /SA (M) /DD (P)
5. S (M)/ (L)/ DD (P) / DD (F)
6. A.O. I/I I/Cdn. (A&A) / Audit I/II/Per. I/II/III Sections.
7. All Ext. Estt. Sections/All Estt. Sections.
8. Secretary, Official Side/ Staff Side, CJSC, ICAR
9. Personal section of Minister (A)
10. Guard file.

Sd/-
for Secretary, ICAR

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI 110 001**

GRIEVANCE REDRESSAL PROCEDURE

(a)

CONTENTS

PARAS

1. Short Title
2. Definition
3. Grievance Committee
4. Constitution of Grievance Committee
5. Membership
6. Vacancies
7. Election
8. Power to co-opt
9. Terms of Grievance Committee
10. Scope of Grievance Committee
11. Meetings of Grievance Committee
12. Central Grievance cell
13. Procedure for Redressal of Grievances
14. General
15. Dissolution of Grievance Committees

APPENDICES

- i. Grievance Form I
- ii. Grievance Form II
- iii. Grievance Form III
- iv. Grievance Register Form
- v. Procedure for Election of Employees Representatives on Grievance Committee

(b)

ANNEXURES

- (i) FORM A: FORM OF NOMINATION PAPER FOR GRIEVANCE COMMITTEE ELECTION.
- (ii) FORM B: FORM OF AUTHORIZATION FOR REPRESENTATION IN SCRUTINY OF NOMINATION PAPER IN GRIEVANCE COMMITTEE ELECTION

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

GRIEVANCE REDRESSAL PROCEDURE

The following procedure shall be followed in dealing with the individual complaints/ grievances of employees:

1. SHORT TITLE

This procedure shall be called ICAR Grievance Redressal Procedure.

2. DEFINITION

In this procedure unless the context otherwise requires:

- (i) 'ICAR' means the Indian Council of Agricultural Research and shall include its Headquarters Office/Institutes/Bureaux/Directorates/Laboratories/National Research Centres and their Regional Stations/Stations/Substations etc. located in different parts of the territory of India.
- (ii) 'Employee' for this purpose means an employee of the ICAR.
- (iii) 'Grievance' means complaints affecting an individual employee in respect of his:
 - (a) Salary
 - (b) Overtime
 - (c) Leave
 - (d) Transfer
 - (e) Seniority
 - (f) Training opportunities
 - (g) Research facilities
 - (h) Completion of probationary period/confirmation (except any decision of a duly constituted Committee in accordance with the provisions of Bye-Laws/Rules regarding completion of probationary period/confirmation)
 - (i) Promotions / recruitments (except the promotions/ recruitments made on the recommendations of the ASRB Departmental Promotion Committee/Selection Committee, in accordance with the provisions of the Bye-Laws/Rules)
 - (j) Other working conditions

Where the grievance is of general applicability or of collective nature, it shall fall outside the scope of this procedure.

3. GRIEVANCE COMMITTEE

There shall be a Grievance Committee in each Institute/Directorate/Laboratory/National Research Centre and at the Headquarters Office of the ICAR.

4. CONSTITUTION OF GRIEVANCE COMMITTEE

- 'A' 1. *Institute/Directorate/Laboratory etc. Grievance Committee*

The constitution of Grievance Committee for each Institute/Directorate/Laboratory/ etc. will be as follows:

- | | | |
|---|-----|----------|
| (a) Director | --- | Chairman |
| (b) Head of a Division (one) (To be nominated by the Management Committee of the Institute) | --- | Member |

- | | | | |
|-------|---|--|---------------------------|
| (c) | Chief Administrative Officer/
SAO/AO (one) (To be nominated by
the Management Committee of the Institute) | — | Member |
| (d) | Chief Account Officer/SAO/AO (one)
(To be nominated by the Management
Committee of the Institute). | — | Member |
| (e) | Five representatives of employees
(one from each of the following categories) : | — | |
| (i) | Scientific - To be elected | — | Member |
| (ii) | Technical - To be elected | — | Member |
| (iii) | Auxiliary - To be elected | — | Member |
| (iv) | Administrative - To be elected | — | Member |
| (v) | Supporting - To be elected | — | Member |
| (f) | Administrative
Officer/AAO
(Other than
incharge of
Administration) | To be elected
To be nominated
by the Director/
Head | —
Member-
Secretary |

2. Headquarters Grievance Committee

The constitution of Grievance Committee for the Headquarters of the ICAR will be as follows:

- | | | | |
|-------|---|---|--------------|
| (a) | One DDG/ADG
(To be nominated by the DG, ICAR) | - | Chairman |
| (b) | Scientist/Technical Officer of the
status of Scientist S-3 Grade or
above (one)
(To be nominated by DG, ICAR) | - | Member |
| (c) | Dy. Secretary (one)
(To be nominated by DG, ICAR) | - | Member |
| (d) | Dy. Director/Under-Secretary (one)
(To be nominated by DG, ICAR) | - | Member |
| (e) | Five representatives of employees in
the Headquarters (one from each of the
following categories) : | | |
| (i) | Scientific - To be elected | - | Member |
| (ii) | Technical - To be elected | - | Member |
| (iii) | Auxiliary - To be elected | - | Member |
| (iv) | Administrative - To be elected | - | Member |
| (v) | Supporting - To be elected | - | Member |
| (f) | Under-Secretary (Vigilance) | - | Member-Secy. |

5. MEMBERSHIP

- (1) No person who is not an employee of the ICAR, shall be a member of any Grievance Committee
- (2) The term of membership shall be two years

- (3) There shall be no bar to re-nomination/re-election of a member after the expiry of his term

6. VACANCIES

- (1) If a member is transferred from the concerned unit, he shall cease to be a member of the concerned Grievance Committee. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled earlier.
- (2) Vacancy caused by death, retirement, resignation, termination, removal or dismissal, deputation or in any event of the employee ceasing to be employed in the ICAR or the concerned units or otherwise, shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled earlier.
- (3) Any elected member representing the employees, who without obtaining prior permission of the Chairman of the Grievance Committee, fails to attend three consecutive meeting of the Committee, the resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled earlier.

7. ELECTED

The procedure for election of members representing employees is prescribed in Appendix - IV.

8. POWER TO CO-OPT

The Grievance Committee shall have the power to co-opt in a consultative capacity a person(s) employed in the same unit for having particular or special knowledge of a matter under consideration. Such co-opted member(s) shall not be entitled to vote and shall be present at the meeting(s) only for the period during which the particular question is before the Grievance Committee.

9. TERMS OF THE GRIEVANCE COMMITTEE

Each grievance Committee shall be reconstituted every two years.

10. SCOPE OF GRIEVANCE COMMITTEE

- (1) The scope of the Grievance Committee shall be as follows:
 - (a) The Grievance Committee will provide an apparatus in the institutional framework that may:
 - (i) facilitate easy access to individuals for ventilating their own personal grievances;
 - (ii) ensure speedy consideration of grievance and decision thereon;
 - (iii) impart a degree of objectivity and fairplay in the whole process.
 - (b) The Grievance Committee should not look only into technicalities but would help to establish good communication between the office of the unit and the employees.
 - (c) The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the Unit.
- (2) The Grievance Committee shall consider only individual grievances of specific nature of an employee raised personally by the concerned aggrieved employee.

- (3) The Grievance Committee shall not consider:
 - (a) any grievance relating to subjects for which separate committees exist.
 - (b) any grievance of general applicability or of collective nature or raised collectively by more than one employee.
 - (c) any grievance arising out of disciplinary action having been taken against an employee under Disciplinary Rules.

11. MEETING OF THE GRIEVANCE COMMITTEE

- (1) The Grievance Committee will meet at least once in a month. However, it may also meet more often as and when necessary, at the instance of its Chairman/ Member-Secretary.
- (2) The notice of the meeting shall be given by the Member-Secretary at least three days prior to the date of meeting.
- (3) The agenda of the meeting shall be prepared by the Member-Secretary taking into account the grievance submitted to him. The agenda papers shall be circulated by the Member-Secretary to the Members along with the notice of the meeting.
- (4) The presence in a meeting of at least six members of the Grievance Committee, comprising a minimum of three elected representative members and three other members, shall be necessary to form a quorum.
- (5) If in a complaint, allegations are made against a member of the Grievance Committee, that member shall not associate himself with the deliberations of the Committee in the concerned case. Similarly, where a member of the Grievance Committee makes a complaint to the Committee, he will not attend the meeting(s) of the Committee, when his representation is being considered by the Committee.
- (6) The Grievance Committee will evolve its own procedure, on mutually agreed principles, for the conduct of business in the meetings of the Committee, within the framework of this Grievance Procedure. The procedure should be evolved at its first meeting and developed during a few subsequent meetings, if necessary.
- (7) The Headquarters Administration/Director or Head of Institute, etc. shall arrange for providing necessary accommodation for holding meetings of the Grievance Committee. He shall also provide all necessary facilities to the Committee and the member thereof for carrying out the work of the Committee.
- (8) The Grievance Committee shall ordinarily meet during working hours of the concerned unit on any working day and the employees representatives shall be deemed to be on duty while attending the meeting.

12. CENTRAL GRIEVANCE CELL

In addition to the Grievance Committee at the ICAR Headquarters/Institute/Bureau/Directorate/Laboratory/National Research Centre/etc., there will be a Central Grievance Cell at the ICAR Headquarters. The Constitution of the Central Grievance Cell will be as under:-

- | | | |
|----|----------------------------------|------------|
| 1. | Dy DG
(To be nominated by DG) | - Chairman |
| 2. | Director DARE | - Member |
| 3. | Director (P) | - Member |
| 4. | Director (F) | - Member |

5. Dy Secretary - Member-Secy.
(To be nominated by DG)

13. PROCEDURE FOR REDRESSAL OF GRIEVANCES

1. **Stage I - Verbal Representation to Sectional Head**
 - (a) An aggrieved employee may present his grievances verbally in person to his sectional head within 7 working days from the date on which the cause of grievance or complaint arose or took place.
 - (b) The Sectional Head will give his verbal reply to the employee within 7 working days from the date of receipt of verbal complaint.
2. **Stage II - Application to Dy Secretary/CAO/Sr AO/AO Incharge of Administration**
 - (a) If the aggrieved employee is not satisfied with the verbal reply of the Sectional Head or if he fails to receive any verbal reply from him within the stipulated period of 7 working days, he may submit an application stating his grievance in Grievance Form-I prescribed in Appendix-I, in duplicate, to Dy Secretary/CAO/Sr AO/AO Incharge of Administration within a period of 21 working days from date on which the cause of grievance arose or took place.
 - (b) Head of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre/ Headquarters Office may, at his discretion, relax this time limit by a period not exceeding 7 working days, where he is satisfied that there are genuine reasons due to which the employee could not submit his grievance within the stipulated time limit of 21 working days.
 - (c) All such grievances shall be acknowledged and entered in the Grievance Register maintained for the purpose in Form-III prescribed in Appendix-IV, by the Dy. Secretary/CAO/Sr. AO/ AO Incharge of Administration. He will send one copy of the application to the sectional Head concerned for his report and return the same within 3 working days. The Dy Secretary/CAO/Sr. AO/AO Incharge of Administration will also make necessary enquiries from the Sectional Head of the employee and given reply to the employee within 10 days of the date of receipt of grievance in Grievance Form I. The duplicate copy of Grievance Form-I, duly completed and filled in, will be maintained as Office record.
3. **Stage III - Application to Grievance Committee**
 - (a) If the employee is not satisfied with the decision communicated to him by the Dy Secretary/CAO/Sr AO/AO Incharge of Administration or fails to receive a reply within the stipulated period, he may present his grievance to the Grievance Committee in Grievance Form-II, (prescribed in Appendix 2) in duplicate, within 10 working days of receipt of reply by him at Stage II or on failure to receive any reply with stipulated period as the case may be, stating the reason why he is not satisfied with the reply received by him at Stage II.
 - (b) On receipt of written grievance application, in duplicate, in Grievance Form-II, the Member-Secretary of the Grievance Committee, shall acknowledge receipt of the application and enter it in the Grievance Register maintained for the "Competent Authority" for his perusal and action and for return with his comments to the Member-Secretary within 10 working days. The "Competent Authority" in this respect will be that authority who can have the grievance redressed.

- (c) The Member-Secretary shall submit to the Grievance Committee all application of grievances received in Grievance Form-II irrespective of whether any reply has been received from the Competent Authority where such comments have been received. These shall also be submitted for consideration of the Grievance Committees along with the grievance application.
 - (d) The Grievance Committee shall consider the grievance in detail and for the purpose may call the aggrieved employee for discussion or for presentation of further facts. The Grievance Committee shall also take into account the comments of the Competent Authority and obtain such further clarification from him as may be deemed necessary. Thereafter, decision shall be taken by the Grievance Committee on the grievance before it. The decision shall be in conformity with the relevant Bye-Laws, Rules and Regulations of the ICAR in force.
 - (e) In the event of a unanimous decision of the Grievance Committee, the decision of the Committee along with all the relevant papers shall be placed before the Director/Secretary, ICAR.
 - (f) Normally, the Director/Secretary, ICAR should endeavour to accept and implement the unanimous decision of the Grievance Committee, provided that the said decisions are not violation of Bye-laws, Rules and Regulations of the ICAR in force, do not have implications on identical issues in other Units, are within the power of Director/Secretary, as the case may be, to authorize such implementation and are otherwise incorrect or unacceptable.
 - (g) If, however, Director/Secretary, ICAR, finds that the unanimous decisions of the Grievance Committee are in violation of the Bye-laws, Rules and Regulation of the ICAR in force or have implications on identical issues in other Units or are not within the powers of Director/Secretary as the case may be, to authorize its implementation or is otherwise incorrect or unacceptable, he shall call a meeting of the Grievance Committee and shall discuss the case with the Grievance Committee in this meeting. He may also call the aggrieved employee for discussion. Thereafter, the Director/Secretary, ICAR, shall decide the case as he may deem fit and he shall record his decision giving his views and reasons in detail.
 - (h) In the event of difference of opinion, among the members of Grievance Committee, the views of the members along with all the relevant papers, shall be placed before the Director/Secretary, ICAR, and he shall decide the case as he may deem fit and he shall record his decision giving his views and reasons in detail.
 - (i) The final decision of the Director/Secretary, ICAR, shall be communicated to the aggrieved employee in writing within 10 working-days from the meeting of the Grievance Committee to help decide upon the grievance/discuss it with Directory/Secretary, ICAR.
4. **Stage IV - Application to Central Grievance Cell**
- (a) If the employee is not satisfied with the decision of the Director/Secretary, ICAR, he may make a representation to the Central Grievance Cell for redressal of his grievance in Form-II prescribed in Appendix III, in duplicate, within 10 working days of receipt of reply by him at Stage III or on failure to receive any reply, as the case may be, stating the reason for not being satisfied with the reply received by him at Stage III.

- (b) On receipt of the written grievance application, in duplicate, in Grievance Form III the Member-Secretary of the Central Grievance Cell shall acknowledge receipt of the application and enter it in the Grievance Register maintained for the purpose and obtain the comments of the Director/Secy, ICAR, and the findings of the Grievance Committee within 10 working days.
 - (c) The Member-Secretary shall submit to the Central Grievance Cell all applications of grievances received in Grievance Form III along with the comments of the Director/Secretary, ICAR, and the report of the Grievance Committee.
 - (d) The Central Grievance Cell shall consider the grievance in detail on the basis of the material furnished by the aggrieved comments of the Director/Secretary, ICAR, and the findings of the Grievance Committee and take a decision thereon.
 - (e) The decision of the Central Grievance Cell will be intimated by the Member-Secretary to the Director/Secretary, ICAR, as the case may be, who shall communicate the same to the aggrieved employee in writing.
5. **State V - Appeal to the Director-General, ICAR**
 If the employee is still not satisfied with the decision of the Grievance Cell taken on the basis of the findings of the Central Grievance Cell, he shall have the right to appeal to the Director-General, ICAR, within 30 working days from the date of receipt of the decision.

13. GENERAL

1. All Grievances, Forms/Applications shall be signed and dated by the aggrieved employee himself.
2. (a) If the grievance arises but of an order given by the competent or superior officer, such order shall be complied with before the employee invokes procedure laid down for redressal of grievances.
- (b) If, however, there is a time lag between the issue of an order and its compliance, the Grievance Procedure may immediately be invoked but the order nevertheless must be complied within the due date.
- (c) In exceptional cases, where an order if complied with will adversely affect, materially and substantially the aggrieved employees and if it can be reasonably apprehended that it will not be possible to undo the said adverse affect on a subsequent date, the aggrieved employee may apply for redressal of his grievance to the Dy Secretary/ CAO/ Sr AO/AO Incharge of Administration directly in Grievance Form-I at the earliest and may also apply immediately thereafter to the authority which had passed the said order to stay the order till the disposal of his grievance application, mentioning in his stay application, the grievance serial no. and date of receipt obtained from the Dy. Secretary/CAO/ Sr AO/AO Incharge of Administration and the reason for which the stay order has been requested for. The officer to whom the application for stay order has been made will consider the application on merit and will pass necessary orders, as he may deem fit, in writing and communicate the same immediately to the aggrieved person.
3. If the grievance of the aggrieved employees is against his immediate supervisor, the aggrieved employee may present his grievance directly in Grievance Form-I to the Dy Secretary/ CAO/ Sr AO/ AO Incharge of Administration without going through the procedure of making verbal representation to his Supervisor.
4. In the matter of grievances relating to promotion, the aggrieved employee will

present an application directly in Grievance Form-II, in duplicate, stating his grievances to the Grievance Committee within a period of 21 days from the date of receipt of such promotion order. However, the Director of the Institute/Bureau/ Directorate/ Laboratory/ National Research Centre/ etc. Secretary, ICAR, may, at his discretion, relax this time limit by a period not exceeding 7 working days where he is satisfied that there are genuine reasons due to which the employee could not submit his grievance within the stipulated time limit.

5. Once a grievance is presented to the Grievance Committee or the Central Grievance Cell, no representation/ appeal on the same grievance shall be entertained by any authority in the ICAR, pending decision of the grievance Committee/ Central Grievance Cell.
6. Grievance placed before the Grievance Committee and Central Grievance Cell shall not be admitted again for consideration before any other Committee etc. of the Institute/ Bureau/Directorate/ Laboratory/ National Research Centre/ Headquarters Office, etc.
7. This 'Grievance Procedure' is in addition to the existing machinery of redressal of grievances under the Central Civil Services (Classification, Control and Appeal) rules.

DISSOLUTION OF GRIEVANCE COMMITTEE

The Director-General/ Director of Institute/ Bureau/ Laboratory/ National Research Centre etc. as the case may be, may after making such enquiry, as he may deem fit dissolve the concerned Grievance Committee at any time by an order in writing if he is satisfied that the Committee has not been constituted in accordance with the procedure laid down or that not less than three elected representatives of the employees have, without any reasonable justification, failed to attend three consecutive meetings of the Committee or that the Committee has, for any other reason, ceased to function.

Provided that where a Grievance Committee is so dissolved, the Director-General/ Director of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. should endeavour to take steps to reconstitute the Committee within 60 days of its dissolution in accordance with the provisions laid down.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc.

GRIEVANCE FORM - I

PART - I

APPLICATION FOR GRIEVANCE REDRESSAL - TO DY. SECRETARY/ CAO/ SR. A.O./ A.O. INCHARGE OF ADMINISTRATION

(TO BE FILLED IN BY THE AGGRIEVED EMPLOYEE CONCERNED)

- Note:
1. This Form is to be filled in by the concerned aggrieved employee in *duplicate*.
 2. Only Part I of this Form is to be filled in by the concerned aggrieved employee. He must put his dated signature on this Form at the end of Part I as indicated, otherwise, the application will not be entertained.
 3. The rest of the Parts of this Form are to be filled in by the Office of Dy. Secretary/ CAO/ Sr. AO/ AO Incharge of Administration.
 4. This application should be presented by the aggrieved employee to the Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration and his acknowledgement of receipt in Grievance Form - I, Part IV *must be obtained immediately*.
 5. Please strike off the words/ portions not applicable.
 6. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of the every sheet must be duly signed by the concerned person.

Name _____ Designation _____

Section/ Division _____ Grade _____

GRIEVANCE IN BRIEF:

(a) Full facts:

(b) Redress requested:

Signature of the aggrieved employee.

GRIEVANCE FORM - I

PART - II

INVESTIGATION

(FOR OFFICE USE ONLY)

- Note: 1. Part - II of this Form is for action to be taken in the Office of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration and should be maintained in the Office as record.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Grievance Serial No. _____ Date of Receipt _____

Forwarded for immediate
examination and report,
to Sectional Head.

Name _____
Designation _____
Section/ Division _____

Date forwarded _____

Dated _____

Signature of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration

REPORT OF SECTIONAL HEAD

Date of return to Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration _____

Date _____

Signature of Sectional Head

Investigation Report of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration based on the report of the Sectional Head.

Dated _____

Signature of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration

GRIEVANCE FORM - I

PART - III

REPLY ON GRIEVANCE (TO BE GIVEN TO AGGRIEVED EMPLOYEE CONCERNED)

- Note: 1. Part III of this Form is for action to be taken in the Office of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration and after completion of investigation should be duly filled in and his acknowledgement of receipt obtained on the duplicate copy of this Part.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name _____ Designation _____
Section/ Division _____ Grade _____
Grievance Serial Number _____
Date of receipt _____

Reply of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration after investigation mentioning his decision along with reasons:

Dated _____

Signature of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration

ACKNOWLEDGEMENT OF THE AGGRIEVED COMMITTEE

Grievance Serial No. _____

Received a copy of reply in Grievance Form, Part III.

Dated _____

Signature of the aggrieved employee.

Name _____

GRIEVANCE FORM - I
PART - IV
ACKNOWLEDGEMENT
(TO BE GIVEN TO AGGRIEVED EMPLOYEE CONCERNED)

Note: Part IV of this Form is to be filled in by the Office of Dy. Secretary/ CAO/ Sr. A.O./ A.O. Incharge of Administration immediately on receipt of application for grievance redressal Form - I, and given to the concerned employee as acknowledgement and his acknowledgement of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form - I, from:

Name _____ Designation _____
Section/ Division _____ Grade _____
Grievance Serial No. _____
Date of Receipt _____

Dated _____

Signature of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. _____

Received a copy of acknowledgement in grievance Form - I, Part - IV.

Date _____

Signature of the aggrieved
employee.

Name _____

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/ Bureau/ Directorate/ Laboratory/ National
Research Centre etc. _____

GRIEVANCE FORM - II PART - I

APPLICATION FOR GRIEVANCE REDRESSAL - TO GRIEVANCE COMMITTEE

(To be filled in by the aggrieved employee concerned)

- Note: 1. This form is to be filled in by the concerned aggrieved employee in *duplicate*.
2. Only 'Part - I' of this Form is to be filled in by concerned aggrieved employee. He must put his dated signature on this Form at the end of Part - I as indicated, otherwise the application will not be entertained.
3. The rest of the Parts of this Form are to be filled in by the Office of Member Secretary, Grievance Committee.
4. This application should be presented by the aggrieved employee to the Member Secretary Grievance Committee and his acknowledgement of receipt in Grievance Form - II Part VI, must be obtained immediately.
5. Please strike off the words/ portions not applicable.
6. Wherever the space provided in a column is found insufficient, separate sheets may be used. Those sheets must be serially numbered and attached to this form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name _____ Designation _____

Section/ Division _____ Grade _____

Whether you had applied earlier _____ Yes/ No
in Grievance Form - I

1. If the answer to the above is 'Yes', please give following details:

Grievance Serial No. _____

Date of receipt
by Dy. Secretary/ CAO/ Sr. A.O./
A.O. Incharge of Administration

Date of Reply of Dy. Secretary/ CAO/
Sr. A.O./ A.O. Incharge of
Administration _____

Brief decision communicated
in the reply:

Reason for appeal:

Redress requested:

2. If the answer to above is 'NO', please give following details:

Reason for not applying in Form - I:

Grievance in brief:

(a) Full facts:

(b) Redress requested:

Date _____

Signature of the aggrieved
employee.

GRIEVANCE FORM - II

PART - II INVESTIGATION

(For Office use only)

-
- Note: 1. Part - II of this Form is for action to be taken in the office of the Member Secretary, Grievance Committee and should be maintained in the Office as record.
2. "Competent Authority" referred to below should normally be that authority who can have the grievance redressed.
3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Grievance Serial No. _____ Date of Receipt _____

Name of the aggrieved employee _____

Forwarded for immediate examination and comments, to the competent authority. Name _____

Designation _____

Section/ Division _____

Date forwarded _____

Date _____

Signature of Member Secretary,
Grievance Committee.

Comments of the "Competent Authority".

Date of return to Member Secretary, Grievance Committee

Date _____

Signature of the "Competent
Authority".

GRIEVANCE FORM - II

PART - III PROCEEDINGS OF GRIEVANCE COMMITTEE

(For office use only)

- Note: 1. Part III of this Form is for action to be taken in the Office of the Member Secretary, Grievance Committee and should be maintained in the Office as record.
2. Please strike off the works/ portions not applicable.
3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _____
Name of the aggrieved employee _____

Date on which grievance put up to
Grievance Committee

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Date on which decided by
Grievance Committee _____

Decision: Unanimous/ Not Unanimous

Details of decision/ views of Grievance Committee
along with reasons:

Date _____	Signature of Member Secretary Grievance Committee	Signature of Chairman Grievance Committee
------------	--	--

Date forwarded to Director/ Secretary, ICAR
for decision _____

Date _____	Signature of Member Secretary, Grievance Committee.
------------	---

GRIEVANCE FORM - II

PART - IV ACTION BY DIRECTOR/ SECRETARY, ICAR

(For office use only)

-
- Note: 1. Part - IV of this form is for action to be taken in the office of Director/ Secretary, ICAR and should be maintained in the office as record.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _____

Name of the aggrieved Committee _____

Applicable only in the case of difference of opinion in Grievance Committee (Decision not unanimous):

Discussed with Grievance Committee on the (date) _____

Discussed with aggrieved employee on (date) _____

Applicable in all cases whether Grievance Committee's Decision is unanimous or not:

Date of final decision _____

Details of final decision along with reasons:

Date of return to Member Secretary,
Grievance Committee _____

Date _____

Signature of Director/ Secretary,
ICAR

GRIEVANCE FORM - II
PART - V

(To be given to employee concerned)

-
- Note: 1. Part- V of this Form is for action to be taken in the office of the Member Secretary, Grievance Committee and should be duly filled in after the final decision of Director/ Secretary, ICAR is received by him in Part IV of this form and should be given to the concerned employee and his acknowledgement of receipt be obtained on the duplicate copy of this part.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Name _____	Designation _____
Section/ Division _____	Grade _____
Grievance Serial No. _____	Date of Receipt _____

Final decision with reasons of Director/ Secretary,
after consideration of decision of Grievance Committee.

Date _____

Signature of Member Secretary,
Grievance Committee

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. _____

Received a copy of reply in Grievance Form - II, Part - V.

Date _____

Signature of the aggrieved
employee

Name _____

GRIEVANCE FORM - II
PART - VI

ACKNOWLEDGEMENT

(To be given to aggrieved Committee concerned)

Note: Part VI of this form is to be filled in by the office of the Member Secretary, Grievance Committee, immediately on receipt of application for grievance redressal in Form - II, Part - I, and given to the concerned employee as acknowledgement and his acknowledgment of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form - II from:

Name _____ Designation _____

Section/ Division _____ Grade _____

Grievance Serial No. _____ Date of Receipt _____

Date _____

Signature of Member Secretary,
Grievance Committee

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. _____

Received a copy of acknowledgment in Grievance
Form - II, Part - VI.

Date _____

Signature of the aggrieved employee

Name _____

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/ Bureau/ Directorate/ Laboratory/
National Research Centre etc. _____

GRIEVANCE FORM - III

PART - I

APPLICATION FOR GRIEVANCE REDRESSAL - TO CENTRAL GRIEVANCE CELL (To be filled in by the aggrieved employee concerned)

- Note:
1. This form is to be filled in by the concerned aggrieved employee in *duplicate*.
 2. Only 'Part - I' of this Form is to be filled in by concerned aggrieved employee. He must put his dated signature on this Form at the end of Part - I as indicated, otherwise the application will not be entertained.
 3. The rest of the Parts of this Form are to be filled in by the office of Member Secretary, Central Grievance Cell.
 4. This application should be presented by the aggrieved employee to the Member Secretary Central Grievance Cell and his acknowledgment of receipt in Grievance Form - III Part VI, must be obtained immediately.
 5. Please strike off the words/ portions not applicable.
 6. Wherever the space provided in a column is found insufficient, separate sheets may be used. Those sheets must be serially numbered and attached to this form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name _____ Designation _____

Section/ Division _____ Grade _____

Whether you had applied earlier in Grievance Form: _____ Yes/ No

- I. If the answer to the above is Yes,
please give following details:

Grievance Serial No. _____ Date of receipt _____
by Member Secretary,
Grievance Committee.

Date of Reply of Directors/
Secretary, ICAR _____

Brief decision communicated in the reply:

Reason for appeal:

Redress Requested:

Signature of the aggrieved employee.

GRIEVANCE FORM - II

PART - II INVESTIGATION (For office use only)

- Note: 1. Part - II of this Form is for action to be taken in the office of the Member Secretary, Central Grievance Cell and should be maintained in the office as record.
2. "Competent Authority" referred to below should normally be that authority who can have the grievance redressed.
3. Wherever the space provided in a column is found insufficient, separate sheet may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _____ Date of Receipt _____

Name of the aggrieved employee _____

Forwarded for immediate
examination and comments,
to the Competent Authority.

Name _____

Designation _____

Section/ Division _____

Date forwarded _____

Date _____

Signature of Member
Secretary, Central
Grievance Cell.

Comments of the "Competent Authority".

Date of return to Member Secretary, Grievance Cell _____

Date _____

Signature of the
"Competent Authority"

GRIEVANCE FORM - III

PART - III PROCEEDINGS OF GRIEVANCE CELL (For office use only)

- Note: 1. Part III of this Form is for action to be taken by the office of the Member Secretary, Central Grievance Cell and should be maintained in the office as record.
2. Please strike off the words/ portions not applicable
3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. References of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _____
Name of the aggrieved employee _____

Dates on which grievance	1. _____	2. _____
put up to Central	3. _____	4. _____
Grievance Cell	5. _____	6. _____

Date on which decided by
Central Grievance Cell _____

Decision: Unanimous/ Not Unanimous

Details of decision/ views of Central Grievance Cell along with reasons:

Date _____	Signature of Member Secretary Central Grievance Cell	Signature of Chairman Central Grievance Cell
------------	---	---

Date forwarded to Director/ Secretary, ICAR
for decision _____

Date _____

Signature of Member
Secretary, Central
Grievance Cell

GRIEVANCE FORM - III

PART - IV ACTION BY DIRECTOR/ SECRETARY, ICAR (For office use only)

-
- Note: 1. Part - IV of this form is for action to be taken in the office of Director/ Secretary, ICAR and should be maintained in the office as record.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. References of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Grievance Serial No. _____

Name of the aggrieved employee _____

Applicable only in the case of difference of opinion in Central Grievance Cell (Decision not unanimous):

Discussed with Central
Grievance Cell on the (date) _____

Discussed with aggrieved employee on (date) _____

Applicable in all cases whether Central Grievance Cell's Decisions is unanimous or not:

Date of final decision _____

Details of final decisions along with reasons:

Date of return to Member Secretary,
Grievance Cell _____

Date _____

Signature of Director/
Secretary, ICAR

GRIEVANCE FORM - III

PART - V

(To be given to employee concerned) -

-
- Note: 1. Part - V of this Form is for action to be taken in the Office of the Member Secretary, Grievance Cell and should be duly filled in after the final decision of Director/ Secretary, ICAR is received by him in Part IV of this Form and should be given to the concerned employee and his acknowledgment of receipt be obtained on the duplicate copy of this part.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.
-

Name _____ Designation _____

Section/ Division _____ Grade _____

Grievance Serial No. _____ Date of receipt _____

Final decision with reason of Director/ Secretary,
ICAR after consideration of decision of Central Grievance Cell

Date _____

Signature of Member Secretary,
Central Grievance Cell

ACKNOWLEDGMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No. _____

Received a copy of reply in Grievance Form - III, Part - V.

Date _____

Signature of the aggrieved
employee

Name _____

GRIEVANCE FORM - III

PART - VI ACKNOWLEDGMENT

(To be given to aggrieved employee concerned)

Note: Part VI of this form is to be filled in by the Office of the Member Secretary, Central Grievance Cell, immediately on receipt of application for grievance redressal in Form - II, Part - I, and given to the concerned employee as acknowledgment and his acknowledgement of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form - III from:

Name _____ Designation _____

Section/ Division _____ Grade _____

Grievance Serial No. _____

Signature of Member
Secretary, Central
Grievance Cell

Acknowledgment of the Aggrieved employee

Grievance Serial No. _____

Received a copy of acknowledgment in Grievance Form - II, Part - VI.

Date _____

Signature of the aggrieved
employee.

Name _____

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Name of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc.

FORM - III GRIEVANCE - REGISTER FORM

Grievance Serial No. _____

Aggrieved employee: Name _____ Designation _____

Section/ Division _____ Grade _____

GRIEVANCE FORM - I		GRIEVANCE FORM - II (GRIEVANCE COMMITTEE)		GRIEVANCE FORM - III (CENTRAL GRIEVANCE CELL)		APPEAL	REMARKS
Date received	Reply-Officer incharge <div style="display: flex; justify-content: space-between;"><div>Date</div><div>Brief</div></div> <div style="text-align: center;">Content</div>	Date received	Reply-Director/ Secretary, ICAR <div style="display: flex; justify-content: space-between;"><div>Date</div><div>Brief</div></div> <div style="text-align: center;">Content</div>	Date received	Reply-Director/ Secretary, ICAR <div style="display: flex; justify-content: space-between;"><div>Date</div><div>Brief</div></div> <div style="text-align: center;">Content</div>	Date received	Reply-DG, ICAR <div style="display: flex; justify-content: space-between;"><div>Date</div><div>Brief</div></div> <div style="text-align: center;">Content</div>

PROCEDURE FOR ELECTION OF EMPLOYEE REPRESENTATIVES ON GRIEVANCE COMMITTEE

1. ELECTORAL CONSTITUENCIES

The employees in Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre, etc. of ICAR, as the case may be, entitled to vote, shall be divided into the following five electoral constituencies:

- (a) Scientific
- (b) Technical
- (c) Auxiliary
- (d) Administrative
- (e) Supporting

2. QUALIFICATION OF CANDIDATES FOR ELECTION

An employee of not less than 21 years of age and with a continuous service of not less than six months in ICAR including its Headquarters/ Institute/ Directorate/ Laboratory etc. may, if nominated as provided hereinafter, be a candidate for election as a representative of the employees on the Grievance Committee of the concerned Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre, etc.

Provided that the service qualification shall not apply to the first election in the Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre, etc. which has been in existence for less than six months.

3. QUALIFICATION FOR VOTERS

All employees who are not less than 21 years of age and who have put in not less than six months' continuous service in the ICAR, including its Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. shall be entitled to vote for electing representatives of the employees to the Grievance Committee of the concerned Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc.

Provided that the service qualification shall not apply to the first election in Headquarters/ Institute etc. which has been in existence for less than six months.

4. PROCEDURE FOR ELECTION

- (1) The Director General/ Director of Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. shall nominate an officer for conducting the election of employees' representatives on the Grievance Committee and for purposes related thereto.
- (2) The officer nominated for the purpose shall fix a date as closing date for receiving applications from candidates for election as employees representatives on the Grievance Committee.
- (3) For holding the election, the officer nominated for this purpose shall also fix a date which shall not be earlier than 3 days and later than 15 days after the closing date for receiving nominations.
- (4) The date so fixed shall be notified at least 7 days in advance to the employees. Such notice shall be put on the notice board or given an adequate publicity amongst the employees. The notice shall specify the number of seats to be elected by various categories/ Classes/ Constituencies of employees.

5. NOMINATION OF CANDIDATES FOR ELECTION

- (1) Every nomination shall be made on a nomination paper in Form 'A' prescribed in Annexure - (i) copies of which shall be supplied by the officer nominated for the purpose to the employees requiring them.
- (2) Each nomination paper shall be signed by the proposer, by the candidate to whom it relates and also attested by at least two voters. Only a voter belonging to the concerned electoral constituency shall be eligible to be a proposer. Similarly, attestation shall be made only by the voters belonging to the concerned electoral constituency. The same person shall not be eligible to be a proposer as well as an attester. The completed nomination paper shall be delivered to the officer nominated for the purpose.

6. SCRUTINY OF NOMINATION PAPERS

- (1) On the day following the last day fixed for filling nomination papers, the nomination papers shall be scrutinised by the officer nominated for the purpose in the presence of the candidate and the attesting persons.
Provided that where a candidate or an attesting person is unable to be present at the time of scrutiny, he may send a nominee for the purpose who is an employee of the concerned Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. duly authorised in Form 'B' prescribed in Annexure - (ii).
- (2) Those nomination papers which are not valid, shall be rejected.
- (3) A nomination paper shall be held to be not valid if:
 - (a) the candidate nominated is ineligible for membership under para 2 mentioned hereinbefore,
 - or
 - (b) the requirements of para 5(2) mentioned thereinbefore have not been complied with.

7. WITHDRAWAL OF CANDIDATES VALIDLY NOMINATED

Any candidate whose nomination for election has been accepted may withdraw his candidature within 48 hours of the scrutiny of nomination papers.

8. VOTING IN ELECTION

- (1) If the number of candidates who have been validly nominated is equal to the number of seats, the candidates shall be forthwith declared duly elected.
- (2) If in any constituency the number of candidates is more than the number of seats allotted to it, voting shall take place on the day fixed for election.
- (3) The voting shall be by secret ballot.
- (4) The voting shall be conducted by the officer nominated for the purpose.
- (5) Every employee entitled to vote at an electoral constituency, shall have only one vote which he shall be entitled to cast only in favour of any one candidate.

9. ARRANGEMENTS FOR ELECTION

The officer nominated for the purpose by the Director-General/ Director of the Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre etc. as the case may be, shall be responsible for all arrangements in connection with the election.

ANNEXURE (i)
(APPENDIX - V)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

FORM - 'A'

FORM OF NOMINATION PAPER FOR GRIEVANCE COMMITTEE ELECTION

Name of Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre/
ICAR Headquarters _____

- (1) I nominate the following employee of the Headquarters/ Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre as a candidate for election to the Grievance Committee.
- (2) He is eligible as a voter in the constituency for which he is nominated.
- (3) He is also eligible for election to the Grievance Committee as a representative of employees of the concerned constituency.

Name of the person nominated Shri/ Smt./ Km. _____

Designation

Section/ Department

Constituency to which
he belongs:

Scientific/ Technical/
Auxiliary/ Administrative/
Supporting

Date _____

Signature of the proposer

Shri/ Smt./ Km. _____

Name of the proposer

Designation _____

Section/Department _____

Constituency: Scientific/
Technical/ Auxiliary/ Administrative/
Supporting.

I agree to the proposed nomination

Date _____

Signature of the candidate _____

Attested by: _____

- (1) Signature of a voter belonging to the electoral constituency.

Shri/ Smt./ Km. _____

Designation _____

Section/Department _____

Constituency: Scientific/ Technical/ Auxiliary/ Administrative/
Supporting.

(2)

Signature of a voter belonging to the
electoral constituency.

Shri/ Smt./ Km. _____

Name of the Voter _____

Designation _____

Constituency: Scientific/ Technical/ Auxiliary/ Administrative/ Supporting.

- Note:
1. Please strike off the words/ portions not applicable.
 2. The proposer must be a voter belonging to the concerned electoral constituency.
 3. Attestation is to be made by two voters belonging to the concerned electoral constituency.
 4. The same person shall not be the proposer as well as attester.
-

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

FORM - 'B'

FORM OF AUTHORISATION FOR REPRESENTATIONS IN SCRUTINY OF
NOMINATION PAPERS IN GRIEVANCE COMMITTEE ELECTION

Name of the Headquarters/

Institute/ Bureau/ Directorate/ _____

Laboratory/ National Research _____

Centre.

1. I, hereby, authorise the following employee of the Headquarters/Institute/ Bureau/ Directorate/ Laboratory/ National Research Centre to represent me for the purpose of scrutiny of nomination papers in the election to the Grievance Committee as I shall be unable to be present.
2. I am a candidate/ attester of nomination paper of a candidate in the said election as mentioned below.

Name of the candidate for
Election

Shri/ Smt./ Km. _____

Constituency of the
candidate

Scientific/ Technical/
Auxiliary/ Administrative/
Supporting.

Name of the person authorised

Shri/ Smt./ Km. _____

Designation

Section/ Department

Date _____

Signature of candidate/ attester
of nomination paper authorising.

Shri/ Smt./ Km. _____

Name of the candidate/
attester of nomination paper
authorising.

Designation _____

Section/ Department _____

I agree to represent the candidate/ attester of nomination paper as authorised above.

Date _____

Signature of the person
authorised

Name _____

The above signature of the person authorised is attested by me.

Date _____

Signature of candidate/
attester of nomination
paper and authorising.

Note: Please strike off the words/ portions not applicable.

Allotment of Residences Rules 1981

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI-110001
(Allotment of Residences) Rules, 1981

Rule-1 : Short title, application and commencement

1. These rules may be called the Indian Council of Agricultural Research Headquarters (Allotment of Residences) Rules, 1981.
2. They shall apply to the residential quarters in Delhi/New Delhi belonging to the Indian Council of Agricultural Research, New Delhi.
3. They shall come into force on the date of their circulation.

Rule 2 : Definitions : In these rules, unless the context otherwise requires,

- (a) 'Allotment' means the grant of a licence to occupy a residence in accordance with the provisions of these rules;
- (b) 'Allotment Committee' means the Committee comprising of the Secretary, Indian Council of Agricultural Research, as Chairman, one Deputy Director General to be nominated by the Director General, Director (Works), a representative from amongst SC/ST Scientists at ICAR Headquarters as members and Deputy Secretary (Admn) as Member-Secretary will make recommendations for allotment of residences under these rules.
- (c) 'Allotment Year' means the year beginning on 1st January or such other period as may be notified by the Secretary.
- (d) Director General means the Director General of the Indian Council of Agricultural Research and includes any other officer authorised by him to act on his behalf.
- (e) 'Secretary' means the Secretary of the Indian Council of Agricultural Research and includes any other officer authorised to act on his behalf.
- (f) 'Eligible Office' means the office of the Indian Council of Agricultural Research Headquarters, the staff of which are eligible for accommodation under these rules;
- (g) 'Emoluments' means the emoluments as defined in Rule 9(21)(a)(i) of the Fundamental Rules.

Explanation : In case, an officer is already in occupation of general pool accommodation he should not be allotted accommodation under these rules. However, allotment by way of change to the higher category of quarters in ICAR complex may be allowed. All the ICAR employees who are eligible for General Pool accommodations must apply to the Directorate of Estates for allotment of accommodation from the General Pool and vacate the ICAR accommodation allotted under these rules as and when General Pool accommodation is allotted to him.

- (h) 'Family' means the wife or husband, as the case may be, and children, step-children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependant on the officers;
- (i) 'Council' means the Indian Council of Agricultural Research, Krishi Bhawan, New Delhi.
- (j) 'Licence Fee' means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of a residence allotted under these rules;
- (k) 'Priority Date' of an officer in relation to a type of residence to which he is eligible under the provision of Rule-5 of these rules, means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Central State Govt./University/Scientific Organisation/Autonomous Organisation, or on foreign service, except for periods of leave, in respect of Type-V and above accommodation and the date from which he has been continuously in service under the Central Govt. or State Govt./University/Scientific Organisation/Autonomous Organisation including the period of deputation, foreign service, training, study leave etc. in respect of Type-I to Type-IV accommodation.

Provided that where the priority date of two or more officers in the same, seniority among them shall be determined by the emoluments, the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emolument; where the emoluments are equal, by the length of service, and where both the emoluments and length of service are equal, on the basis of the scale of pay of the officer, the officer working in a post having higher scale of pay taking precedence over the officer in receipt of lower scale of pay.

- (l) '**Residence**' means any residence for the time being under the administrative control of the Indian Council of Agricultural Research.

- (m) **‘Subletting’** includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person.

‘Explanation’ any sharing of accommodation by an allottee with close relations/first of kin shall not be deemed to be subletting.

- (n) **‘Transfer’** means a transfer from the Council on deputation to a post in an ineligible office or organisation;
- (o) **‘Temporary transfer’** means a transfer which involve an absence for a period of not exceeding four months;
- (p) **‘Type’** in relation to an officer means the type of residence to which he shall be eligible under Rule-5.

Rule-3 : Officers owning houses at or near stations of their posting shall be eligible for allotment of residence under these rules in order of their date of priority. The matter relating to the recovery of the Licence fee from house owning officers shall be determined in accordance with the orders issued by the Government of India in this behalf.

Rule-4 : Allotment to husband and wife, Eligibility in cases of officers who are married to each other :

- (i) Where both husband and wife are employed under the Council, the title of each of two officers to allotment of a residence under these rules shall be considered independently.
- (ii) No officer shall be allotted a residence under these rules if the wife or the husband, as the case may be, of the officer has already been allotted a residence, unless such residence is surrendered.
- (iii) Where two officers in occupation of separate residences allotted under these rules marry each other, they shall, within one month of the marriage, surrender one of the residences.
- (iv) If a residence is not surrendered, as required by sub-rule (2), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period when and if the residences are of the same type the allotment of such one of them as the Secretary may decide, shall be deemed to have been cancelled on the expiry of such period.
- (v) Notwithstanding anything contained in sub-rules (i) to (iv) :
- (a) If a wife or husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted a residential

accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender any one of the residence within one month of such allotment : Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court :

- (b) Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, any one of them shall surrender any one of the residences within one month of such marriage.
- (c) if a residence is not surrendered as required under clause (a) or clause (b) as the case may be, the allotment of the residence made under these rules shall be deemed to have been cancelled on the expiry of such period.

Rule-5 : Classification of residences :

Save as otherwise provided in these rules, an officer shall be eligible for allotment of a residence of the type shown in the table below :

Type of residence.	Category of officers on his monthly emoluments as on the 1st day of allotment year in which the allotment is made :
I	Rs. 750-949
II	Rs. 950-1499
III	Rs. 1500-2799
IV	Rs. 2800-4499
V	Rs. 4500 and above.

Rule-6 : Application for allotment :

1. Every officer in occupation of accommodation under rules shall submit his application in such form and manner and by such date as may be specified by the Secretary in this behalf.
2. In case of officers not in occupation of accommodation under these rules, the Secretary shall invite applications in such form and manner and before such date as may be specified by him.
3. An officer joining duty in the Council on first appointment or on transfer may submit his application to the Secretary within a month of his joining duty.

4. Applications received under sub-rule (3) on or before the 20th day of a calender month shall alone be considered for allotment in the succeeding month.

Rule-7 : Allotment of residence and offers :

1. Save as otherwise provided in these rules, a residence falling vacant shall be allotted by an officer authorised by Director-General in this behalf to an applicant having the earliest priority date for that type of residence subject to the following conditions :
 - (i) that the Director General shall not allot a residence of a type higher than that to what the applicant is eligible under Rule-5.
 - (ii) that the Director General shall not compel any applicant to accept a residence of a lower type than that to what he is eligible under Rule-5.
 - (iii) that the Director General on request from an applicant for allotment of a lower category residence, might allot to him a residence next below the type for which the applicant is eligible under Rule-5 on the basis of his priority date for the same.
2. The Director General may cancel the existing allotment of an officer and allot to him an alternative residence of the same type or, in emergent circumstances, an alternative residence of the type next below the type of residence in occupation of the officer if the residence in occupation of the officer is required to be vacated.
3. A vacant residence may, in addition to allotment to an officer under sub-rule (1), be offered simultaneously to other eligible officers in order of their priority dates.
4. An applicant having the earliest priority date may not be considered if he has given preference for a particular residence, which is not available for allotment.

Rule-8 : Deleted.

Rule-9 : Allotment of accommodation to those belonging to SC & ST communities :

10% of the vacancies in types I and II and 5% vacancies in Types III & IV shall be allotted to those belonging to SC and ST communities in the ratio of 2 : 1 to SC and ST employees respectively.

Rule-10 : Reservation of Quarters :

1. The COUNCIL may reserve accommodation for such persons as are required for proper upkeep of quarters, or who may be required to attend official

duties at odd hours or to officers appointed to managerial positions on tenurial basis. The permissible period for retention of residences of a reserved quarter, on demitting the office for which a residence is earmarked, shall be two months on expiry of which the officer shall vacate the residence.

2. Officers who shall be entitled to the particular reserved house in accordance with these rules, may be given first priority for allotment of residence in the categories to which they are entitled and may be allowed to occupy the houses earmarked for them, as and when such houses fall vacant.
3. The occupants of reserved house shall be required to vacate residences on transfer, promotion or reversion or appointment to the posts with which no houses are attached. Alternative accommodation, the category to which the incumbent becomes entitled on transfer, appointment, promotion or reversion, may be allotted to him, if available; otherwise allotment may be made to him in the next below category giving him overriding priority in both the categories he has been in authorised occupation of reserved house for not less than two years.
4. The Council may reserve not more than FOUR quarters of Type-IV for allotment to officers appointed to managerial positions at its Headquarters on tenurial basis, irrespective of their priority date.

Rule-11 : Deleted.

Rule-12 : Non-acceptance of allotment or offer or failure to occupy the allotted residence after acceptance :

1. If any officer fails to accept the allotment of residence within five days or fails to take possession of that residence after acceptance within eight days from the date of issue of the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of allotment letter.
2. If an officer occupying a lower type of residence is allotted or offered a residence of the type for which he shall be eligible under Rule-5 or for which he has applied under clause (iii) of sub-rule (1) of Rule-7, he may, on refusal of the said allotment or offer of allotment, be permitted to continue in the previously allotted residence on the following conditions namely :-
 - (a) that such an officer shall not be eligible for another allotment for the remaining period of allotment year in which he has declined the allotment or offer for the higher class of accommodation;

- (b) that while retaining the existing residence he shall be charged the same licence fee which he would have had to pay under FR 45-A in respect of the residence so allotted or offered or the licence fee payable in respect of the residence already in his occupation, whichever is higher. If an officer occupying a lower type of residence has given his option in his application made under Rule-6 to retain the said residence, the provision contained in this clause shall not apply to him during the period, for which such option has been given.

Rule-13 : Period for which allotment subsists and the concession period for further retention :-

- (1) An allotment shall be effective from date on which it is accepted by the officer and shall continue in force until :
- (1) the expiry of the concessional period permissible under sub-clause (2) after the officer ceases to be on duty in the Council in Delhi, or
 - (b) it is cancelled by the SECRETARY or is deemed to have been cancelled under any provision in these rules, or
 - (c) it is surrendered by the officer, or
 - (d) the officer ceases to occupy the residence.
- [2] A residence allotted to an officer may, subject to sub-rule (3) be retained on the happening of any of the events specified in Colum (1) of the Table below for the period specified in corresponding entry in column (2) thereof, provided that the residence is required for the bonafide use of the officer or members of his family.

T A B L E

Events (1)	Permissible period for retention of the residence. (2)
(i) Resignation, dismissal or removal from service, termination of service or unauthorised absence without permission.	1 month
(ii) Retirement or terminal leave	4 months
(iii) Death of the allottee	6 months
(iv) Transfer to a place outside Delhi.	2 months
(v) Transfer to an ineligible office in Delhi.	2 months

(vi)	on proceeding on foreign service in India.	2 months
(vii)	Temporary transfer in India or transfer to a place outside India.	4 months
(viii)	Leave preparatory to retirement or refused leave, terminal leave, medical leave, maternity leave or study leave	For the period of leave but not exceeding 4 months
(ix)	Leave preparatory to retirement or refused leave granted under F R. 86 or earned leave granted to employees of the Council who retired under F.R. 56.	For the full period of leave on full average pay subject to maximum of 180 days in case of leave preparatory to retirement or four months in other cases inclusive of the period permissible in case of retirement.
(x)	Study leave or deputation outside India	For entire period of study leave if the same has been duly approved in public interest by the Council
(xi)	Study leave in India	do
(xii)	Leave on medical grounds	For full period of leave.
(xiii)	On proceeding on training	For full period of training, provided it is sponsored by the Council.

Explanation I : Where an officer on transfer on foreign service in India is sanctioned leave and avails of it before joining duty at the new office, he may be permitted to retain the residence for the period mentioned against items (iv), (v) and (vii) or for period of leave, which-ever is more.

Explanation II : Where an order of transfer or foreign service in India is issued to an officer while he is already on leave, the period permissible under explanation (I), shall count from the date of issue of such order.

- (3) Where a residence is retained under sub-rule (2) the allotment shall be deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof the officer resumes duty in the Council in Delhi.
- (4) Where an officer is on medical leave without pay and allowances he may retain his residence by virtue of the concession available under (xii) of the table below sub-rule (2), provided he remits the licence fee for such

residence in cash every month and where he fails to remit such licence fee for more than two months, the allotment shall stand cancelled.

- (5) An officer who has retained the residence by virtue of the concession under item (i) or item (ii) of the Table below sub-rule (2) shall, on re-employment in the Council within the period specified in the said Table, be entitled to retain that residence and he shall also be eligible for any further allotment of residence under these rules, provided that if the emoluments of the officer on such re-employment do not entitle him to the type of residence occupied by him, he shall be allotted a lower type of residence.
- (6) Notwithstanding anything contained in sub-rule (2) or sub rule (3), or in sub-rule (5), when an officer is removed or his services have been terminated and the Secretary is satisfied, for reasons to be recorded in writing, that it is necessary or expedient in the Council's interest to do so, he may cancel the allotment of the residence made to such officer either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (i) of the Table below sub-rule (2), as he may specify.

Explanation III : Where the Council's Headquarters' employees proceed on transfer/deputation to an ICAR Research Institute located in Delhi/New Delhi, he may be permitted to retain the ICAR Pool residence if any already allotted to him for a period till the lien of such an employee remains with the Council. (ICAR O.M.No. 1(11)/82-Estt. IV dated 16-3-1985).

Rule-14 : Provisions relating to licence fee :

- (1) Where an allotment of accommodation or alternative accommodation has been accepted the liability for licence fee shall commence from the date of occupation or from the eighth day of the date of issue of the allotment letter, whichever is earlier. An officer who, after acceptance, fails to take possession of that accommodation within eight days from the date of issue of the allotment letter, shall be charged licence fee from such date upto a period of twelve days.
- (2) Where an officer, who is in occupation of a residence, is allotted another, residence and he occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He may, however, retain the former residence without payment of licence fee for that day and the subsequent day for shifting.

Rule-15 : Personal liability of the officer for payment of licence fee till the residence is vacated and furnishing of surity by temporary officer :

- (1) The officer to whom a residence has been allotted shall be personally liable for the licence fee thereof and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings, or services provided therein during the period for which the residence has been and remains allotted to him or where the allotment has been cancelled under any of the provisions in these rules, until the residence along with the out-houses, appurtenants thereto, if any, have been vacated and full vacant possession thereof restored to the Secretary.
- (2) Where the officer to whom a residence has been allotted is neither a permanent or a quasi-permanent employee of the Council, he shall execute a Surety Bond in the form prescribed in this behalf by the Secretary with a surety, who shall be a permanent employee of the Council and serving under the Council and acceptable to the Secretary, for due payment of licence fee and other charges due from him in respect of such residence and services and any other residence provided in lieu.
- (3) If the surety ceases to be in the service of the Council or becomes insolvent or ceases to be available for any other reasons, the officer shall furnish a fresh bond executed by another surety and acceptable to the Secretary within thirty days from the date of his acquiring knowledge of such event of the fact and that if he fails to do so, the allotment of the residence to him shall, unless otherwise decided by the Secretary, be deemed to have been cancelled with effect from the date of the event.

Rule-16 : Surrender of an allotment and period of notice :

- (1) An officer may, at any time, surrender an allotment by giving intimation so as to reach the Secretary, at least ten days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the same is received by the Secretary, or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee for ten days or the number of days by which the notice given by him falls short of ten days provided that the Secretary may accept a notice for short period.
- (2) An officer who surrenders the residence under Sub-Rule (1) shall not be

considered again for allotment of accommodation at the Council for a period of one year from the date of such surrender.

Rule-17 Change of residence :

- (1) An officer to whom a residence has been allotted under these rules may apply for a change to another residence of the same type or a residence of the type to which he is eligible under Rule 5 whichever is lower, provided that not more than one change shall be allowed to any such officer in respect of one type of residence allotted to the officer.
- (2) Applications for change made in the form prescribed by the Secretary and received upto the 19th calendar day of the month, shall be included in the General priority list which is to be updated every month by the close of the month.
- (3) Change shall be offered in order of seniority determined in accordance with sub-rule (2) and having regard to the officer's preferences, as far as possible, provided that no change of residence shall be allowed during the period of 6 months immediately preceding the date of superannuation.
- (4) If an officer fails to accept a change of residence offered to him within five days of the issue of such offer or allotment, he shall not be considered again for a change of residence of that type.
- (5) An officer who, after accepting a change of residence, fails to take possession of the same, shall be charged licence fee for such residence in accordance with the provisions of Sub-rule (1) of Rule 4 in addition to the normal licence fee under FR 45 (A) for the residence already in his possession, the allotment of which shall continue to subsist.

Rule-18 Change of residence in the event of death of a member of the family :

Notwithstanding anything contained in Rule-17 an officer may be allowed a change of residence on the death of any member of his family if he applies for a change within three months of such occurrence, provided that the change may be given in the same type of residence and on the same floor as the residence already allotted to the officer.

Rule-19 : Mutual exchange of residences :

Officers to whom residences of the same type have been allotted under these rules may apply for permission for mutual exchange of their residences. Permission of mutual exchange may be granted if both the officers are reasonably expected to be on duty in Delhi and to reside in their mutually exchanged residences for at least 6 months from the date of approval of such exchange.

Rule 20 : Transfer to non-family Stations :

If an officer is transferred to a station where he is not permitted to or advised by the Secretary to take his family with him and the residence allotted to him under these rules is required by the family for the bona-fide educational needs of his children or for any bonafide ground he may be allowed, on request, to retain the residence on payment of licence fee under F.R. 45 (A) till the end of the current academic session of his children studying in Delhi or in other cases for a maximum period of six months.

Rule-21 : Maintenance of residences :

The officer to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Secretary and the Municipal Corporation of Delhi/New Delhi Municipal Committee. Such officers shall not grow any tree, shrubs or plants contrary to the instructions issued by the Secretary not cut or lop off any existing tree, shrubs in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the Secretary. Trees, plantation or vegetation grown and rearing of poultry or cattle in contravention of these rules may be caused to be removed at the risk and cost of the officer concerned.

Rule-22 : Subletting and sharing of residences :

- (1) No officer shall share the residence allotted to him or any of the out-houses and garages appurtenant thereto except with the employees of the Council eligible for allotment of residences under these rules, and with the prior permission of the Director General. The servant quarters, out-houses and garages may be used only for the bonafide purposes including residence of the servants of the allottee or for such purposes as may be permitted by the Director General.
- (2) No officer shall sublet the whole of his residence provided that an officer proceeding on leave, may accommodate in the residence any other officer eligible to share accommodation, as a caretaker, for the period specified in Rule 10 (2) but not exceeding six months, and with the prior permission of Director General.
- (3) Any officer who shares or sublets his residence as provided under (Sub-rule (1) & (2) of this rule) or otherwise without the prior permission of the Director-General, shall do so at his own risk and responsibility and shall remain personally responsible for any licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or services provided therein by the Council beyond fair wear and

tear. He shall also be liable for disciplinary proceedings for imposition of a suitable penalty on grounds of unbecoming conduct involving violation of Rules 3(1) (iii) of the CCS (conduct) Rules 1964 or any other similar rule governing him.

Rule-23 : Consequences of breach of rules and conditions :

- (1) If an officer whom a residence has been allotted unauthorisedly sublets the residence or charges rent from the sharer at a rate which the Director General considers excessive or erects any unauthorised structure in any part of the residence or uses the same or any portion thereof for any purpose other than that for which it is meant or tampers with the electric and water connections or commits any other breach of these rules or of the terms and conditions of allotment or premises to be used for any other purpose, which the Director General considers to be improper or conducts himself in a manner which in his opinion is prejudicial to the maintenance of harmonious relation with his neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director General may without prejudice to any other disciplinary action, that may be taken against him cancel the allotment of residence.
Explanation : In this sub-rule, the expression, officer includes unless the context otherwise requires a member of his family and person claiming through the officer.
- (2) If any officer sub-lets a residence allotted to him or any portion thereof or any of the out-houses, garages appurtenant thereto, in contravention of the rules, he may, without prejudice to any other action that may be taken against him, be charged enhanced licence fee not exceeding four times the standard licence fee under F.R. 45 (A), and damages to be recovered in each case. In addition, the officer may be debarred from sharing the residence for a specified period in future as may be decided by the Secretary.
- (3) Where action to cancel the allotment is taken on account of unauthorised subletting of the premises by the allottee, a period of 15 days shall be allowed to the allottee and any other person residing with him therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of 15 days from the date of orders for the cancellation of the allotment whichever is earlier.

- (4) Where allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours, the officer at the discretion of the Director General be allotted another residence in the same class at any other place.
- (5) The Director General shall be competent to take all or any of the actions under sub-Rules (1) to (4) and also to declare the officer, who commits a breach of these rules and instructions issued to him, to be ineligible for allotment of residential accommodation for a period not exceeding FIVE YEARS.

Rule-24 : Overstayal in residence after cancellation of allotment :

Where, after an allotment has been cancelled or is deemed to be cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or of any person claiming through him, such officer shall be liable to pay damage for use and occupation of the residence, services furniture and garden charges, equal to the LICENCE FEE AT DAMAGE RATE as may be determined by the Council from time to time. **Provided** that an officer, in special cases, i.e. educational/ medical grounds, may be allowed by the Director General to retain a residence on payment of twice the standard licence fee under FR 45(A), or twice the FLAT RATE OF LICENCE FEE whichever is higher but not exceeding 30% of the emoluments last drawn by the officer, for a period not exceeding 4 months and 6 months beyond the period permitted under Rule 13(2) (ii & iii) and other events under Rule 13(2) respectively.

Where the allotment has been cancelled and officer to whom the residence was allotted fails to vacate the premises after allowing the retention permissible under these rules, the possession of premises and outstanding dues to be recovered from him/her including the cost of litigation.

Prior to the enforcement of these Rules : A valid allotment of residence which is subsisting immediately before the commencement of these rules, under the rules then in force, shall be deemed to be an allotment duly made under these rules notwithstanding that the officer to whom it has been made is not entitled to a residence of that type under S.R. 317, B.5, and all the preceeding provision of these rules shall apply in relation to that allotment and to that officer.

Rule-25 : Interpretation of Rules :

If any question arises as to the interpretation of the rules, the decision of the Director General, shall be final.

Rule 26 : Relaxation of rules :

The Director General may, for reasons to be recorded in writing, relax all or any of the provisions of these rules in the case of any officer or residence or class of officers or type of the residence.

Rule-27 : Delegation of powers of functions :

The Director General may delegate in writing, any or all the powers conferred upon him by these rules to any officer under his control, subject to such conditions as he may deem fit to impose.

Rule-28 : Ad-hoc allotment to the dependant employees of the council.

Ad-hoc allotment may be made to dependants in the following cases of the ICAR employees by the Council :

- [i] On death of a Council servant who was occupying accommodation from ICAR Pool and his dependant is an employee of ICAR and working at the Council's Headquarters.
- [ii] On death of the Council's servant, who was occupying General Pool accommodation and his dependant appointed on compassionate ground at the Council's Headquarters have to be considered if the same has not been considered for ad-hoc allotment from the General Pool.
- [iii] The Council's servant, who is an allottee of ICAR Pool Accommodation retires from service, his/her son, unmarried daughter or wife or husband, as the case may be and his dependant is working in the Council, may be allotted accommodation from the ICAR Pool on ad-hoc basis, if the dependant had been continuously residing with the retiring Council's servant for at least three years immediately preceeding the date of his/her retirement or from the date on which he was so appointed in the Council.

Explanation : The eligible dependant will be allotted accommodation one type below his/her entitlement provided that in no case, except otherwise specified, allotment will be made to a higher type of quarter than in occupation of the retiring/deceased ICAR employees. Provided further that where the eligible ICAR employee is entitled to Type II or any higher type of accommodation, he/she will be allotted accommodation in Type-II on ad-hoc basis even if the retiring/deceased ICAR employee was occupying Type-I accommodation.

Group saving linked insurance scheme of ICAR

IMMEDIATE

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 3-2/85-Per.IV

Dated : the 19 June, 1985

To

The Directors/ Project Directors
of all the Research Institutes

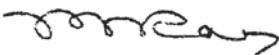
Subject "Group Savings Linked Insurance Scheme" Offered
by the Life Insurance Corporation of India.

Sir,

Some time in 1982 an insurance scheme entitled "New Group Insurance Scheme" was finalised with the L.I.C. for introduction in the ICAR. However, it has not so far been implemented because the condition that at least 75 per cent of the employees of each category should become members of the scheme has not been satisfied. The reason for the low rate of option is that the benefit envisaged under that scheme is not as provided in the Govt. of India Scheme for its employees. The employees of the Council have been expressing from time to time that a scheme, similar to the scheme in vogue in the Govt. of India, should be introduced in the Council. Consequently, the Council has been pursuing with the L.I.C. for taking a scheme similar to the Govt. of India scheme

As a result of the above, the LIC have now given us an entirely new scheme entitled "Group Savings Linked Insurance Scheme". The coverage provided under this scheme is the same as offered by the Central Government under its scheme and, as such, it is proposed to introduce this scheme for the employees of the Council to meet their consistent demand. The salient features of this scheme together with the 'Admission' and 'Appointment of Beneficiary' Forms are enclosed. It is requested that this scheme may now please be circulated to all the employees and their consent for joining it may be obtained in the prescribed form. This may be completed by the 31st July, 1985 and the position as on 31.07.1985 indicating (i) total number of employees (ii) optees and (iii) non-optees may please be intimated to the Council by the 10th of August, 1985 so that the scheme may be put into operation without further loss of time.

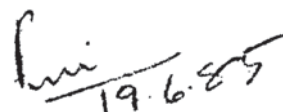
Yours faithfully,


(P.N. RAU)
SECRETARY, ICAR

.....2/-

Copy forwarded to:-

1. The Secretary, ASRB, New Delhi.
2. All DDGs/ADGs/Director (P)/Director(F)
3. P.S. to D.G./P.S. to Secretary, ICAR.
4. As(A)/ AS(AR)/ AS(AS)/ DD(P)/ DD(F).
5. All Under Secretaries/ AS(R)/ SA(V)/ SA(M)/ D.O.(P)
6. A.O.I/II/CDN(A&A)/ Audit I/II/Per. I/II/III.
7. All Ext. Extt. Sections/ All Estt. Sections.
8. Secretary, Official Side, C.J.S.C., ICAR.
9. Secretary, Staff Side, CJSC (Sh. I.S. Harith) IAF
10. Personal Section of Minister (A&RD).



for Secretary, ICAR.

B Kumar

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN NEW DELHI.

Subject :- “Group Saving Linked Insurance scheme” offered by
the Life Insurance Corporation of India.

SALIENT FEATURES

1. Eligibility Conditions:

- (a) Regular employees who are aged not less than 18 years and not more than 60 years shall be eligible to join the scheme. Dependent members are not eligible to join the scheme.
- (b) Present employees in the above category may join the scheme as from the date of commencement of the scheme.

2. Contributions and Coverage:

The Contribution to be made by the members of the scheme and insurance cover to be provided by the LIC against that contribution would be as under.

Group of Employees	Contribution per month	Amount of Insurance cover
A	RS. 80-00	Rs.80,000/-
B	RS. 40-00	Rs.40,000/-
C	RS. 20-00	Rs.20,000/-
D	RS. 10-00	Rs.10,000/-

3. Premium and Savings:

A Part of the contribution as may be fixed by the LIC from year to year expressed as a uniform average amount per member determined on the basis of the age distribution of all the members shall be utilized towards the premium to provide for each member life assurance benefit. The balance of the contribution will be credited to a Running Account to be maintained by the LIC in favour of the employer for providing the benefits prescribed. The Corporation shall allow interest on the balance in the Running account to the rate of 8.5 per cent compounded yearly.

.....2/-

4. Payment of Benefit:

- (i) In the event of death of the member the life assurance benefit together with the amount to the credit of the member in the Running Account as on the date of the death with interest at the prescribed rate shall become payable to the beneficiary.
- (ii) In the event of member of the scheme reaching the terming date or on earlier cessation of service on account of reasons other than death, the total amount to the credit of the member in the Running Account as shall be determined by the LIC having regard to the entry date, the amount credited to the account from time to time, the rate of interest and the date of exit shall become payable to the member.

5. Appointment of Beneficiary:

Every member shall at the time of entry into the scheme, appoint one or more of his wife or child/children or dependents to be his beneficiary or beneficiaries. If a member does not have a wife or child/ children or dependents then he shall appoint his legal representative to be the beneficiary. In the event of death of the member, the benefits in respect of his will be payable to the beneficiary or beneficiaries appointed by him.

6. Other Conditions:

- (i) At least 75% of the existing regular employees of the Council in each category must join the scheme:
- (ii) It shall be a condition of service that present employees who are not within the prescribed age and all future employees must join the scheme on the Renewal Date which is coincident with or falls next to the date on which they satisfy the conditions of eligibility.
- (iii) No member shall withdraw from the scheme while he is still an eligible employee satisfying the conditions of eligibility.

B Kumar

LETTER OF ADMISSION AND AUTHORITY

Date _____

To

Dear Sir,

Reference- Group Savings Linked Insurance Scheme.

I wish to join the Group Savings-Linked Insurance Scheme arranged with the Life Insurance Corporation of India and request you to admit me as an Insured Member of the Scheme with effect from _____. I hereby authorise you to deduct a sum of Rs. _____ as contribution towards the Scheme from my salary starting from the salary for the month of _____.

I further, agree that this letter of authority shall not be revoked by me so long as I am a regular employee. My date of birth as recorded in _____ Certificate sent herewith is _____.

Yours faithfully

(SIGNATURE)

Name _____
(in Block Letters)

Badge No. or Salary Roll No.
or Membership No. _____

Designation _____

Department & Office _____

B Kumar

FORM OF APPOINTMENT OF BENEFICIARY

I, _____ an Insured Member of
the _____ Group Savings- Linked
Insurance Scheme hereby appoint in terms of Rule No.13 headed 'Appointment of
Beneficiary' of the Rules governing the Scheme my (relationship) _____
named _____ and whose address is

as the person to be the beneficiary to whom the moneys payable in the terms of the
Rules of the scheme shall be paid in the event of my death.

Signed at _____ this _____ day _____
of _____ 198 ____.

Signature of Insured Member

Witnessed by :_

(1) (i) Signature _____

(ii) Name _____

(iii) Address _____

(2) (i) Signature _____

(ii) Name _____

(iii) Address _____

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 10(13)/85-Per.IV

Dated : the June 11th, 1987

To

The Directors/ Project Directors
of all the Research Institutes under ICAR.

Subject Counting of war/military service of Ex-servicemen re-employed in
Civile posts under ICAR before attaining the age of superannuation
for purpose of benefits of Civil Pension under ICAR Instructions
regarding.

Sir,

The question of counting the War/Military Service of Ex-servicemen on their re-employment in Civil posts under the ICAR before attaining the age of superannuation for purpose of benefits of Civil pension under ICAR had been taken up by the Council with the Government of India. The Ministry of Defence in consultation with the Department of Expenditure and Pension and Pensioners Welfare has now agreed to bear proportionate pensionary liability in respect of War/Military Service of the ex-servicemen for the purpose of counting that service with the service in the ICAR vide the Joint Secretary (P&W), Ministry of defence d.o. letter No. 12(8)/86/D (Pension/Services) dated 4th May, 1987 (Copy enclosed) subject to the following conditions :-

- (i) This would be applicable to only those ex-servicemen who are in receipt of any pensionary benefit like pension and/or gratuity from the defence Services.
- (ii) The pensionary liability of Defence service for this purpose will be discharged by paying capitalised value of pensionary benefits being paid and/to the ex-servicemen to the concerned autonomous organisations i.e. a lumpsum amount in lieu of pension and/or gratuity based on commutation tables laid down in the CCS (Commutation of Pension) Rules, 1981 as amended from time to time.

Cont/.....

- (iii) The date with reference to which the capitalised value of pension is to be calculated will be the date of appointment of these employees in the autonomous organisations.
- (iv) The pensionary benefit being received by such ex-servicemen will be stopped forthwith on their opting for counting military service towards civil service in any such autonomous organisations. The amount of pension and/ or gratuity already received by them will be refunded to the Defence services in favour of CDA (P), Allahabad.
- (v) The right to count previous military service shall not revive until the whole a-mount had been refunded by the concerned ex-servicemen.

2. It is requested that all the pending cases of pension in respect of the ex-servicemen for counting of their War/Military Service may now be considered and the details there of finalized in the light of the above guide-lines expeditiously and the firm proposals sent the Council, for further action in the matter.

3. The decision may please be brought to the notice of all the employees.

4. The receipt of the letter may also kindly be acknowledged.

Yours Faithfully



(S.S. DAWARA)
SECRETARY, ICAR

Copy forwarded for information and necessary action:

- 1. Joint Secretary, (P&W), Ministry of Defence, New Delhi-11 with reference to his d.o. letter No. 12(8)/ 86-D (Pension Services) dated 4th May, 1987.
- 2. Ministry of Finance, Deptt. of Expenditure, Extt. V Branch.
- 3. Deptt. of Pension & Pensioners Welfare (Pension Unit), New Delhi with reference to their W.O. No. 11586/86 Pudt. 14.7.86.
- 4. Officer of the Controller of Defence Accounts (P), Allahabad (UP)
- 5. The Secretary, ASRB, New Delhi (with 10 copies).
- 6. All DDGs/ADGs/Director (P) /Director(F)/Director (P&I), ICAR.
- 7. DS(A)/ DS(AS)/ DS(AR)/ DD(P)/ DD(F)/ A.O.I/A.O.(Pension)/Sr.A.O.

Cont/.....

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 10(13)/85-Per.IV

Dated : the June 11th, 1987

To

The Directors/ Project Directors
of all the Research Institutes under ICAR.

Subject Counting of war/military service of Ex-servicemen re-employed in
Civile posts under ICAR before attaining the age of superannuation
for purpose of benefits of Civil Pension under ICAR Instructions
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Sir,

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Cont/.....

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SECRETARY, ICAR

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- 5. The Secretary, ASRB, New Delhi (with 10 copies).
- 6. All DDGs/ADGs/Director (P) /Director(F)/Director (P&I), ICAR.
- 7. DS(A)/ DS(AS)/ DS(AR)/ DD(P)/ DD(F)/ A.O.I/A.O.(Pension)/Sr.A.O.

Cont/.....

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 10(13)/85-Per.IV

Dated : the June 11th, 1987

To

The Directors/ Project Directors
of all the Research Institutes under ICAR.

Subject Counting of war/military service of Ex-servicemen re-employed in
Civile posts under ICAR before attaining the age of superannuation
for purpose of benefits of Civil Pension under ICAR Instructions
regarding.

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- (ii) The pensionary liability of Defence service for this purpose will be discharged by paying capitalised value of pensionary benefits being paid and/to the ex-servicemen to the concerned autonomous organisations i.e. a lumpsum amount in lieu of pension and/or gratuity based on commutation tables laid down in the CCS (Commutation of Pension) Rules, 1981 as amended from time to time.

Cont/.....

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 3(2)/85-Per.IV

Dated : the 25th September, 1987

To

The Directors/ Project Directors
of all the Research Institutes under ICAR.

Subject Group Saving Linked Insurance Scheme offered by the Life Insurance Corporation of India - Introduction of in the I.C.A.R.

Sir,

I am to invite a reference to this Council's letter of even number dated 19.12.86, on the subject mentioned above, substituted by the following :-

- 2.6 (i) Deposits in respect of those persons whose recoveries are not effected in any month shall be made by the Institutes from their own funds and necessary recoveries effected from their salaries of the subsequent month (s). The deposit of such persons who have opted for the scheme ut from whom recovery is not possible for any reason shall continue to be made the by Institutes regularly every month so as to continue their risk coverage. If an 'employee' is on extraordinary leave and there is no payment of his Salary/ wage for any period, his subscriptions for the months for which no payments of salary/ wage are made to his shall be recovered with interest admissible under the 'Scheme' on the accretions to the savings fund in not more than three instalments commencing from his which he resumes duties after leave. If an 'employee' dies while on extraordinary leave, the interest admissible under the 'Scheme' on the accretions to the Savings Fund from the payments admissible to his to his family under the 'Scheme'. No interest shall beleived on arrears of subscriptions if the non-recovery is due to delayed payments of salary/wage.

Cont/.....

- (ii) If an 'Employee' Proceeds on deputation or on foreign service, the borrowing authority/ foreign employer shall be requested to effect the recovery of the subscription and send the same to the parent office. It shall be ensured that the necessary clause to this effect is included in the terms of deputation/ foreign service in future. The recovery of this amount will be watched in the same manner as applicable to leave salary and pension contributions. if at any time the recovery of subscription falls in arrears, the same shall be recovered with interest admissible under the 'Scheme' on the admissible under the 'Scheme' on the accretions to the Savings fund in not more than three instalments.

This change may please be brought to the notice of all concerned.

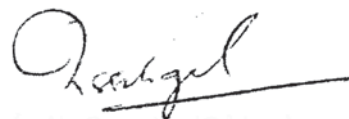
Yours faithfully



(S.S. DAWRA)
SECRETARY, ICAR

Copy for information & necessary action to :-

1. The Scretary, ASRB New Delhi
2. All DDGs/ ADGs/ Director(P)/ Director(F)
3. P.S. to DS/ P.S. to Secretary ICAR
4. DS(A)/ DS(AR)/ DD(P)/ DD(F).
5. All under Secretaries/ SA(R)/ SA(V)/ SA(V)/ DO(P).
6. A.O.I/ II Cdn,(A&A)/ Audit I/II/Per I/ II/ III Section.
7. All ext. Estt. Sections/ All Estt. Sections.
8. Secretary official Side, CJSC, ICAR.
9. Secretary, Staff Side CJSC, ICAR Hqrs, (Shri Bhagwan)
10. Personal Section of Minister (A).



(N.S. SEHGAL)
UNDER SECRETARY, (AS)

IMMEDIATE
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 3(2)/86-Per.IV

Dated : 12.10.1987

To

The Directors/ Project Directors
of all the Research Institutes under ICAR

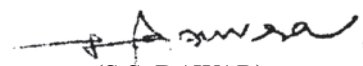
Subject Old Group Insurance Scheme - Refund of contributions made by the member employees.

Sir,

I am to invite your attention to this office letter of even number dated the 24th July, 1987 in which you were advised to make payment of the balance of subscriptions lying in the group insurance account to the employees who were members of that scheme and were in position on the 20th Jan. 1987 at the rate of Rs. 4/-P.M. for the completed number of months of his membership. The payment was to be made to the member employees by the Institutes at which they were working on the said crucial date. Payment has also been made to such employees at the Unit where they were working on the above late resulting in overpayment. With a view to correcting this*, To employees who were not in position in the Institute but were working in another Institute of the Council on the above mentioned date may be got refunded from them and only the amount due to them be paid by the institute where they were working on the crucial date. Necessary action in this regard my please be taken immediately, if any case of the above nature has occurred in the Institute.


* it is requested that the amount paid by an Institute

Yours faithfully,


(S.S. DAWAR)
SECRETARY, ICAR

Copy forwarded for information & necessary action to :-

1. The Secretary, ASRB, New Delhi.
2. All DDGs/ ADGs/ Director(P)/ Director (F).
3. P.S. to DG/P.S. to Secretary, ICAR.
4. DS(A)/ DS(AS)/ DS(AR)/ DD(P)/ DD(F)/ DD(R)
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6. A.I. I/II/ Cdn. (A&A)/ Audit I/II/Per.I/II/III Sections.
7. All Ext. Extt. Sactions/All Estt. Sections.
8. Secretary, Staff Side, CJSC, ICAR.
9. Personal Section of Minister (A), Krishi Bhavan.


(N.S. SEHGAL)
UNDER SECRETARY (AS)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 10(13)/85-Per.IV

Dated : the June 11th, 1987

To

The Directors/ Project Directors
of all the Research Institutes under ICAR.

Subject Counting of war/military service of Ex-servicemen re-employed in
Civile posts under ICAR before attaining the age of superannuation
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Cont/.....

- (iii) The date with reference to which the capitalised value of pension is to be calculated will be the date of appointment of these employees in the autonomous organisations.
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4. The receipt of the letter may also kindly be acknowledged.

Yours Faithfully



(S.S. DAWARA)
SECRETARY, ICAR

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- 2. Ministry of Finance, Deptt. of Expenditure, Extt. V Branch.
- 3. Deptt. of Pension & Pensioners Welfare (Pension Unit), New Delhi with reference to their W.O. No. 11586/86 Pudt. 14.7.86.
- 4. Officer of the Controller of Defence Accounts (P), Allahabad (UP)
- 5. The Secretary, ASRB, New Delhi (with 10 copies).
- 6. All DDGs/ADGs/Director (P) /Director(F)/Director (P&I), ICAR.
- 7. DS(A)/ DS(AS)/ DS(AR)/ DD(P)/ DD(F)/ A.O.I/A.O.(Pension)/Sr.A.O.

Cont/.....

Consolidated Instructions on Compassionate appointment

F.No.14014/02/2012--Estt. (D)
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 (Department of Personnel & Training)

North Block,
 New Delhi
 Dated the 16th January, 2013

OFFICE MEMORANDUM

Subject:- **Consolidated Instructions on compassionate appointment –**
 regarding.

The undersigned is directed to invite attention to this Department's O.M. No.14014/6/94-Estt(D) dated 09.10.1998 vide which Scheme for "**Compassionate Appointment under Central Government**" was issued. Subsequently a number of instructions on compassionate appointments under the Central Government have been issued. The content of important/relevant O.Ms and orders on the subject have been further consolidated for the facility of reference and guidance and are being made available on this Department's website www.persmin.nic.in in the dynamic form (OMs & Orders>Establishment>(A) Administration (III) Concessions in appointment (a) compassionate appointment). This may be brought to the notice of all concerned for information, guidance and necessary action.

2. Hindi version will follow.


 16/1/2013
 (Virender Singh)

Under Secretary to the Government of India
 Tel. No. 2309 3804

To,
 All Ministries/Departments of Government of India

Copy to:

1. President's Secretariat, New Delhi
2. Vice-President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.

8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Centre, DOP&T (20 copies)
19. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T.
20. Establishment Section (200 copies).


16/1/2013
(Virender Singh)

Under Secretary to the Government of India
Tel. No. 2309 3804

SCHEME FOR COMPASSIONATE APPOINTMENT

1. OBJECT

The object of the Scheme is to grant appointment on compassionate grounds to a dependent 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.

2. TO WHOM APPLICABLE

To a dependent family member —

(A) of a Government servant who —

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or

(B) of a member of the Armed Forces who —

- (a) dies during service; or
- (b) is killed in action; or
- (c) is medically boarded out and is unfit for civil employment.

Note I "Dependent Family Member" means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried Government servant or
- (e) member of the Armed Forces referred to in (A) or (B) of this para,

-- who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

Note II "Government servant" for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

Note III "Confirmed work-charged staff" will also be covered by the term 'Government servant' mentioned in Note III above.

Note IV "Service" includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

Note V "Re-employment" does not include employment of ex-serviceman before the normal age of retirement in a civil post.

3. **AUTHORITY COMPETENT TO MAKE
COMPASSIONATE APPOINTMENT**

- (a) Joint Secretary in-charge of administration in the Ministry/Department concerned.
- (b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.
- (c) Secretary in the Ministry/Department concerned in special types of cases.

4. **POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE**

Group 'C' posts against the direct recruitment quota.

5. **ELIGIBILITY**

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

6. **A. EXEMPTIONS**

Compassionate appointments are exempted from observance of the following requirements:-

- (a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.
- (b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.
- (c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

B. RELAXATIONS

- (a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

Note I Age eligibility shall be determined with reference to the date of application and not the date of appointment;

Note II Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

- (b) In exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. Government may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be governed by the minimum of the – 1S pay band Rs.4440-7440 without any grade pay. In addition, they will be granted all applicable Allowance, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum- 1S pay band without any grade pay. The period spent in the-1S pay band by the future recruits will not be counted as service for any purpose as their regular service will start only after they are placed in the pay band PB-1 of Rs.5200-20200 along with grade pay of Rs.1800. **(Para 1 of O.M. No.14014/2/2009-Estt.(D) Dated the 11th December, 2009)**

Note In the case of an attached/subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.

- (c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-

- (i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or
 - (ii) by the Establishment Division of the Department of Personnel and Training if the post is not included in the Central Secretariat Clerical Service.
- (d) In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULTI TASKING STAFF, she will be placed in Group 'C'- Pay Band - 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/- directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULTI TASKING STAFF only.
(Para 2 of O.M. No.14014/2/2009-Estt. (D) Dated 03.04.2012)

7. DETERMINATION/AVAILABILITY OF VACANCIES

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
- (c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments
- (d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.

- (e) The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year in the concerned administrative Ministry/department/Office, that too within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts. **(O.M.No.14014/18/2000-Estt.(D) dated 22.06.2001)**
- (f) **Calculation of vacancies by grouping of posts for small offices/cadres -** Grouping of posts in small Offices/Cadres for the purpose of calculation of vacancies for appointment on compassionate grounds is allowed. Consequently, Group 'C' posts in which there are less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies 5% may be filled on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy. **(Para 2 and 3 of O.M. No. 14014/24/1999-Estt.(D) dated 28.12.1999)**
- (g) **Liberalized method of calculation of vacancies for small Ministries/Departments -** The small Ministries/Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. The small Ministries/Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of DR vacancies in Group 'C' and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota. **(Para 4 of O.M. No. 14014/3/2005-Estt.(D) dated 09.10.2006)**
- (h) The compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year in the technical posts. **(Para 2 of O.M. No. 14014/3/2005-Estt(D) dated 19.01.2007.)**

8. **TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT:**

Prescribing time limit for considering applications for compassionate appointment has been reviewed vide this Department O.M No.14014/3/2011-Estt.(D) dated 26.07.2012. Subject to availability of a vacancy and instructions on the subject issued by this Department and as amended from time to time, any application for compassionate appointment is to be considered without any time limit and decision taken on merit in each case

9. **BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT**

- (a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.
- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.
- (c) The onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment **(Para 4 of O.M No.14014/3/2011-Estt.(D) dated 26.07.2012**

10. **WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED**

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

11. **WHERE THERE IS AN EARNING MEMBER**

- (a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of

dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.

- (b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

12. MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:
 - (i) an FIR to this effect has been lodged with the Police,
 - (ii) the missing person is not traceable, and
 - (iii) the competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to the case of a Government servant:-
 - (i) who had less than two years to retire on the date from which he has been missing; or
 - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
- (d) While considering such a request, the results of the Police investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

PROCEDURE

- (a) The proforma as in Annexure may be used by Ministries/Departments/ Offices for ascertaining necessary information and processing the cases of compassionate appointment.
- (b) The Welfare Officer in each Ministry/Department/Office should meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.
- (c) An application for appointment on compassionate grounds should be considered in the light of the instructions issued from time to time by the Department of Personnel and Training (Establishment Division) on the subject by a committee of officers consisting of three officers – one Chairman and two Members – of the rank of Deputy Secretary/ Director in the Ministry/Department and officers of equivalent rank in the case of attached and subordinate offices. The Welfare Officer may also be made one of the Members/Chairman of the committee depending upon his rank. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.
- (d) Recommendation of the committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to the next higher authority for a decision.

14. **UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE**

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith. The question of its legal enforceability has been examined in consultation with the Ministry of Law (Department of Legal Affairs) and it has been decided that it should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds **(O.M No.14014/16/1999-Estt.(D) dated 20.12.1999).**

15. REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, --

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

16. SENIORITY

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground. **(Para 4.8 of O.M. No. No.20011/1/2008-Estt.(D) dated 11.11.2010)**

17. TERMINATION OF SERVICE

The compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.

In order to check its misuse, it has also been decided that this power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the Secretary in the concerned administrative Ministry/Department not only in respect of persons working in the Ministry/Department proper but also in respect of Attached/Sub-ordinate offices under that Ministry/Department. **(O.M. No. 14014/19/2000-Estt(D) dated 24.11.2000).**

18. **GENERAL**

- (a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group 'D' Government servant to a erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
- (c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.
- (d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/ Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- (e) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- (f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status.
- (g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Government servants and to bring it at par with the upper age-limit of 57 years prescribed therein for erstwhile Group 'D' Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C'

Government servants (which is at par with the age of retirement of 60 years applicable to erstwhile Group 'D' Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for erstwhile Group 'D' Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.

19. IMPORTANT COURT JUDGEMENTS

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:-

- (a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor General of India and others vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.
- (b) The Supreme Court's judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:
 - (i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.
 - (ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e. in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.
 - (iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
 - (iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.

- (v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.
 - (vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.
 - (vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.
- (c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.
- (d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and Hindustan Aeronautics Limited vs. Smt A. Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.
- (e) The Supreme Court has held in its judgement in the case of State of Haryana and others vs. Rani Devi and others [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.
- (f) The Hon'ble Supreme Court in its judgment dated 05.04.2011 in Civil Appeal No. 2206 of 2006 filed by Local Administration Department vs. M. Selvanayagam @ Kumaravelu has observed that "an appointment made many years after the death of the employee or without due consideration of the financial resources available to his/her dependents and the financial deprivation caused to the dependents as a result of his death, simply because the claimant happened to be one of the dependents of the deceased employee would be directly in conflict with Articles 14 & 16 of the Constitution and hence, quite bad and illegal. In dealing with cases of compassionate appointment, it is imperative to keep this vital aspect in mind". **(O.M. No. 14014/3/2011-Estt.(D) dated 26.07.2012).**

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT
SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

PART- A

- I. (a) Name of the Government servant - _____
(Deceased/retired on medical grounds).
- (b) Designation of the Government _____
Servant.
- (c) Whether it is MTS (erstwhile _____
Group 'D') or not?
- (d) Date of birth of the Government _____
Servant.
- (e) Date of death/retirement on _____
medical grounds.
- (f) Total length of Service _____
rendered.
- (g) Whether permanent or temporary. _____
- (h) Whether belonging to SC/ST/OBC. _____
- II. (a) Name of the candidate for _____
appointment.
- (b) His/Her relationship with the _____
Government servant.
- (c) Date of birth. _____
- (d) Educational Qualifications. _____
- (e) Whether any other dependent family _____
member has been appointed on
compassionate grounds.

III. Particulars of total assets left including amount of	_____
(a) Family Pension	_____
(b) D.C.R. Gratuity	_____
(c) G.P.F. Balance	_____
(d) Life Insurance Policies (including Postal Life Insurance)	_____
(e) Moveable and Immovable properties and annual income earned therefrom by the family.	_____
(f) C.G.E. Insurance amount	_____
(g) Encashment of leave	_____
(h) Any other assets.	_____
Total	_____
(IV). Brief particular of liabilities if any.	_____

- V. Particulars of all dependent family Members of the Government servant (if some are employed, their income and whether they are living together Or separately).

S.No.	Name(s)	Relationship with Govt. servant	Age	Address	Employed or not if employed particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)

1.

2.

3.

4.

5.

VI.

DECLARATION/UNDERTAKING

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the candidate

Name:- _____

Address:- _____

Shri/Smt/Kum_____ is known
to and the facts mentioned by him/her are correct.

Date:

Signature of permanent
Government servant.

Name:_____

Address:-_____

I have verified that the facts mentioned above by the candidate are correct.

Date:

Signature of permanent
Government servant.

Name:_____

Address:-_____

PART-B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- I. (a) Name of the candidate for Appointment. _____
- (b) His/Her relationship with the Government servant. _____
- (c) Age (date of birth), educational qualifications and experience, If any. _____
- (d) Post (Group C) which employment is Proposed _____
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. _____
- (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not. _____
- (g) Whether the relevant Recruitment Rules provide for direct recruitment. _____
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post. _____
- (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxation are to be given. _____
- (II) Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records. _____
- (III) If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier. _____
- (IV) Personal recommendation of the Head of the Department in the Ministry/Department/Office. _____
(With his signature and office Stamp/seal)

Department of Personnel & Training

Establishment 'D' Division

Frequently Asked Questions (FAQs) on Compassionate Appointment

S.No.	Question	Answer
Introduction and Objective		
1.	Under what provisions of Government, appointments on compassionate grounds are regulated?	The appointments on compassionate grounds against a post in Central Government are regulated in terms of the provisions of "Scheme for Compassionate Appointment under Central Government" issued under Department of Personnel & Training O.M. No. 14014/6/1994-Estt(D) dated 09.10.1998, as amended from time to time. <u>All the instructions on compassionate appointments have been consolidated vide O.M. 14014/02/2012-Estt(D) dated 16.01.2013 and are available on the Department's website www.persmin.nic.in (OMs & Orders > Establishment > (A) Administration (III) Concessions in Appointments (a) Compassionate Appointments).</u>
2.	What is the objective of scheme for compassionate appointments?	The objective of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant who has died while in service or who is retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group 'D' employees), thereby leaving the family in penury and without any means of sustainable livelihood <u>so as to provide relief to the family of the Government servant concerned from financial destitution and to help it get over the emergency.</u>
3.	Is the Scheme applicable to member of Armed Forces?	Yes. Dependent family member of a Armed Force personnel can be considered for appointment against a civilian post within any establishment/organisation under the Ministry of Defence, if the armed force personnel: a) Dies during service; or b) Is killed in action; or c) Is medically boarded out and is unfit for civil employment

4.	Can dependents of a deceased government employee who committed suicide be considered for compassionate appointment?	<u>Yes</u> . If the family satisfies the criteria to be considered for compassionate appointment (see S. No. 29).
Age Limit for appointment on compassionate grounds		
5.	What is the upper and lower age limit for making compassionate appointment?	The age limits would be based on the Recruitment Rules of the post to which the compassionate appointment is proposed to be made.
6.	Whether upper age limit prescribed for a post can be relaxed while making appointment on compassionate ground?	<u>Yes</u> . Upper age limit can be relaxed wherever found to be necessary.
7.	Whether lower age limit prescribed for a post can be relaxed while making appointment on compassionate ground?	<u>No</u> . The lower age limit cannot be relaxed below 18 years of age.
8.	What is the crucial date for determining age eligibility for appointment on compassionate grounds?	Age eligibility shall be determined with reference to the 'date of application' for compassionate appointment.
9.	Which authority is competent to grant relaxation of upper age limit?	Authority competent to take a final decision for making compassionate appointment in a case is the competent authority to grant relaxation of upper age limit.
10.	Is there any restriction of age limit of medically retired government servant for consideration of cases of dependents for compassionate appointment?	<u>Yes</u> . The Government servant should have retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group D employees).
Definition of a Dependent Family Members		
11.	Who are considered dependent Family Members	Dependent Family Member means: a) spouse; or

	for the purpose of consideration of appointment on compassionate grounds?	<p>b) son (including adopted son); or</p> <p>c) daughter (including adopted daughter); or</p> <p>d) brother or sister in the case of unmarried Government servant; or</p> <p>e) member of the Armed Forces, as defined in S.No. 3, who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.</p>
12	Whether a 'married daughter' can be considered for compassionate appointment?	<p><u>Yes</u>, but subject to conditions:</p> <p>i. That she was wholly dependent on the Government servant at the time of his/her death in harness or retirement on medical grounds</p> <p>ii. She must support other dependents members of the family.</p>
13	Whether 'married son' can be considered for compassionate appointment?	<u>No</u> . A married son is not considered dependent on a government servant.
14	Whether 'married brother' can be considered for compassionate appointment?	<u>No</u> . A married brother is not considered dependent on a government servant.
15	Whether dependent of an employee working on 'daily wage or casual or apprentice or ad-hoc or contract or re-employment' basis can be considered for compassionate appointment?	<u>No</u> . Only the dependent of regular government employee can be considered for compassionate appointment.
16	Whether dependent of "confirmed work-charged staff" can be considered for compassionate appointment?	<u>Yes</u> . Confirmed work-charged staff is covered by the term Government servant.
17	Whether a widow appointed on	<u>Yes</u> .

	compassionate ground be allowed to continue in service after re-marriage?	
18	Whether dependent of deceased government employee can be considered for compassionate appointment when there is an earning member in the family?	<u>Yes.</u> In deserving cases, even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.
19	Whether dependent of a missing government employee can be considered for compassionate appointment?	<u>Yes.</u> Subject to conditions prescribed in this Department O.M. dated 09.10.1998, dependent family of missing government employees can be considered for compassionate appointment.
Competent Authority for Compassionate Appointments		
20	Who is the competent authority to make appointment on compassionate grounds in case of a Ministry / Department?	a) Joint Secretary in-charge of administration in the Ministry / Department concerned; b) Head of the Department under the Supplementary Rule 2(10) in case of attached and subordinate office; c) Secretary in the Ministry/Department concerned in special type of cases;
Posts/vacancies against which compassionate appointments can be made		
21	Against which group of posts a compassionate appointment can be made?	Compassionate appointment can be made only upto 5% of vacancies falling under direct recruitment quota in Group 'C' posts (Including erstwhile Group 'D' posts) in a 'recruitment year'. <u>The manner of determination of vacancies has been explained in the consolidated instructions on compassionate appointment dated 16.01.2013</u>
22	How do we make	Group 'C' posts, in which there are less than 20

	<p>appointment on compassionate grounds in small offices/cadres in which there are less than 20 direct recruitment vacancies in a 'recruitment year', the minimum vacancies required to make a compassionate appointment?</p>	<p>direct recruitment vacancies in a recruitment year, may be grouped together and out of the total number of vacancies 'in a year', 5% may be filled up on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.</p>
23	<p>How are vacancies for appointment on compassionate grounds to be calculated in small Ministries / Departments where sufficient vacancies do not arise, year after year, for making compassionate appointment?</p>	<p>The small Ministries / Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. Small Ministries / Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of DR vacancies in Group 'C' and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota.</p>
24	<p>Can compassionate appointment be made against a Group 'A' or Group 'B' post?</p>	<p><u>No.</u></p>
25	<p>Can compassionate appointment be made to a Group 'A' or Group 'B' post if the dependent has higher qualifications?</p>	<p><u>No.</u></p>
26	<p>If compassionate appointment cannot be given in a year, can it be considered in the next recruitment year?</p>	<p><u>Yes.</u> There is no time limit for compassionate appointment. A request for compassionate appointment can be carry forward to next or more years, but the total compassionate appointment made in a year should not exceed 5% limit of the</p>

		direct recruitment Group C quota.
27	Can compassionate appointment be made against a future vacancy?	No. Compassionate appointment can be made only if a regular vacancy is available for that purpose. No appointment can be made against a future vacancy.
28	Whether the administrative Ministry / Department / Office are required to prepare a waiting list for appointment on compassionate ground?	No. Since no compassionate appointment can be made against a future vacancy, no waiting list is to be prepared.
29	Can a Committee constituted in a Ministry/Department for considering the request for appointment on compassionate ground recommend persons for appointment against the next year vacancy?	No. The recommendation of the Committee should be limited to existing vacancies only. No recommendation for appointment on compassionate ground can be made against a future vacancy.
30	Can appointment on compassionate grounds be made against a Technical post?	Yes. Compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year against the technical posts.
31	Is reservation roster applicable to compassionate appointments?	Yes. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
Criteria for consideration of the desirability of compassionate appointments		
32	What is criteria for determining eligibility of a person for consideration for	Following factors are to be mandatorily taken into consideration for making compassionate appointments:

	compassionate appointment	<p>a) The family is indigent and deserves immediate assistance for relief from financial destitution; and</p> <p>b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.</p> <p>The onus for examining the penurious condition of the dependent family rest with authority making compassionate appointment. Courts have clearly stated in various judgments that offering compassionate appointment as a matter of course, irrespective of the financial condition of the family of the deceased or medically retired Government servant, is untenable.</p>
Exemptions admissible for compassionate appointees		
33	What are exemptions available to administrative Ministry/Departments while making compassionate appointment?	<p>Compassionate appointments are exempted from observance of the following requirements:-</p> <p>a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.</p> <p>b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.</p> <p>c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure)</p>
34	Whether a person appointed as LDC on compassionate ground exempted from requirement of passing the type writing test.	<p>In the matter of exemption from the requirement of passing the typing test, those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-</p> <p>i. by the CS Division of the Department of Personnel and Training, if the post is included in the Central Secretariat Clerical Service; or</p> <p>ii. by the Establishment Division of the Department of Personnel and Training, if the post is not included in the Central Secretariat Clerical Service.</p>

35	Whether a person who does not fulfill education qualification of a post can be appointed on compassionate ground?	<u>Yes</u> . A person who does not fulfill educational qualification of a post can be appointed as " <u>Trainee</u> " (DOPT OM No. 14014/2/2009-Estt(D) dated 11.02.09 and 03.04.2012)
36	Whether Government Department can appoint a widow who does not fulfill educational qualification requirement of a post?	<u>Yes</u> . In case a widow who does not fulfill educational requirement of a post is considered for compassionate appointment, she can be appointed only against a <u>multi-tasking staff</u> post provided the appointing authority is satisfied that she can satisfactorily perform duties of the post with the help of some on job training.
37	Can dependents of deceased government employee be considered for appointment on compassionate ground on casual/daily wage/ad-hoc/contract basis?	<u>No</u> . Only <u>regular appointment</u> can be made on compassionate grounds against a regular vacancy.
Time-Limit for considering cases of compassionate appointments		
38	Is there any time limit for considering a case for compassionate appointment?	Subject to availability of a vacancy and instructions on the subject issued by this Department, as amended from time to time, any application for compassionate appointment can be considered without any time limit subject to the merit of each case (see criteria mentioned in S.No. 32).
39	Can a Department consider belated requests for compassionate appointment?	Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as an adequate proof that the family had some dependable means of subsistence.
40	Can the cases which were closed on completion of 3	<u>Yes</u> , provided that the cases were closed due to non-availability of vacancies during the 3 year

	years' time-limit as provided in DOPT OM dated 5.5.2003, be re-opened after the waiver of time-limit in DoPT OM dated 26.07.2012?	time-period and subject to the criteria mentioned in S.No. 32 and S.No. 39. <u>Such cases should not be opened merely because the time limit has been waived off.</u>
41	Whether belated case of compassionate appointments against the Group D can be considered now after regularization of all Group 'D' employees as Group 'C' employees.	The belated cases of compassionate appointment are to be considered as per the revised recruitment rules for the MTS posts.
Status and admissibility of pay /allowances of a Trainee		
42	What will be Status of Trainee?	A person appointed as 'Trainee' enjoys the Status of Government servant from initial day and will be allowed all the allowances and benefit allowed to a government servant.
43	What will be maximum time period allowed for a person appointed as 'Trainee' to acquire minimum education qualification	A person appointed as a 'Trainee' on compassionate grounds has to acquire minimum educational qualifications in 5 years.
44	Whether a person appointed on compassionate grounds as 'Trainee' will have probation period.	<u>Yes</u> . The probation period, as specified in Recruitment rules of the post/grade against which he/she is appointed would commence from the date he/she acquires minimum educational qualifications.
45	Whether Earned Leave, Half pay leave and other types of leave as applicable to regular Government employees would be admissible to a Trainee	A 'Trainee' appointed on compassionate ground would be entitled for all kinds of leave allowed to a regular Government servant.
46	Admissibility of Leave Travel concession as applicable to regular government servants.	A 'Trainee' appointed on compassionate ground would be allowed LTC concession only on completion of one year service
47	Is a Trainees appointed on	<u>Yes</u> . As allowed to a regular government servant in

	compassionate grounds entitled to Medical facilities/ Benefit of CGEGIS/CGHS and Children Educational Allowance.	the pre-revised pay scale of Rs. 4440-7440/- without grade pay. However, he would not be entitled to OTA during the period as a Trainee.
48	Admissibility of New Pension Scheme	<u>Yes</u> . As allowed to a regular government servant in the pre-revised pay scale of Rs. 4440-7440/- without grade pay
49	Whether dependent of a Trainee appointed on compassionate grounds entitled to compassionate appointment.	<u>Yes</u> .
Miscellaneous		
50	Which administrative authority is responsible for informing the dependents of deceased government employee or a medically retired official about the scheme for compassionate appointment?	Welfare Officer of the concerned Ministry/Department/Office is responsible for appropriate counselling and facilitating the process of compassionate appointment of the dependent of a deceased or medically retired Government employee.
51	Whether maintenance of the family of the deceased employee is responsibility of person appointed on compassionate ground?	<u>Yes</u> . A person appointed on compassionate grounds under the scheme has to give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.
52	Once a person has been appointed on compassionate ground, can be considered eligible for consideration for appointment on compassionate ground against another post?	<u>No</u> . When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist and he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.

53	Can an appointment on compassionate ground be transferred from one person to another person?	Appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion is invariably to be rejected.
54	How is the seniority of a person appointed on compassionate ground to be determined?	A person appointed on compassionate ground in a particular recruitment year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.
55	Can service of an employee appointed on compassionate grounds terminated for not fulfilling the terms and condition of offer of appointment.	The compassionate appointments can be terminated on the ground of noncompliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.
56	Can a dependent of deceased government employee who held the erstwhile Group 'D' now MTS post, considered for appointment on compassionate ground against a Group 'C' post?	<u>Yes.</u> A family member of erstwhile Group 'D' post Government servant (now MTS) can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
57	Can an application on compassionate ground rejected because the family of the deceased government employee has received benefits under various welfare scheme?	<u>No.</u> An application for compassionate appointment cannot be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes and will have to be considered on the basis of criteria mentioned in S.No. 32 and S.No. 39.
58	Can an application on compassionate ground be rejected on the ground of re-	<u>No.</u> Compassionate appointment cannot be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/ Office.

	organisation in the Ministry / Department/ Office?	It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme (see criteria mentioned under S.No. 32).
59	Can courts order on appointment on compassionate grounds?	The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.



(Mukta Goel)
Director (E.I)
Tele: 23092479

Guidelines on out sourcing of services

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAWAN : NEW DELHI

F.No. 17(1)/2010-Estt.II

Dated, the 11 June, 2010

Economy Circular 4/2010

To

All Directors/Project Directors of the Institutes/National Research Centres/Bureaux/Project Directors of ICAR

Sub.: Award of job / work contract, procurement of services through consultants and out sourcing of service – reg.

Sir,

I am to state that outsourcing in ICAR has repeatedly raised several issues, that needs to be clarified. Instructions were issued vide Council's circular No. 21(8)/86-Cdn.I dated 22.1.1987 to award 'work contracts' and not engage casual labour over and above existing casual labourers which have been reiterated number of times; it is once again clarified that engagement of casual labour is not allowed, and is illegal and engagement of even one single casual labour after 22.1.1987 may attract disciplinary action.

2. Vide Council's letter No. 19(10)/2004-Estt.IV dated 24.2.06, there is complete ban on filling up technical category vacancies in following groups :

- (i) Sub-Group 'Other staff' in Group IV "Library/Information/Documentation Staff."
- (ii) Group V – "Photographers"
- (iii) Group VI – "Artist"
- (iv) Sub-Group 'Production' in Group VII "Press & Editorial Staff".

3. It may also be clarified that as per existing instructions, posts remaining vacant for more than six months, are abolished and there are several other constraints in filling up of posts. In the circumstances award of 'work contracts' and outsourcing has become necessary.

4. In order to consolidate all instructions, to clarify doubts, and to ensure uniformity in practices across ICAR Institutions, following consolidated instructions on subject are being issued in supersession of all previous instructions.

5. Outsourcing will be possible only in following four alternative methods:

Method I - where job / work to be performed or services to be rendered, can be defined - in quantitative and qualitative terms - and output / outcome is measurable e.g. gardening service, cleaning service, security services, house-keeping service, etc., work may be awarded on contract, as 'work contract', through tendering process, in manner indicated in para 6.

- Method II - where it is not feasible to precisely define work, in manner required for a 'work contract', ex-servicemen may be engaged on bi-lateral contract basis, in manner indicated in para 7.
- Method III - private individuals other than ex-servicemen can also be engaged on bi-lateral contract basis, in certain situations and for certain technical posts, in manner indicated in para 8.
- Method IV - Consultants may be engaged in manner indicated in para 9.

6. Job / work contract / Outsourcing of services (Method I)

Following steps be taken to award job / work contract or outsource these services :

6.1 Identification of likely contractors

The institutes must prepare list of likely and potential contractors, on basis of formal and informal enquiries from other organisations involved in similar activities or through other means.

6.2 Preparation of tender enquiry

Institutes should prepare tender enquiries containing (i) details of job / work / service to be performed by contractor (ii) facilities and inputs which will be provided to contractor by Institute (iii) eligibility and qualification criteria to be met by contractor for performing required job / work / services; and (iv) statutory and contractual obligations to be complied with by contractor and tender enquiry should clearly state that contractor will have to abide by relevant labour and other laws of the land. An illustrative specimen of notice inviting tender is attached as Annexure I.

6.3 Invitation of bids

(i) For estimated value of work / job / services up to Rs. 10 lakhs

Limited tender enquiry may be issued to such of the likely contractors from list of contractors maintained by Institute, who are eligible and capable a prima facie. Number of contractors identified for issuing limited tender enquiry should not be less than 6.

(ii) For estimated value of job / work / services above Rs. 10 lakhs

Institutes should issue public tender, in at least one popular and largely circulated newspaper and on website of Institute.

6.4 Evaluation of bids

The Institute should evaluate, segregate, rank responsive bids and select successful bidder for placement of contract. Bids received after specified date and time of receipt should not be considered. Should it become necessary, in an exceptional situation, to award job / work contract or outsource services to specifically chosen contractor, Director may do so in consultation with Finance and Accounts Officer in charge of the Institute. In such cases detailed justification, circumstances leading to award of contract by choice and special interest/ purpose, served by such award should form part of the proposal.

6.5 Bid security

Safeguard from bidders, against withdrawal or alterations in bids during bid validity period, bid security (also known as earnest money), must be obtained. Amount of bid security may be decided by Director and should ordinarily range between 2% to 5% of estimated value of contract. Exact amount of bid security should be determined, accordingly, by Director and indicated in bid document.

6.6 Performance security

To ensure specific performance of contract, performance security must be obtained from successful bidder awarded the contract. Amount of performance security will be decided by Director of the Institute and should ordinarily range between 5% to 10%, of estimated value of the contract. The exact amount of performance security should be determined and indicated in bid document. Performance security should remain valid for period of 60 days beyond date of completion of all statutory and contractual obligations of supplier. Bid security will be refunded to successful bidder, on receipt of performance security.

6.7 Liquidated damages

Contract should, inter-alia mention amount that will be levied as liquidated damages. The amount will be decided by Director of the Institute and indicated in contract.

6.8 Specimen Agreement

All Institutes must prepare, agreement to be entered into with contractor / service provider and get it vetted by any panel lawyers of the institute. Illustrative specimen agreement is attached as Annexure-II.

6.9 Management of contracts

(i) General principles

Following general principles should be observed, while entering into a contract :

- terms of contract must be precise, definite and without ambiguities.
- terms should not involve, uncertain or indefinite liability.
- Contract should specifically provide that contractor will abide by relevant labour laws and will indemnify ICAR / institute of any liability, on this account. Contractor's default in observance of relevant labour laws scrupulously, will amount to failure of specific performance of contract, with attendant consequences as per contract act.
- No work of any kind will be commenced or services obtained, without execution of agreement.
- Contract document should be executed within 21 days of issue of letter of acceptance. Non-fulfilment of this requirement will be sufficient, for annulment of award or forfeiture of bid security.

(ii) Monitoring of the contract

- There is popular perception that quality of output and efficiency of service rendered by job / work contractors or outsourcing agencies employed by public systems is inferior in comparison to work / job executed by private sector. Proper designing of agreements clearly delineating deliverables and providing penalty clauses for lack of specific performance, will result in delivery of work/job of optimum quality.
- It is necessary that Institute should be involved in conduct of contract, throughout, and should have identified officer/s for monitoring of works/contracts.
- The contractor should be held accountable for any deficiency in services. Liquidated damages must be recovered, from amounts payable, to contractor for deficiency in performance or services.
- Since labour required for specific performance of contract is employed by contractor and not by Institute, care should be taken by, all concerned, that no contractor or individual working for contractor, is allowed to create evidence or paper trail to indicate employer-employee relationship between Institute and labour employed by contractor. For example, institute is not supposed to maintain attendance register of contractor's labour or grant them leave, or permission of any sort. This is so because performance of contract is output related, not person specific. If output in terms of maintenance of garden, or cleanliness of rooms, is found deficient, then show cause notice

and subsequent action, for non-performance or under-performance, of contract, should be taken. Panel lawyer of institute specialising in labour laws may be consulted, as and when required.

- At the time of making payment or part payment (monthly basis or otherwise) it may be ensured that contractor has discharged its labour related statutory obligations for period for which bill has been raised.

7. Procurement of services by contractual engagement of ex-serviceman (Method II)

A situation may arise when it is not possible to define 'work contract' / 'service contract', in such situations, institute may hire individuals directly on bi-lateral contract; **however such individuals will have to be ex-servicemen.** Particulars of ex-servicemen may be obtained from District Soldier Board. Terms and conditions in standard contract document is attached as Annexure III with this letter, which is an agreement that should be signed with each individual. Clarificatory instructions regarding matters which need to be decided for each individual contracted service process, have been appropriately added in standard contract document, to facilitate decision by contracting authorities. It may be ensured that I.R. No./ unique identification number by which a serviceman is identified is mentioned in the agreement. This number may also be indicated in all payment bills, without which Finance and Accounts Officer **shall not allow / make payment.**

8. Procurement of services of contractual engagement of individuals other than ex-serviceman (Method III)

In specific situations where ex-servicemen are / may not be available or may not be suitable, for jobs, such as lab technicians, research assistant etc., other individuals can also be hired directly on bi-lateral contract. In such cases, Director of the institute will have to first record a speaking order on why proposed job cannot be carried out by a 'service contract' or through an ex-serviceman, and show proof that attempt/s to find ex-serviceman for such job/s have not elicited. Terms and conditions for standard contract document are attached as Annexure III with this letter, which is agreement that should be signed with each individual. Clarificatory instructions on matters which need to be decided for each individual contracted service process have appropriately been added in standard contract document and facilitate decision by contracting authorities. It may be ensured that process of identification of individuals for entering into direct contract to deliver specific services should be transparent, fair and non-discriminatory and individuals selected are in good health bear good moral character with acceptable antecedents and fully qualified to render required services. **Such contracts shall be time / period specific, project specific, place / location specific and non-extendable in nature.**

9. Procurement of services through consultants (Method IV)

The institutes may hire external professionals, consultancy firms or consultants for specific job which is well defined in terms of content and time frame for its completion, in following manner;

- 9.1 Identification of work/services required to be performed by consultants
Engagement of consultants may be resorted to in situations requiring high quality service for which the concerned institute does not have requisite expertise. Approval of Director should be obtained for engaging consultant(s).
- 9.2 Preparation of the scope of the required work/service
The institute should prepare in simple and concise language, requirement, objective and scope of assignment. Eligibility and pre-qualification criteria, to be met by consultants, should also be clearly identified at this stage.
- 9.3 Estimating reasonable expenditure
Institutes proposing to engage consultants should estimate reasonable expenditure, for same by ascertaining prevalent market conditions and consulting other organizations engaged in similar activities.
- 9.4 Identification of likely sources
 - (i) Where estimated cost of work or service is upto Rs. 10 lakhs, list of potential consultants may be prepared on basis of formal or informal enquiries from other organizations involved in similar activities.
 - (ii) Where estimated cost of work / service is above Rs. 10 lakhs, list of potential consultants in manner indicated above, an enquiry for seeking 'expression of interest' from consultants should be published in one national daily, at least, and hoisted on institute website. The website address should also be given in advertisement.
- 9.5 Shortlisting of consultants
Consultants meeting requirements of job/work should be shortlisted for further consideration. Number of shortlisted consultants should not be less than 3. Consultancy assignments can be given to only established consultancy firms or other similar institutions and retired employees of Government / ICAR.

9.6 Preparation of terms of reference (TOR)

TOR should include :

- Precise statement of objectives;
- Outline of the tasks to be carried out;
- Schedule for completion of tasks
- The support or inputs to be provided by the institute to facilitate the consultancy
- The final outputs that will be required of the consultant

9.7 Preparation and issue of request for proposal (RFP)

RFP is a document, to be used by institute for obtaining offers from consultants for required work / service. RFP should be issued to shortlisted consultants, to seek technical and financial proposals from them. RFP should contain ;

- A letter of invitation
- Information to Consultants regarding the procedure for submission of proposal
- Terms of reference
- Eligibility and pre-qualification criteria in case the same has not been ascertained through Enquiry for Expression of Interest
- List of key positions whose CV and experience would be evaluated
- Bid evaluation criteria and selection procedure
- Standard formats for technical and financial proposal
- Proposed contract terms
- Procedure proposed to be followed for mid-term review of the progress of the work and review of the final draft report.

9.8 Receipt and opening of proposals

Proposal should ordinarily be asked for from consultants in 'two bid' system with technical and financial bids sealed separately. Bidders should keep these two sealed envelope in a bigger envelope, duly sealed, and submit the same to the institute by specified date and time at specified place. Technical bids should be opened first at specified date, time and place. Late bids should not be considered.

9.9 Evaluation of technical bids

Technical bids should be analysed and evaluated by committee constituted by the institute. This committee will record reasons for acceptance and rejection of technical proposal in details after analysis and evaluation of technical bids.

- 9.10 Evaluation of financial bids of technically qualified bidders
The institute will open financial bids of only bidders, who are declared technically qualified, in the manner indicated above. These successful technical and financial bids may be further analysed or evaluated and ranked, to select successful bidder for award of consultancy contract.
- 9.11 Consultancy by nomination
In special circumstances, it may become necessary to select a particular consultant, where adequate justification is available for such single source selection. Full justification for single source selection should be recorded and approval of Director obtained before resorting to such single source selection.
- 9.12 Monitoring the contract
The institute should be involved through out in contract of consultancy by continuously monitoring a performance of consultant(s) so that output of consultancy is in accordance with institute's objective.

10. The market of goods / services / consultants keeps evolving according to emerging business opportunities by its very nature. With some effort at vendor development by concerned institutes, there may be no difficulty in outsourcing work even at remote locations in accordance with these instructions. Doubts, if any, in the course of implementation outsources of services, may be referred to Hqrs. for clarification.

11. This has the concurrence of IFD vide AS & FA, DARE Dy. No. 631/F dated 21/5/2010 and issues with approval of Secretary, DARE & DG, ICAR.

Yours faithfully,



(RAJIV MEHRISHI)

AS (DARE) & Secretary, ICAR

Copy to :

1. SPPS to Secretary, DARE & DG, ICAR
2. PPS to AS, DARE & Secretary, ICAR
3. PS to AS & FA, DARE
4. SA to Chairman, ASRB
5. All DDGs
6. ND, NAIP
7. PD, DIPA
8. ADG (Cdn.)
9. All Directors / Deputy Secretaries / Secretary, ASRB / Under Secretaries at ICAR Hqrs.
10. Shri Hans Raj, Information System Officer, (DIPA) KAB I for putting in the ICAR Web-Site.
11. All officers/sections at ICAR Hq./KAB I & II
12. Cdn. Section for giving Index Number
13. PD,DIPA, for compilation of circulars / instructions

DRAFT SPECIMEN AGREEMENT

This agreement is made at(place)..... on(month/year)day of between (Institute)..... (hereinafter called Institute) through(designation of the competent authority in the Instts.)..... which term shall include its successors, assignees etc. on the first part and(name & address of the firm)....., (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the..... (Institute)..... has decided to assign the annual job work contract for providing..... (nature of job)..... at(Name of the Instts.).....,(location)..... to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows :

1. This agreement shall come into force w.e.f.(date)..... and will remain in force for a period for one year but can be terminated by(name of the Instts.)..... by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing(nature of job)..... at(location).....
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the(name of the Instt.)..... shall have no liability on this account in any manner..
5. That the Firm shall ensure that all persons deployed at(name of the Instt.)..... premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The(name of the Instt.).....shall have the right to ask for the removal from the(name of the Instt.)..... premises any personnel considered by the(name of the Instt.).....to be incompetent, disorderly or any other reason and such person shall not again

be deployed without the consent of the(name of the Instt.).....

7. The manpower deployed by the Agency should work as per the working days and timings of the(name of the Instt.)..... . No extra wages will be paid for attending office on weekends, holidays and late - sitting.
8. Monthly consolidated charges for job/ work contract for providing services at(name of the Instt.)..... is as per terms and conditions specified and scope of work as per Schedule-I in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Council in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challan alongwith list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the(name of the Instt.)..... . The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional).
12. That the firm shall issue identity card to each of the workers engaged for entry into(name of the Instt.)..... premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the(name of the Instt.)..... may cancel the contract.
15. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services conditions and shall

also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. obligations under Contract labour (Regulation & Abolition) Act, 1970, workmen's Compensation Act, 1943, E.P.F., E.S.I. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified(name of the Instt.)..... on account of any failure to comply with the obligations under various laws or damage to(name of the Instt.)..... due to acts/omissions of Firm.

16. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the(name of the Instt.)..... and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the(name of the Instt.)..... against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc.that are admissible to regular employees in the office of(name of the Instt.).....
17. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. State Govt. / NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub- contract to any one else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
22. In case of any accident/ loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
23. There will be surprise checking by an Officer. Shortcomings, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Co-ordinator for immediate interaction with the organisation.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs. 500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by(Name of the Institute)..... and if no action is taken within one hour liquidated damages clauses will be invoked.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The decision of(competent authority in the Instt.)..... shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

(For the Institute)

Witness:-

1. _____

2. _____

(TO BE PRINTED ON RS.100 NON JUDICIAL STAMP PAPER BY
THE HIRING ORGANIZATION)

AGREEMENT

Article of Agreement made this day, the _____ between Shri/Smt./Kum. _____ son / daughter of _____ residing presently at _____ (the first party) and _____ (designation of hiring authority representing the Institute) the second party.

Whereas the second party has agreed to hire services of first party for ¹ _____ in short ² _____ on contract basis for the ³ _____ programme funded fully/ substantially by ⁴ _____ and the first party has agreed to provide these services to the second party in that capacity for the period _____ on the terms and conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. PERIOD OF CONTRACT:

- (i) The period of contractual appointment shall be from ⁵ _____ to ⁶ ____/____/201____.
- (ii) The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:

- (i) The first party will present himself /herself at the place and time designated by the second party and render services to the second party broadly designated as ⁷ _____ and described in detail in a job chart attached as Annexure-III (a) ⁸ to this agreement .
- (ii) In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs ⁹ _____ per month.

3. RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:

- (i) Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/ her authorized officer. First party will submit bill on the fifth of the following month and second party will arrange to make payment upto 15th of the following month.

4. OTHER TERMS AND CONDITIONS:

As per Annexure-III(c).

5. ANNUAL REVISION:

Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise¹⁰ the consolidated package by an amount not exceeding 10% of preceding year's package amount for the ensuing year.

6. ACTION AGAINST FIRST PARTY:

- (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate services of first party.
- (ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

7. TERMINATION OF CONTRACT:

- (i) The contract can be terminated with notice of one month on either side or by depositing/ paying one month's package /contract amount in lieu of notice.
- (ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.
- (iii) The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

8. STANDARDS OF SERVICE:

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement .

9. GENERAL:

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

()
Signed by First Party
by Authorized signatory

Name :

Address:
Dated:

WITNESS

Signature
Name:

Address :

()
Signed
by the Second Party

Name:

Address:
Dated:

WITNESS

Signature
Name:

Address

JOB CHART OF ACCOUNTS ASSISTANT

- (i) Maintenance of all prescribed registers/formats:
- (ii) Preparation of detailed budget estimates of the project/programme.
- (iii) Checking all bills/vouchers as per guidelines/ rules of the project/ programme etc.
- (iv) Scrutiny of purchase cases:
- (v) Compilation and proper upkeep of the voucher;
- (vi) Preparation of statement/returns in the prescribed format and ensure rendition of the same to the concerned authority.
- (vii) Re-Conciliation of income and expenditure statement with bank / other authorities with whom the accounts are maintained;
- (viii) Typing work on manual typewriter or word processor;
- (ix) Preparation of accounts on tally or other software as per requirement of the organization;
- (x) Preparation of compliance report of audit observations/ objections raised by concerned auditing authorities.
- (xi) Other work as assigned by the controlling authority from time to time.

Explanatory Memorandum
(For Superscripts marked in the Agreement)
Columns/blanks not applicable may be marked as 'Not applicable'

1. Describe the work to be performed by the first party broadly and in brief e.g. providing medical services in rural areas/ providing data entry services/providing teaching services for students in class I to V etc.
2. Give a short designation for his work (avoid using a designation already in use for Government employees under service rules).
3. Mention the name of Centrally Sponsored Scheme, State Plan scheme or any Project for which being engaged.
4. Mention the name of funding agency like Government of India, ADB, World Bank and so on. If the payment is to be made from Institute Budget, please write 'Not applicable'.
5. Mention the date when the contract shall come into effect.
6. Mention of date upto which contract will subsist i.e. the date of disengagement of first party.
7. Repeat as at 2.
8. Describe the service expected to be rendered by the first Party. An example is at Annexure-I (a).
9. State the amount at which first party has been engaged.
10. Decide this increment amount by keeping in view first party's absolute and relative performance. Highest possible increases are to be given to not more than 10% of contract service providers.
11. The contractual appointee may be allowed to travel on duty in bus/ rail as per entitlement which may be like this.
 - (i) Contractual appointee availing package below Rs 10.000/- per month be allowed to travel in deluxe bus and second class in rail.
 - (ii) The appointee availing package above Rs. 10.000/- be allowed in delux bus and III AC in Rail. No Air Journey be allowed, no taxi, and no own car shall be allowed for making journey.
12. Daily allowance may be determined @ 0.75% of consolidated amount for service providers manual, clerical ministerial, computer services and @ 0.50% (minimum Rs. 75/-) for professional/officer services.

**OTHER TERMS AND CONDITIONS OF ENGAGEMENT OF
FIRST PARTY**

- (i) **Leave:** 20 days leave in a calendar year shall be allowed to first party on proportionate basis e.g if first party joins on 1st July then he/she shall be allowed 10 days leave. Similarly, if he/she is appointed from 1st December, then he/ she shall be allowed leave of ½ day only. Leave shall accrue on monthly basis. However, second party can permit use of leave to accrue during a calendar year only in advance for deserving reasons. Unavailed leave shall stand lapsed at the end of calendar year.
- (ii) **Maternity Leave:** Maternity leave upto two months each for maximum two children would be admissible to female employees.
- (iii) **Gazetted/ Restricted holidays:** Holidays gazetted by Central /respective State Govt. shall be admissible to first party. However, no restricted holidays shall be admissible.
- (iv) **Permission for leaving Headquarters:** First party will not leave headquarters without prior permission of second party or his/her authorized in this regard.
- (v) **Travelling Allowance:** In case of tour as directed by second party, first party shall be eligible for travelling allowance as under:
 - (a) **Travel Cost:** First party shall be provided reimbursement of travel cost on production of tickets of class _____ (here specify his/her entitlement)¹¹.
 - (b) **Daily Allowance:** The first party shall be allowed daily allowance at the rate of Rs. _____ per day¹²
- (c) **Local Transport:** Rs.3/- per km from office/ residence to Bus/ Railway stations & Vice-versa.
- (vi) **Annual Appraisal:** An Annual Appraisal Report will be prepared by second party on the basis of monthly report, which shall also form basis of extensions of agreement period shall be under condition No. 1 and annual revision under condition No. 5 of the Agreement. Proforma for appraisal report may be prescribed by Director of the Instt.
- (vii) First party shall not be entitled for any Government accommodation.
- (viii) First party shall not be entitled for any regularization or any special preference in regular recruitment.
- (ix) First party shall not be provided any loans and advances by the second party.
- (x) No bonus shall be payable to first party.
- (xi) No terminal leave shall be admissible on termination of the contract.
- (xii) TDS on income, if due, shall be recovered from package payable to first party.
- (xiii) **General Conditions, ethics and observance:**
 - (a) The first party shall observe general satisfactory conducts and ethics at the level expected under orders/rules and instructions issued by higher authorities/second party.
 - (b) The first party shall be non-transferable.
 - (c) The first party will not accept any full time/part time employment or engage in any other work, business occupation or pursue any study course without the prior approval of the second party.
 - (d) All manufacturing or construction department/ organizations/ consultancies etc., with which the first party might be associated with, will not be eligible to participate in bidding for any goods or works/consultancy etc. resulting from or associated with the project of which this party assignment forms a part.
 - (e) In case uniform/ livery is compulsory, the first party will comply the instructions, for which no extra payment will be made by second party.

RIGHT TO INFORMATION ACT, 2005

Sec. 2 — Definitions.— In this Act, unless the context otherwise requires,—

- (a) “*appropriate Government*” means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
 - (i) by the Central Government or the Union territory administration, the Central Government;
 - (ii) by the State Government, the State Government;
- (b) “*Central Information Commission*” means the Central Information Commission constituted under sub-section (1) of Section 12;
- (c) “*Central Public Information Officer*” means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of Section 5;
- (d) “*Chief Information Commissioner*” and “*Information Commissioner*” mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of Section 12;
- (e) “*Competent Authority*” means—
 - (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union Territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
 - (ii) the Chief Justice of India in the case of the Supreme Court;
 - (iii) the Chief Justice of the High Court in the case of the High Court;
 - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;

- (v) the administrator appointed under Article 239 of the Constitution;
- (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;
- (g) “*prescribed*” means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- (h) “*public authority*” means any authority or body or institution of self-Government established or constituted,—
 - (a) by or under the Constitution;
 - (b) by any other law made by Parliament;
 - (c) by any other law made by State Legislature;
 - (d) by notification issued or order made by the appropriate Government, and includes any—
 - (i) body owned, controlled or substantially financed;
 - (ii) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;
- (i) “*record*” includes,—
 - (i) any document, manuscript and file;
 - (ii) any microfilm, microfiche and facsimile copy of a document;
 - (iii) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - (iv) any other material produced by a computer or any other device;
- (j) “*right to information*” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—
 - (i) inspection of work, documents, records;
 - (ii) taking notes, extracts or certified copies of documents or records;
 - (iii) taking certified samples of material;

- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print outs where such information is stored in a computer or in any other device;
- (k) “*State Information Commission*” means the State Information Commission constituted under sub-section (1) of Section 15;
- (l) “*State Chief Information Commissioner*” and “*State Information Commissioner*” mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of Section 15;
- (m) “*State Public Information Officer*” means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of Section 5;
- (n) “*third party*” means a person other than the citizen making a request for information and includes a public authority.

Sec. 3 — Right to information.— Subject to the provisions of this Act, all citizens shall have the right to information.

Sec. 4 — Obligations 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 from 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 for 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 materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily 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 announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

Sec. 5 — Designation of Public Information Officers.—(1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

(2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of Section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of Section 7.

(3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

(4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

(5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or

State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

Sec. 6 — Request for obtaining information.—(1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to,—

- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,

specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(3) Where an application is made to a public authority requesting for an information,—

- (i) which is held by another public authority; or
- (ii) the subject matter of which is more closely connected with the functions of another public authority;

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

Sec. 7 — Disposal of request.—(1) Subject to the proviso to sub-section (2) of Section 5 or the proviso to sub-section (3) of Section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under Section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in Sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

(2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.

(3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving,—

- (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;
- (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time-limit, process and any other forms.

(4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of Section 6 and sub-sections (1) and (5) of Section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line, as may be determined by the appropriate Government.

(6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under Section 11.

(8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

- (i) the reasons for such rejection;
- (ii) the period within which an appeal against such rejection may be preferred; and
- (iii) the particulars of the appellate authority.

(9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

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;
- (e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the 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 Ministers, 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 or 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 cannot 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.

Sec. 9 — Grounds for rejection to access in certain cases.— Without prejudice to the provisions of Section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

Sec. 10 — Severability.— (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

(2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

- (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
- (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
- (c) the name and designation of the person giving the decision;
- (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
- (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of Section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

Sec. 11 — Third Party Information.—(1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the submission in writing or orally, regarding whether the information should be disclosed, and such information or record, or part thereof, and invite the third party to make a submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

(2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.

(3) Notwithstanding anything contained in Section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under Section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.

(4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under Section 19 against the decision.

Sec. 12 — Constitution of Central Information Commission.— (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The Central Information Commission shall consist of,—

- (a) the Chief Information Commissioner; and
- (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of,—

- (i) the Prime Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Lok Sabha; and
- (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

EXPLANATION.— For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognized as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The Chief Information Commissioner and Information Commissioner shall not be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union Territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

Sec. 18 — Powers and functions of Commission.— (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—

- (a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reasons that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or Senior Officer specified in sub-section (1) of Section 19 or the Central Information Commission or the State Information Commission, as the case may be;
- (b) who has been refused access to any information requested under this Act;
- (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
- (d) who has been required to pay an amount of fee which he or she considers unreasonable;
- (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
- (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

(2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

(3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit

under the Code of Civil Procedure, 1908 (5 of 1908), in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
- (b) requiring the discovery and inspection of documents;
- (c) receiving evidence on affidavit;
- (d) requisitioning any public record or copies thereof from any court or office;
- (e) issuing summons for examination of witnesses or documents; and
- (f) any other matter which may be prescribed.

(4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

Sec. 19 — Appeal.— (1) Any person who, does not receive a decision within the time specified in sub-section (1) or Clause (a) of sub-section (3) of Section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under Section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of

the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

(7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to,—

- (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including,—
 - (i) by providing access to information, if so requested, in a particular form;
 - (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
 - (iii) by publishing certain information or categories of information;
 - (iv) by making necessary changes to its practices in relating to the maintenance, management and destruction of records;
 - (v) by enhancing the provision of training on the right to information for its officials;
 - (vi) by providing it with an annual report in compliance with Clause (b) of sub-section (1) of Section 4;
- (b) require the public authority to compensate the complainant for any loss or other detriment suffered;
- (c) impose any of the penalties provided under this Act;
- (d) reject the application.

(9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

Sec. 20 — Penalties.— (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of Section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of Section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

Sec. 21 — Protection of action taken in good faith.— No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

Sec. 22 — Act to have overriding effect.— The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in

the Official Secrets Act, 1923 (19 of 1923), and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

Sec. 23 — Bar of jurisdiction of courts.— No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

Sec. 24 — Act not to apply to certain organization.— (1) Nothing contained in this Act shall apply to the intelligence and security organizations specified in the Second Schedule, being organizations established by the Central Government or any information furnished by such organizations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in Section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organization established by that Government or omitting therefrom any organization already specified therein and on the publication of such notification, such organization shall be deemed to be included in or, as the case may be, omitted from the Schedule.

(3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.

(4) Nothing contained in this Act shall apply to such intelligence and security organization being organizations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in Section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

LIST OF ORGANIZATIONS TO WHICH THE ACT DOES NOT APPLY

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. Aviation Research Centre.
8. Special Frontier Force.
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
- ¹[15. Sashtra Seema Bal]
- ²[16. Directorate General of Income-Tax (Investigation)
17. National Technical Research Organization
18. Financial Intelligence Unit, India]
- ³[19. Special Protection Group
20. Defence Research and Development Organization
21. Border Road Development Board]
- ⁴[22. National Security Council Secretariat]

[Second Schedule]

Sec. 25 — Monitoring and reporting.— (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that years and forward a copy thereof to the appropriate Government.

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information or State Information Commission, as the case may be, as is required

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1. Substituted *vide* G.S.R. 347, dated the 28th September, 2005.
 2. Substituted *vide* G.S.R. 235 (E), dated the 27th March, 2008.
 3. Added *vide* G.S.R. 347, dated the 28th September, 2005.
 4. Added *vide* G.S.R. 726 (E), dated the 8th October, 2008.

to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(3) Each report shall state in respect of the year to which the report relates,—

- (a) the number of requests made to each public authority;
- (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
- (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
- (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
- (e) the amount of charges collected by each public authority under this Act;
- (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
- (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernization, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalizing the right to access information.

(4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before the House.

(5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

Sec. 26 — Appropriate Government to prepare programmes.—

(1) The appropriate Government may, to the extent of availability of financial and other resources,—

- (a) develop and organize educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;

- (b) encourage public authorities to participate in the development and organization of programmes referred to in Clause (a) and to undertake such programmes themselves;
- (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
- (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.

(2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

(3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—

- (a) the objects of this Act;
- (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of Section 5;
- (c) the manner and the form in which request for access to an information shall be made to the Central Public Information Officer or State Public Information Officer, as the case may be;
- (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
- (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
- (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
- (g) the provisions providing for the voluntary disclosure of categories of records in accordance with Section 4;
- (h) the notices regarding fees to be paid in relation to requests for access to an information; and
- (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.

(4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

Sec. 27 — Power to make rules by appropriate Government.— (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of Section 4;
- (b) the fee payable under sub-section (1) of Section 6;
- (c) the fee payable under sub-sections (1) and (5) of Section 7;
- (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of Section 13 and sub-section (6) of Section 16;
- (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of Section 19; and
- (f) any other matter which is required to be, or may be, prescribed.

NOTE.— (2) (b) and (c) the Central Government has framed the Rules “The Right to Information (Regulation of Fee and Cost) Rules, 2005”.

Sec. 28 — Power to make rules by Competent Authority.— (1) The Competent Authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of Section 4;
- (ii) the fee payable under sub-section (1) of Section 6;
- (iii) the fee payable under sub-section (1) of Section 7; and
- (iv) any other matter which is required to be, or may be, prescribed.

Sec. 29 — Laying of Rules.— (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.

CHAPTER 64

RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES, 2005

In exercise of the powers conferred by Clauses (b) and (c) of sub-section (2) of Section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely:—

1. Short title and commencement.— (1) These rules may be called the Right to Information (Regulation of Fee and Cost) Rules, 2005.

(2) They shall come into force on the date of their publications in the Official Gazette.

2. Definition.— In the rules, unless the context otherwise requires,—

(a) “Act” means the Right to Information Act, 2005;

(b) “Section” means section of the Act;

(c) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.

3. A request for obtaining information under sub-section (1) of Section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque ¹[or Indian Postal Order] payable to the Accounts Officer of the public authority.

4. For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque ¹[or Indian Postal Order] payable to the Accounts Officer of the public authority at the following rates:—

(a) rupees two for each page (in A-4 or A-3 size paper) created or copied;

(b) actual charge or cost price of a copy in larger size paper;

(c) actual cost or price for samples or models; and

²[(d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof)].

5. For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque ¹[or Indian Postal Order] payable to the Accounts Officer of the public authority at the following rates:—

(a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and

(b) for information provided in printed form at the price fixed for such publication or rupees two per pages of photocopy for extracts from the publication.

1. Added *vide* G.S.R. 294 (E), dated the 17th May, 2006.

2. Substituted *vide* G.S.R. 649 (E), dated the 27th October, 2005.

Guidelines on Joint consultative Machinery of ICAR**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F. No.4(27)/82 - Per.IV

Dated, the 28th July, 1983

To

The Directors of all the
Research Institutes**Subject : Joint Council Scheme – Allocation of Seats**

Sir,

According to Clause 12 (iii) of the revised scheme circulated vide Council's letter No. 4-1/74-R (A) /Per. IV. dated the 25th April, 1979, the members of the staff side of the Central Joint Staff Council are to be elected directly on the principle of proportional representation by the employees of the different categories to which the member represents.

The Director-General, ICAR, has now decided to allocate the seats to the new Institutes as indicated below:-

Name of the Institute	Scientific	Technical	Administrative	Supporting	Total
CIFE, Bombay	1	2	2	2	7
CIRG, Mathura	-	2	2	2	6
CARI, Izatnagar	-	2	2	2	6
NRCG, Junagadh	-	2	2	2	6

The Schedule I of the Joint Council Scheme has accordingly been now revised and a copy of the Joint Consultative Machinery Scheme along with the revised Schedule is sent herewith for confirmation.

Directors of the new Institutes are requested to hold election to elect the staff representatives in each category, i.e. Scientific, Technical, Administrative, Auxiliary and Supporting for their Joint Staff Councils. The Joint Staff Councils will thereafter nominate one nominee among the elected members for the Central Joint Staff Council of the ICAR.

The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(S P RAI)
Director (Personnel)

Copy forwarded for information to :

1. The Secretary, ASRB, New Delhi.
2. All DDGs./ ADGs./ Director (P) /Director (Fin.)
3. PS to DG/PS to Secretary, ICAR
4. AS (A)/ AR/AS/DD (P) /F, ICAR
5. All Under-Secretaries/S.A. (S) /R/Vig/N, ICAR
6. AOI/ II/Cdn. (A&A) /Audit I/II/ Per. I/II/III.
7. All Ext. Estt. Sections/All Estt. Sections, ICAR
8. Secretary, Official Side, CJSC, ICAR
9. Secretary, Staff Side, CJSC (Shri Sobha Chand), IARI, New Delhi.
10. Per. Sectt. of M (A)

Sd/-
for Director (P)

JOINT COUNCIL SCHEME OF THE ICAR

INDEX

Rule No.	SUBJECT
1.	I Objectives
	II Scope
2.	Staff Covered
3.	Scheme to Supplement Existing Facilities Matters Covered under the Scope of the Scheme
	III Central Joint Council
5.	Formation
6.	Functions
7.	Composition
8.	Membership
	(i) Eligibility
	(ii) Term
	(iii) Effect of Transfer of a Member
	(iv) Effect of Death, Retirement etc.
9.	Meetings
	(i) Frequency
	(ii) Quorum
	(iii) Notice for Meeting
	(iv) Items for Agenda
	(v) Preparation of Agenda
	(vi) Recording and Circulation of Minutes
	IV Institute Joint Council
10.	Formation
11.	Functions
12.	Composition
13.	Chairman
14.	Secretary of Official and Staff Sides
15.	Membership
	(i) Eligibility
	(ii) Term
	(iii) Effect of Transfer of a Member
	(iv) Effect of Death, Retirement, etc.
16.	Meetings
	(i) Frequency
	(ii) Notice for the Meeting.
	(iii) Items for the Meeting
	(iv) Preparation of Agenda
	(v) Quorum
	(vi) Recording and Circulation of Minutes

- V. Headquarters Joint Council**
- 17. Formation
 - 18. Functions
 - 19. Composition
 - 20. Chairman
 - 21. Secretary of Official and Staff Sides
 - 22. Membership
 - (i) Eligibility
 - (ii) Term
 - (iii) Effect of Transfer of a Member
 - (iv) Effect of Death, Retirement etc.
 - 23. Meetings
 - (i) Frequency
 - (ii) Notice for Meeting
 - (iii) Items for Agenda
 - (iv) Preparation of Agenda
 - (v) Quorum
 - (vi) Recording and Circulation of Minutes
- VI. Miscellaneous**
- 24. Framing of Rules
 - 25.
 - (i) Decision of Agenda Items in Same or Next Meeting
 - (ii) Decisions not to apply where MO/GB's approval required.
 - 26. Power to Appoint Committees
 - 27. Disagreements in Institutes/Headquarters Joint Councils
 - 28. Arbitration in matters of disagreement in Central Joint Council

JOINT COUNCIL SCHEME OF THE ICAR

I. OBJECTIVE

1. 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 the efficiency of the service between the Indian Council of Agricultural Research (hereinafter referred to as the "ICAR") in its capacity as 'Employer' and the General Body of its 'Employees', the ICAR have decided to establish a Joint Council Scheme in the Indian Council of Agricultural Research.

II. SCOPE

- | | |
|--|---|
| Staff Covered | 2. The Scheme will cover all persons except those classified as equivalent to Class-A employees of the Central Government or those working in the scale of pay of Rs 700-1300 or above. |
| Scheme to Supplement Existing Facilities | 3. The Scheme will supplement and not supplant the facilities provided to the employee to make individual representation or representations to associations of employees on matters concerning their respective constituent services, grades, etc. |
| Matters Covered under the Scope of the Scheme | 4. The scope of the Council will include all matters relating to conditions of service and work, welfare of the employees and improvement of efficiency in standard of the work in regard to recruitment, promotion and discipline. Consultations will be limited to matters of general principles. Cases relating to individuals will not be considered by these Councils. |

III. CENTRAL JOINT COUNCIL

5. There will be a Council at the ICAR level, called the Formation "Central Joint Council".
6. The Central Joint Council will generally deal with matters affecting ICAR employees mentioned in Rule 2 above. It will not deal with matters of interest exclusively to the employees of a single institute or a unit. Amongst others, it will deal with the following matter:
 - (i) The conditions under which the members of staff are required to work
 - (ii) General principles regulating conditions of service
 - (iii) The welfare of the members of staff
 - (iv) Improvement of efficiency and standard of work
 - (v) Any other similar matter of common service interest

Composition

7.
 - (i) The Central Joint Council will consist of "Official Side" and "Staff Side".
 - (ii) The "Official Side" will have 15 members/including the Secretary, Indian Council of Agricultural Research, Directors of Indian Agricultural Research Institute, Indian Veterinary Research Institute

and National Dairy Research Institute, all Deputy Directors-General. The Director (Finance), The Director (Personnel) and The Legal Adviser, ICAR. The other members of the "Official Side" will be nominated by the Director-General, ICAR. In exceptional cases where it is not possible for a Director of the Institute himself to attend a meeting, he may nominate one of his Joint Directors to represent him only in that meeting.

- (iii) The "Staff Side" will comprise elected members of the staff side of the Institutes and Headquarters Joint Council on the basis of one member from each council, except IARI, IVRI and NDRI, in which cases membership will be three each.
- (iv) The Director-General will be chairman of the Central Joint Council.
- (v) The "Official Side" shall have a Secretary nominated by the Director-General, ICAR. Likewise the staff side shall have its own secretary elected by the staff side.

Membership

Eligibility

8. (i) No person shall be eligible to be a member of a Council unless he is in the service of the Council.
- (ii) The term of membership of a person elected on the staff side of the Central Joint Council from persons covered under Rule 2 above, shall be three years. There shall, however, be no bar to re-nomination of the a member after expiry of his term. The term of three years is subject to the condition that their membership of the Institute Joint Council does not come to an end earlier, in which case they shall cease to be staff representatives on the Central Joint Council from the date they are no longer staff side member of the Institute Joint Councils.

Effect of a Transfer of a Member

- (iii) If a member is transferred from the ICAR or has otherwise become ineligible to continue or to become a member on the staff side of the Institute Joint Council, he will cease to be a member of the Central Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.
- (iv) If a member dies, retires, resigns or is dismissed or removed or promoted or appointed to a post equivalent to Class A or in the scale of pay of Rs 700-1300 or above, he shall cease to be a member on the 'Staff Side' from the date of his death, retirement, resignation, dismissal, removal or such promotion or appointment. Resultant vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.

MEETINGS

Frequency

9. (i) The Central Joint Council shall meet at least once in a year.

Quorum	(ii) One-third of the members of the 'Staff Side' shall form the quorum of the meeting.
Notice for Meeting	(iii) The notice of the meeting from the Central Joint Council shall be given by the Secretary of the 'Official Side' in consultation with the chairman at least 30 days prior to the date of the meeting of the Central Joint Council.
	(iv) In case any member has any particular item to be included in the agenda for the Central Joint Council meeting, he will inform the Secretary of the 'Official Side' in writing at least 15 days in advance of the proposed meeting.
Preparation of Agenda	(v) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will also take into account the items proposed by the members and submit the draft to the Chairman for his approval. After approval, the Secretary, will circulate the agenda among the members at least 7 days in advance of the meeting.
Recording and Circulation of Minutes	(vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of 7 days of the holding of the meeting. The latter will place the same before the chairman for his approval and after obtaining the same, he shall circulate it to the members of the Central Joint Council. Further action necessary in connection therewith shall be taken by the Secretary of the Official Side. He shall also report the progress made regarding the implementation of the decision taken by the Central Joint Council at its next meeting.

IV. INSTITUTE JOINT COUNCIL

Formation	10. There shall be a Joint Council in each Institute of the ICAR called the "Institute Joint Council."
Functions	11. The Institute Joint Council will deal with matters of interest exclusively to the employees of a single Institute or its units. The Institute Joint Council will, amongst others, deal with the matters specified in Rule 6 above.

Composition 12 COMPOSITION

- (i) The Institute Joint Council will consist of an 'Official Side' and a 'Staff Side'.
- (ii) The 'Official Side' shall have 6 numbers including the Officer-in-Charge of Administration and the Officer-in-Charge of Accounts. The other members of the Official Side shall be nominated by the Director of the Institute from amongst the officers of the Institute.
- (iii) The members of the Staff Side will be elected directly on the principle of proportional representation by employees of the category which the member represents. The number of members on the 'Staff Side' representing different categories of staff on the

Institute Joint Council shall be determined as 1.1.1979 and thereafter every three years, if considered necessary by the Director-General, ICAR.

- | | |
|---|---|
| Chairman | 13. The Director of the Institute will be the chairman of the Institute Joint Council. |
| Secretary of Official and staff sides. | 14. The 'Official Side' shall have a Secretary out of the 'Official Side' members nominated by the Director of the Institute. The Director shall, as and when necessary, nominate any other 'Official Side'. Likewise, the Staff Side members shall have a Secretary, elected by them but he will continue as Secretary of the Staff Side so long as he does not cease to be eligible to become a member of the Staff Side of the Institute Joint Council, in which case the members on the 'Staff side' shall elect another person as Secretary on the 'Staff Side'. |

Membership

- | | |
|---|---|
| Term | 15. (i) No person shall be eligible to be a member of any Institute Joint Council unless he is in the service of the Institute and does not hold a post equivalent to class A or in the scale of pay of Rs 700-1300 or above. |
| Effect of Transfer of a Member | (ii) The term of the membership of a person elected as such on the 'Staff Side' of a Institute Joint Council shall be three years. There shall, however, be no bar to renomination of a member after the expiry of his term. |
| Effect of Death, Retirement etc. | (iii) If a member is transferred from the Institute, he shall cease to be a member of the concerned Institute Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time. |
| | (iv) If a member dies, retires, resigns or is dismissed or removed or is promoted or is appointed to a post equivalent to Class A or in the scale of pay of Rs 700-1300 or above, he shall cease to be a member on the 'Staff Side' from the date of his death, retirement, dismissal, resignation, removal or on such promotion or appointment. Vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time. |

Meeting

- | | |
|---------------------------|--|
| Frequency | 16. (i) Each Institute Joint Council shall meet at least once in three months provided that on a requisition duly signed by at least one-third of the members representing 'Staff Side', the Chairman may call a special meeting of the Council. Such special meeting may not be called more frequently than once a month. |
| Notice for Meeting | (ii) The Notice of the meeting for the Institute Joint Council shall be given by the Secretary of the 'Official Side' in consultation with the Chairman at least 15 days prior to the date of the meeting of the |

Items for Agenda	(iii) Institute Joint Council. In case any member has any particular item to be included in the agenda for the Institute Joint Council, he shall inform the Secretary of the 'Official Side' in writing at least 10 days in advance of the proposed meeting of the Institute Joint Council.
Preparation of Agenda	(iv) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will submit the draft agenda to the Chairman, for his approval. After approval, the Secretary shall circulate the agenda among the members at least five days in advance of the meeting of the Institute Joint Council.
Quorum	(v) One-third of the members of the 'Staff Side' is required to form the quorum for the meeting. (vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of seven days of the holding of the meeting. The latter will place the same before the Chairman for his approval and after his approval, circulate it to the members of the Institute Joint Council. All further action necessary in connection therewith shall be taken by the Secretary of the 'Official Side'. He shall also report the progress made regarding the implementation of the decisions taken by the Institute Joint Council in its next meeting.

V. HEADQUARTERS JOINT COUNCIL

Formation	17. There shall be a Joint Council at the Headquarters of the ICAR, called the "Headquarters Joint Council". 18. The Headquarters Joint Council will deal with matters of interest exclusively to the employees of the Headquarters of the ICAR. The Headquarters Joint Council will, amongst others, deal with the matters specified in items (i) to (v) of Rule 6 above, in so far as it relates to the staff at the Headquarters mentioned in Rule 2 above.
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Composition

19. (i) The Head Quarters Joint Council will consist of an 'Official Side' and a 'Staff Side'.
- (ii) The 'Official Side' shall have six members including Additional Secretary (Admn.) Director (F), Legal Advisor, and Director (Personnel). The other members of the Official Side will be nominated by the Secretary, ICAR, from among officers of the ICAR Headquarters.
- (iii) The members of the 'Staff Side' will be elected directly on the principle of proportional representation by employees of the category which the member represents. The number of the members of the Staff Side representing different categories of staff of the Headquarters Joint Council shall be determined as on 1.1.1979 and

thereafter every three years, if considered necessary by the Director-General, ICAR.

Chairman

20. The Secretary will be the Chairman of the Headquarters Joint Council.
21. The 'Official Side' shall have a Secretary out of the 'Official Side' members nominated by the Secretary, ICAR. The Secretary shall as and when necessary nominate any other 'Official Side' member to function as Secretary 'Official Side'. Likewise, the 'Staff Side' members shall have a Secretary, elected by them, but he will continue as a Secretary of the Staff Side so long as he does not cease to be eligible to become a member of the 'Staff Side' of the Headquarters Joint Council, in which case the members on the 'Staff Side' shall elect another person as Secretary of the 'Staff Side'.

Membership

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|---------------------------------------|---------|---|
| Eligibility | 22. (i) | No person shall be eligible to be a member of the Headquarters Joint Council unless he is in the service of the ICAR Headquarters. |
| Term | (ii) | The term of the membership of a person elected as such on the 'Staff Side' of the Headquarters Joint Council shall be three years. There shall, however, be no bar to renomination of a member after the expiry of his term. |
| Effect of Transfer of a Member | (iii) | If a member is transferred from the Headquarters, he shall cease to be a member of the Headquarters Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time. |
| Effect of Death Retirement | (iv) | If a member dies, retires, resigns or is dismissed or removed or is promoted outside the category in which he was working at the time of election or appointed to a post equivalent to Class A or in the pay scale of Rs 700-1300 or above, he shall cease to be a member on the Staff Side from the date of his death, retirement, dismissal, resignation, removal or on such promotion or appointment. Vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was originally filled. |

Meetings

- | | | |
|---------------------------|---------|---|
| Frequency | 23. (i) | The Headquarters Joint Council shall meet at least once in three months provided that on a requisition, duly signed by at least one-third of the members representing 'Staff Side', the Chairman may call a special meeting of the Council. Such special meeting may not be called more frequently than once a month. |
| Notice for Meeting | (ii) | The notice of the meeting for the Headquarters 'Joint Council' shall be given by the Secretary of the 'Official Side' in consultation with |

	the Chairman at least 15 days prior to the date of the meeting of the Headquarters Joint Council.
Items for Agenda	(iii) In case any member has any particular item to be included in the agenda for the Headquarters Joint Council, he shall inform the Secretary of the 'Official Side' in writing at least 10 days in advance of the proposed meeting of the Headquarters Joint Council.
Preparation	(iv) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will submit the draft agenda to the Chairman for his approval. After approval, the Secretary shall circulate the agenda among the members at least five days in advance of the meeting of the Headquarters Joint Council.
Quorum	(v) One-third of the members of the 'Staff Side' is required to form quorum for the meeting.
Recording and Circulation of Minutes	(vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of seven days of the holding of the meeting. The latter will place the same before the Chairman for his approval, and after his approval, circulate it to the members of the Headquarters Joint Council. All further action necessary in connection therewith shall be taken by the Secretary of the 'Official Side'. He shall also report the progress made regarding the implementation of the decisions taken by the Headquarters Joint Council in its next meeting.

VI. MISCELLANEOUS

Framing of Rules	24. The Institute/Headquarters Joint Council, including Central Joint Council may frame rules or develop conventions for the conduct of its business.
Decisions on Agenda Items in Same or Next Meeting	25. (i) The Official Side shall, as far as possible, decide all matters brought for consideration of the meeting of the Joint Council and shall not defer them for more than one occasion for decision at a later date provided that the above stipulation shall cover only such matters the decision of which is within this competence of the concerned Chairman.
Decisions not to Apply where MC/GB Approval Required	(ii) Nothing shall be regarded as decision of any Joint Council unless it is agreed to both by the 'Official Side' and 'Staff Side'. Proposals which have been agreed to by both the sides and which require the approval of Management Committee/Governing Body, will not be considered as decisions till such time the Management Committee/Governing Body has approved of the same.
Power to Appoint Committees	26. All Joint Councils shall have power to appoint Committees to study and report on any matter falling within their jurisdiction and take appropriate decisions thereon.
Disagreement in Institutes/ Headquarters Joint Councils	27. In the event of disagreement between the Official Side and the Staff Side of the Institute Joint Council or the Headquarters Joint Council, the matter may be referred to the Director-General, ICAR for decision. In arriving at a decision, the Director-General shall consider the facts represented by both sides, the prevailing practices, conventions and rules in the Govt

**Arbitration in
Matter of
Disagreement in
CJSC**

of India as well as in other similar organizations and any other relevant matters necessary for the purpose. In case, the 'Staff Side' is not satisfied with the decision of the Director-General, the matter can be considered in the Central Joint Council meeting.

28. All matters relating to pay and allowances, weekly hours of work, leave and service conditions as a class or grade of employees may be referable to arbitration of a Board of Arbitration, consisting of three persons, one each representing 'Staff Side' and 'Official' Side and the third an independent persons as Chairman, if there is disagreement between 'Official' Side of the Central Joint Council and that a request to this effect has been made in writing to the Chairman of the Central Joint Council. Both the Official Side and the Staff Side shall submit a list of five names each of their side to function as arbitrators to the President, Indian Council of Agricultural Research who shall besides nominating a Chairman, will also nominate one person from each panel to function as an arbitrator on the Board of Arbitrations. The award of the Board of Arbitration shall be final and binding on the parties and shall become enforceable on the expiry of 30 days from the date of its pronouncement provided that the award, if referred to the Standing Finance Committee/ Governing Body for their concurrence within 30 days for making the award shall not become enforceable till the expiry of 90 days of making the award.

SCHEDULE - I

Number of persons to be elected to the Joint Councils from respective categories of staff of the Institutes and ICAR Headquarters.

<i>Name of Institute</i>	<i>Number of persons to be elected from each category</i>				<i>Total</i>
	<i>Scientific</i>	<i>Technical</i>	<i>Administrative</i>	<i>Supporting</i>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1. IARI	4	4	4	13	
2. IVRI	4	4	4	13	
3. NDRI	1	4	3	4	12
4. CAZRI	1	3	2	3	9
5. CPRI	3	2	3	9	
6. CTRI	3	2	2	8	
7. CPCRI	1	2	2	4	9
8. CTCRI	-	2	2	2	6
9. CRII (including AICRP)	2	2	2	7	
10. IISR	-	2	2	2	6
11. SBI	-	2	2	2	6
12. IGRI	1	2	2	2	7
13. CSSRI	-	2	2	2	6
14. JRI	2	2	2	7	
15. CTRI	2	2	2	7	
16. CIFTI	2	2	2	7	
17. CMRI	1	4	2	3	10
18. CIFI	1	2	2	3	8
19. CSWRI	1	2	2	3	8
20. CS & WCR & TI	1	2	2	2	7
21. JARI	1	2	2	2	7
22. ILRI	1	2	2	2	7
23. IHR	1	3	2	2	8
24. IASRI	1	4	2	2	9
25. Headquarters	-	2	4	3	9
26. VPKAS	-	2	2	2	6
27. AICRP for Dryland Agriculture	-	2	2	2	6
28. ICAR Research Complex, Shillong	1	2	2	2	7

	1	2	3	4	5	6
29.	CICR	-	2	2	2	6
30.	CIAE	-	2	2	2	6
31.	NBSS & LUP	-	3	2	2	7
32.	NAARM	-	2	2	2	6
33.	CARI	-	2	2	2	6
34.	NBPGR	-	2	2	2	6
35.	Directorate of Oilseeds Research	-	1	1	1	3
36.	CIFEI	2	2	2	7	
37.	CIRG	-	2	2	2	6
38.	CARI	-	2	2	2	6
39.	CRCG	-	2	2	2	6

- Note:*
- (i) Where no seats have been allocated for the Scientific Category, the Scientists will be eligible to participate in the elections for Technical Category.
 - (ii) The employees in the Auxilliary Category will be eligible to participate in the election for Administrative Category.

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No.4(27)/82 Per.IV

Dated, the January, 1986

To

The Directors/Project Directors
of all the Research Institutes

**Subject : Joint Council Scheme of the ICAR and its Institutes – Amendment of Rule 7 (iii) –
thereof**

Sir,

It has been decided with the approval of President, Indian Council of Agricultural Research to raise the membership of the ICAR Hqrs Joint Staff Council on the Central Joint Staff Council from one to two. Consequently, Sub-Rule (iii) of Rule 7 of part III (Central Joint Council) of the Joint Council Scheme of the ICAR stands amended as under:-

Existing Rule

The 'Staff Side' will comprise the elected members of the Staff Side of the Institutes and Hqrs Joint Councils on the basis of one member from each Council, except IARI, IVRI and NDRI, in which cases membership will be three each.

Amended Rule

The 'Staff Side' will comprise the elected members of the Staff Side of the Institutes and Hqrs Joint Councils on the basis of three members from each of the National Institutes namely, IARI IVRI and NDRI, two members from the ICAR Hqrs. and one member each from the remaining Institutes.

Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(S P RAI)
Director (P)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI-110 001**

F.No. 4.27/82-Per IV (Vol. II)

Dated, the 24th September, 1987

To

The Directors/Project Directors
of all the Research Institutes of ICAR

Subject: Central Joint Council—Composition of—Amendment of Rule 7 (ii) of the Joint Council Scheme.

Sir,

It has been decided with the approval of the GB and President, ICAR, to modify Clause 7(ii) of the Joint Council Scheme circulated with Council's letter No. 4-27/Per. IV dated, the 28th July, 1983 as below:

The 'Official Side' will have 15 members consisting of following.

1. Secretary, ICAR
2. Three Deputy-Director General (to be nominated by DG)
5. Director (P)
6. Director (Fin.)
7. Director, IARI.
8. Director, NDRI.
9. Director, IVRI.
10. Three Directors of other Institutes (to be nominated by DG)
13. Deputy-Secretary (A)
14. Deputy-Secretary (concerned with JCS)
15. Legal Adviser

In exceptional cases where it is not possible for a director of the institute himself, he may nominate one of his Joint-Directors to represent him in that meeting only.

The above proposal is effective from the date of issue of this letter.

Yours faithfully,
Sd/-
(S S DAWRA)
Secretary, ICAR

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI 110 001**

No. 4 (27)/82-Per.-IV (Part II)

Dated, the 29th April, 1986

To

The Directors/Project Directors
of all the Research Institutes

**Subject: Joint Council Scheme of ICAR—Participation of employees on Notional Foreign Service/
Deputation with the ICAR – Clarification regarding**

Sir,

The question of participation of employees on Notional Foreign Service/Deputation with the Council in the Joint Council Scheme had been under consideration for quite sometime past. Since only the regular employees of the Council fall under the preview of the Joint Council Scheme, the official on Notional Foreign Service/ Deputation with the Council are not entitled to participate in the Joint Council Scheme of the ICAR.

The above decision may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-
(S.P. RAI)
Director (P)

Copy to:

1. The Secretary, ASRB, New Delhi
2. ALL DDGs/ADGs/Director (P)/Director (F)
3. AS (A) /AS/ (AR)/AS (AS)/DD (P)/DD(F)/DD(R)
4. PS to DG/R/S/ to Secretary, ICAR
5. All Under Secretaries/SA(R) /SA(V)/SA(M)D.O.(P)
6. A.O.I/II/CDN(A&A)/Audit I/II/Per.I/II/III
7. All Ext. Estt. Sections/All Estt. Sections
8. Secretary, Official Side, CJSC ICAR
9. Secretary, Staff Side, GJSC (Shri Bhagwan), ICAR Hqrs

Sd/-
for Director (P)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No. 4(27)-82-Per.IV

Dated, the 4th April, 1986

To

The Directors/Project Directors
of all the Research Institutes

**Subject: Joint Council Scheme—Allocation of seats to Auxiliary Category on the Institutes/
Headquarters Joint Councils**

Sir,

Reference is invited to the revised Joint Council Scheme circulated by the ICAR vide letter No. 4(27) /82 per.IV dated the 22nd July, 1983. Rule 12(iii) of the scheme provides for election of members from the various categories of employees on the principle of proportional representation. However, initially the Auxiliary Category was merged with the Administrative Category for the purpose of membership of the Joint Council Scheme because the number of employees in the Auxiliary Category was very small. Now that the Auxiliary Category has sufficiently grown, the question of grant of independent representation to this category on the Joint Councils has been examined by the Council. Considering that there is a significant increase in the number of employees of the Auxiliary Category it has been decided that this category may be given independent representation on the Joint Councils, if the number of such employees is twenty or more in the Institute/Headquarters and that seats may be allocated to this category on the basis of the criteria fixed for allocation of seats to the Technical Category.

The employees of the Auxiliary Category at the unit where their number is less than twenty will form part of the Administrative Category for the purpose of Joint Council Scheme.

This decision may please be given effect from the date of issue of this letter and the employees of the Auxiliary Category may be allowed to elect their representative for the Institute Joint Council, if the condition stipulated in para 1 of this letter is satisfied for the unexpired period of the Joint Councils. The specific proposals for allocation of seats to this category may please be sent to the Council for approval.

The contents of this letter may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-
(S P RAI)
Director (P)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No. 4-27/82,-Per.IV

Dated, the 6th July, 1988

To

The Directors/Project Directors
of all the Research Institutes under ICAR.

Subject: Allocation of Seats on the Joint Council of the Institutes/Hqrs ICAR Delegation of powers – Criteria for

Sir,

It has been decided by the DG, ICAR, that the powers for allocation of seats to the different categories of employees in the Institute Joint Councils may be delegated to the Directors of the Institutes/Directorates/National Centres. Accordingly, henceforth the seats on the Institutes Joint Council/Headquarters Joint Council will be allocated by the Directors of the concerned Institute/Secretary, ICAR. However, whenever, any relaxation is required, the same may be referred to the ICAR for approval. The criteria for allocation of seats is given below:

1. Scientific
 - (a) One representative – where the scientific staff on roll is more than 5
 - (b) Where the number is 5 or less, the number will be added to the total number of posts on Technical Side.
2. Technical
 - (a) Up to 150 staff – two representatives.
 - (b) Above 150 - up to 200 – three representatives.
 - (c) Above 200 – four representatives.
3. Administrative
Same as for Technical Staff.
4. Supporting
 - (a) Up to 200 staff – two representatives.
 - (b) Above 200 but up to 400 – three representatives.
 - (c) Above 400 – four representatives.
5. Auxiliary
The employees of this category should be given an independent representation on the Joint Staff Councils, if the number of such employees is 20 or more in an Instt./Hqrs. of the Council,

by following the criteria fixed for the Technical Category of employees. In case their number is less than 20, this Category may be clubbed with the Administrative Category for representation on the Joint Councils.

Yours faithfully,

Sd/-
(S. VASUDEV)
Director (P)

Copy forwarded for information and necessary action to:

1. Secretary, ASRB, New Delhi
2. All DDGs/ADGs/Director (P)/Director(F), ICAR
3. PS to DG/PS to Secretary, ICAR
4. DS(A) / (AS) / (AR) /DD (P) / Dy. P C (Admn.) ICAR
5. All Under Secretaries /SA (M) /SA(R) /SA(V), ICAR
6. All Extt. Estt. Sections / All Estt. Sections, ICAR
7. A O I/II/Cdn (A&A) /Audit I/II/Per. I/II/III/Sections, ICAR
8. Secretary, Official Side/Staff Side, CJSC, ICAR
9. Personal Section of Minister (Agriculture)
10. Secretaries of the Institutes Joint Staff Council at Research Institutes/Headquarters of the Council.

Sd/-
(N S SEHGAL)
Under-Secretary (AS)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No.F. 4-27/82-Per.IV

Dated, the 31st July, 1992

To

The Directors/Project Directors/OSDs of
all ICAR Research Institutes/Centres

**Subject: Joint Council Scheme of the ICAR – Visit of the Staff Side Representatives of the
Institutes to Regional or Sub-Centre/Stations – Instructions regarding.**

Sir,

One of the Institutes of the Council has sought clarification with reference to instructions contained in Para 1 (iii) of the Council's letter No.4-1/74-Per. IV dated 13-2-1978 to the effect whether the staff representatives of the Institute Joint Council may be allowed to visit their Regional or Sub-Centres located at different places as a team or only one/two representatives may be allowed to visit the Regional or Sub-Centres for ascertaining first-hand information about the problems of the staff before the meeting of the Institute Joint Council. Clarification has also been sought whether the Director of the Research Institutes can curtail visits of the staff representatives in view of financial constraints or for any other reason at his discretion or not.

2. It is clarified that instructions contained in Para 1 (iii) of Council's letter dated 13-2-1978 referred to above are discretionary and as such Directors of the Institutes at their discretion can decide to curtail visits of the staff representatives to the Regional or Sub-Centres of the respective Institutes located at different places for ascertaining first-hand information about the problems faced by the staff working at those places before the meeting of the Institute Joint Council, due to financial constraints and for other reasons, in the manner they deem appropriate.

Yours faithfully,

Sd/-
(M S KAUNDAL)
Dy. Director (P)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No. 4-27/82-Per. IV

Dated, the 6th December, 1989

To

The Directors/Project Directors of all
the Research Institutes /Centres under ICAR

Subject: Constitution of Institute Joint Staff Council—Clarification regarding.

Sir,

Consequent upon the revision of scales of pay of various categories of posts on the recommendations of 4th Pay Commission, clarification has been sought for by the various Institutes as to whether the Scientists and other Officers holding posts equivalent to Group 'A' under ICAR system and allowed the scale of Rs 2200-4000 and/above are eligible for becoming the Member of Joint Staff Council.

2. It is clarified that the Scientists and other Officers holding posts equivalent to Group 'A' under ICAR system are not eligible for becoming the Member of Joint Staff Council as per Rule 15(i) of the Rules and Regulations of Joint Staff Council Scheme. According to this provision, ICAR employees holding Group 'B', 'C' and 'D' posts are only eligible for becoming the Member of the Joint Staff Council.

3. The above clarification may kindly be brought to the notice of all concerned. Please Acknowledge the receipt of this letter.

Yours faithfully,

Sd/-
(P KUMAR)
Under-Secretary

Copy forwarded for information and necessary action to:

1. The Secretary, ASRB, New Delhi.
2. All DDGs/ADGs/Director (P) /Director (F).
3. PS to DG/PS to Secretary, ICAR.
4. All Under-Secretaries/DA (B) /SA(V) /SA(M) /DD(P).
5. DS (L) /DD (P)/DD(F).
6. A.O I/II/Cdn (A&A) /Audit I/II/Per/ I/II/III Sections.
7. All Gen. Admn. Sections/ All Estt. Sections.
8. Secretary, Official Side/Staff Side CJSC, ICAR.
9. Personal Section of Minister (A).
10. Guard file.

Sd/-
For Under-Secretary (K)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F. No. 4-12/95-Cdn (I)

Dated, the 8th November 1995

To

All the Directors/Project Directors
of the Research Institutes

**Subject: Joint Consultative Machinery of the ICAR – Facilities to Secretary (Staff Side), CJSC/
IJSC Member, CJSC – regarding.**

Sir,

The issue of providing various type of facilities for the Secretary (Staff Side) and other members of the CJSC/IJSC etc. has been coming up for discussions repeatedly in the various meetings of the Central Joint Staff Council/IJSC. In the last meeting of the CJSC held on 7th and 8th August, 1995 at NAARM, Hyderabad, the issue was again raised by the Staff Side. The DG, ICAR, being the Chairman, CJSC, has taken a serious note of it and has directed to take suitable corrective action in this regard on priority basis.

In this connection, it is clarified that though the Council has already issued repeated instructions at frequent intervals in this regard, yet the same don't seem to be strictly complied with by the Institutes. However, copies of the five instructions issued in this regard during the period 1978 to 1989 are enclosed herewith for your information and strict compliance thereof without fail.

It is the endeavour of the Joint Council Scheme that both the Official Side as well as the Staff Side work jointly in complete cohesion and co-operation with each other with the ultimate objective of better achievement of the Mandate of the ICAR. This shall be practical only in a very congenial atmosphere and it is, therefore, impressed upon all concerned that the instructions regarding provision of minimum basic facilities to the members and office bearers of the CJSC/IJSC may be strictly complied with.

Yours faithfully

Sd/-
(DEVENDER SINGH)
Deputy-Secretary (GA&C)

Encl: As above

1. Copy to all Official/Staff Side Members of the CJSC.
2. All Estt. Pers. and IA Sections at ICAR Hqrs.
3. Secretary (Staff Side), CJSC/HJSC
4. Guard file
5. Spare copies.

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No. 7-5/77-Estt. V

Dated, the 21st December, 1978

To

The Directors/Project Directors
of all Research Institute.

Subject: Facilities for Communication by Members of the CJSC on Matters of Staff Welfare

Sir,

A number of enquiries are received from the members of the Central Joint Staff Council as also from the Institutes with regard to the facilities to be provided to the members by way of stationery, postage etc. For communicating with the headquarters and the Secretary (Staff Side) on matters relating to the welfare of the staff. As you are aware, the Central Joint Staff Council is concerned with policy-matters affecting all employees financially, or the service conditions, as distinct from local problems.

As per the procedure of communication laid down in the Council's Circular No. 5 (10) /78-Per.IV dated the 7th December, 1978, in pursuance of the discussions held on the subject in the 3rd Meeting of the Council, members are normally required to correspond through the Secretary (Staff Side) on such matters. It has, accordingly, been decided that members should be allowed the use of stationery (other than printed letter heads) and postage stamps for their communications with the Secretary (Staff Side) relating to staff welfare.

Yours faithfully,

Sd/-
(Rup Ram)
Additional Secretary (A)

Copy to:

1. All Members of the CJSC/Secretary (Staff Side)
2. All Officers/Sections in the ICAR/ASRB

Sd/-
For Additional Secretary (A)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F.No. 3-4/80-Estt. V

Dated, the 25th July, 1980

To

The Directors/Project Directors
of all the Research Institutes

Subject: Facilities for Communication by Members of the CJSC on Matters Staff Welfare—

Sir,

In the meeting of the Central Joint Staff Council held on the 4th and 5th June, 1980, some staff representatives raised a point that the facilities of stationery, stamps, etc., as are provided vide Council's Circular letter No. 7-5/77-Estt. V dated, the 21st December, 1978 are not being extended to them, with the result that they are handicapped in maintaining proper liaison with the headquarters and Secretary (Staff Side), Central Joint Staff Council.

It is accordingly requested that facilities by way of stationery, stamps etc., as indicated in the Council's letter above may be provided to the staff representatives of the Central Joint Staff Council, as also Secretary (Staff Side), Institute Joint Council, so as to facilitate their activities on matters relating to staff welfare and the Joint Staff Council.

Yours faithfully,

Sd/-

(R N PANDEY)
Under-Secretary (A)

Copy to:

1. All Members of the CJSC/Secretary (Staff Side)
2. All Administrative Sections in the ICAR

Sd/-
Under-Secretary (A)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No. 4-4/85-Estt. V

Dated, the 4th September, 1985

To

The Directors/Project Directors
of the ICAR Research Institutes

**Subject: Joint Consultative Machinery of the ICAR – Facilities to Secretary (Staff Side) –
regarding.**

Sir,

In the Central Joint Staff Council Meeting held on 10th and 11th December, 1984 at the National Academy for Agricultural. Research Management, Hyderabad, Director-General, ICAR, has desired that stenographic assistance should be provided to Secretary (Staff Staff Side), Joint Council for disposal of work relating to the Staff Council from time to time, particularly for preparation of draft minutes of the meeting. You are requested to take necessary action, as and when required.

Yours faithfully,

Sd/-

(KISHORI LAL)
Additional-Secretary (A)

Copy also forwarded to:

1. Shri I. S. Harith, Secretary (SS), CJSC, IARI, New Delhi

Sd/-

(KISHORI LAL)
Additional-Secretary (A)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No.4-4/85-Estt. V

Dated, the 26th June, 1986

To

The Directors/Project Directors
of all the Research Institutes.

Subject: Facilities for Communication by Members of Central Joint Staff Council and Secretary (Staff Side), Institute Joint Council on Matters of Staff Welfare – regarding.

Sir,

In continuation of Council's Letter No. 3-4/80-Estt. V dated the 25th July, 1980 (copy enclosed) on the subject noted above, it is again requested that facilities by way of stationary, stamps, etc., as indicated in the Council's Circular No. 7-5/77-Estt. V dated 21.12.78 (copy enclosed) may be extended to the staff representatives of the Central Joint Staff Council, as also to Secretary (Staff Side), Institute Joint Staff Council, so as to facilitate their activities on matters relating to staff welfare and the Joint Staff Council.

Yours faithfully

Sd/-
(KISHORI LAL)
Additional-Secretary (A)

Copy to:

1. All the Official and Staff Side Members of the CJSC
2. Secretary (Staff Side), CJSC
3. Secretary (Staff Side) Headquarters Joint Staff Council
4. Per. III/IV Sections, ICAR
5. All E.E Sections in the ICAR
6. Guard File

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F.No. 4(8)/89-Estt. V

Dated, the 28th August, 1989

To

The Directors/Project Directors
of the Research Institutes

Subject: JCM – Facilities to CJSC/IJC Members – regarding.

Sir,

In the meeting of the Central Joint Staff Council held on 1st and 2nd February, 1989 at the Central Institute of Fisheries Education, Bombay, the issue regarding providing separate accommodation with furniture etc. to Secretary of the Institute Joint Council was considered. It has now been decided that furnished accommodation for proper functioning of the Institute/Joint Council may be arranged by all the Institutes.

You are, therefore, requested to take necessary action accordingly and the receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-
(KISHORI LAL)
Deputy-Secretary (GA&C)

Copy to:

1. Secretary (Staff Side), CJSC
2. Secretary (Staff Side), Headquarters Joint Staff Council.

Sd/-
Deputy-Secretary (GA&C)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F. No. 4-12/95-Cdn I

Dated, the 8th November 1995

To

All the Director/Project Directors of the Instts

**Subject: Joint Consultative Machinery of the ICAR – Harassment to Member, CJSC/IJSC –
Regarding**

Sir,

The issues of harassment/allegations and counter allegations between the CJSC/IJSC members and the concerned Institute Administration have been frequently raised at various foras and also came up for discussions during the meetings of the Central Joint Staff Council. In the last meeting of the CJSC held on 7th/8th August, 1995 at the NAARM, Hyderabad, the issue was again raised by the Staff Side. The DG, ICAR being the Chairman, of CJSC, has taken a serious note to it and has directed to take suitable necessary action in this regard to avoid recurrence of any such incidence. In this regard, it is mentioned that the objective of the Joint Consultative Machinery is to provide a very harmonious and cordial working atmosphere for better achievement of the mandate of the Council. Therefore, no undue harassment of the elected representatives of the Joint Consultative Machinery is called for in any situation.

Though the Council has been periodically issuing instructions against harassment of members of the Joint Consultative Machinery, yet it does not seem to be strictly complied with by respective institutes. However, copies of the three orders issued in this regard during the period from 1985 to 1994 are enclosed herewith for your information and necessary compliance thereof without fail.

It is once again reiterated that the said instructions may be strictly followed in letter and spirit without fail.

Yours faithfully

Sd/-
(DEVINDER SINGH)
Deputy Secretary (GA&C)

Encl: As above.

Copy to:

1. All Official Side/Staff Side Members of the CJSC
2. All Estt/Personnel and I.A. Sections at the ICAR Hqrs.
3. Secretary (Staff Side), CJSC/Hqrs, Joint Staff Council
4. Gurard file
5. Spare copies (20)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001

F.No. 4-7/85-Estt.V

Dated, the 8th October, 1985

To

All the Directors/Project Directors
of the ICAR Research Institutes

Subject: Harassment of CJSC and IJC Members – regarding.

Sir,

As you are aware, the Joint Staff Councils are working in all institutes as provided in the Joint Consultative Machinery of the Indian Council of Agricultural Research. In the meeting of the Central Joint Staff Council, held at the National Academy Agricultural Research Management, Hyderabad, on 10th and 11th December, 1984, it was pointed out by the Secretary (Staff Side), Central Joint Staff Council that the members of the Staff Side of the Institute Joint Staff Council are harassed and victimized by the Directors concerned. Some instances were also cited by some of the members and the Secretary (Staff Side) of the Central Joint Staff Council. The Chairman, therefore, desired that the Directors of the Institutes may be requested not to harass and victimize the members of the Institutes Joint Staff Councils as they represent various interests in the Institute on the Joint Staff Council.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(KISHORI LAL)
Additional Secretary (A)

Copy to Shri I.S. Harith, Secretary (Staff Side), Central Joint Staff Council, Indian Agricultural Research Institute, New Delhi 110 012

2. Per.III/IV Sections, ICAR
3. All EE Sections, ICAR

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No. 4-7/85-Estt.V

Dated, the 26th June, 1986.

To

All the Directors/Project Directors
of the ICAR Research Institutes

**Subject: Joint Consultative Machinery of the ICAR – Harassment to Central Joint Staff Council
and Institute Joint Council Members – regarding.**

Sir,

I am directed to invite attention to item No. 26 of the minutes of the Central Joint Staff Council meeting held at the Indian Institute of Horticultural Research, Bangalore, on 14th and 15th January, 1986, under the Chairmanship of DG, ICAR, which were circulated vide circular No. 4-2/85-Estt. V dated 21.4.1986. As a result of the decision taken in the said meeting, it has been decided that in future there will be no transfer/harassment of any kind to the CJSC/IJC, members, who have to watch the interest and welfare of the staff to whom they represent. However, in case there is any complaint in this regard in any of the Institute, it may be brought to notice of the Secretary, ICAR. With a copy to Secretary (SS), CJSC.

The Directors/Project Directors of the ICAR Institutes are accordingly requested to ensure that the above instructions are strictly followed, and there is no violation to these instructions.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/
(KISHORI LAL)
Addl. Secretary (A)

Copy to:

1. Secretary (SS), CJSC
2. Secretary (SS), Hqrs JSC

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F.No.4-5/94-Gen. Admn. II

Dated the 25th April, 1994

To

All the Directors/Project Directors of the
ICAR Research Institutes

Subject: Harassments of Staff – regarding.

Sir,

In the meeting of the Central Joint Staff Council held at the Indian Agricultural Research Institute, New Delhi, on 3rd and 4th February, 1994, some representatives, voiced their concern that some CJSC/IJSC members are transferred /harassed and victimized by the Directors. While responding to this issue, Chairman/Director-General, Indian Council of Agricultural Research, assured that not only the CJSC/IJSC members but no staff of any category should be harassed or victimized by their immediate Officers/Directors.

It is also clarified that similar instructions were issued by the Council to all the Directors vide letter No. 4-5/85-Estt. V., dated the 8th October, 1985 and 25th June, 1986. It is again reiterated that these instructions may be followed strictly in letters and spirit.

Yours faithfully

Sd/-
(K.L.BOKOLIA)
Deputy Secretary (GA&C)

Copy to Shri Bhagwan Sharma, Secretary, CJSC, ICAR, Krishi Bhavan, New Delhi.

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No. 4-1/89-Gen. Admn. II

Dated the 14th February, 1990

To

All the Directors/Project Directors
of the Research Institutes

**Subject: Implementation of the Decisions taken in the IJC/CJSC And also the Instructions /
order issued by the ICAR Hqrs – regarding.**

Sir,

In the meeting of the Central Joint Staff Council held at the Indian Veterinary Research Institute, Izatnagar, on 3rd December, 1989, it is again brought out by the Staff Side that the decisions taken in the meetings of the Institute Joint Staff Council/Central Joint Staff Council or the instructions/orders issued by the ICAR Headquarters are not being strictly implemented on one or other excuses.

The Directors of the institutes are accordingly again requested to keep the relevant provision of the Joint Council Scheme in mind and strictly follow the instruction issued by the ICAR Hqrs and implement the decisions taken in the Institute Joint Council/Central Joint Staff Council. Non-Compliance of the decision will be seriously viewed.

Yours faithfully,

Sd/-
(N.SOMN)
Dy. Director (S)

Copy also forwarded to:

1. All Members, CJSC, and Secretaries, Institute Joint Staff Council
2. All Officers/Sections in the ICAR/KAB
3. Secretary (Staff Side), CJSC
4. Secretary (Staff Side), Hqrs Joint Staff Council.

Sd/-
(N.SOMAN)
Dy. Director (S)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F. No. 4-1/96-cdn.

Dated the 17th January, 1996

To

All Directors of the ICAR Research Institutes

Subject: Circulars/Important Orders to be Provided to Secretary (SS), CJSC.

Sir,

In the last meeting of the CJSC held on 7-8th August, 1995 at the NAARM, Hyderabad, the staff representatives in the CJSC had point out that copies of important circulars/orders relating to service conditions and welfare of staff, as issued by the Council from time to time, are not being supplied to them. It is, therefore, requested that a copy each of circular/order regarding service matters, incentives etc. of the ICAR employees shall also be sent to the Secretary (Staff Side), CJSC, positively who, in turn, may circulate it among other fellow staff representatives as the case may be.

Yours faithfully,

Sd/-
(DEVINDER SINGH)
Deputy Secretary (GA&C)

Copy to:

1. Secretary (SS), CJSC
2. All members of the CJSC
3. All sections in the ICAR/KAB
4. Guard file
5. Spare copies (50)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F.No. 4-9/95-Cdn

Dated the 3rd March, 1996

To

The Director,
Central Instt of Fisheries Technology
Willingdon Island
Matsyapuri P.C.,
Kochi 682 029.

(Kind Attn: K. Gopakumar, Director)

**Subject: Tour Programme of Shri M.K.K. Nair, Secretary (Staff Side), CJSC – Approval of
Tour Programme and Allocation of TA Fund – regarding.**

Sir,

Kindly refer to your letter No. 21-3/96-P.A. dated 19th February, 1996 on the subject noted above. In this regard, I am directed to say that in case the visit of Shri M.K.K. Nair, in his capacity as Secretary (Staff Side), CJSC, then he is entitled for higher rate of TA/DA as admissible under the rules. As regard enhancement of allocation of funds under TA, it may be stated that the matter has already been examined and your Institute has been informed vide Council's letter of even number dated the 2nd November, 1995 that all expenses on account of the his TA/DA will have to be met out of the sanctioned budget provisions of the CIFT for undertaking tour in the capacity of Secretary, CJSC (SS). In case of any additional requirement on this account, proposals may be sent to the Council for enhanced/additional allocation of funds under the sub-head TA/DA.

The matter regarding approval of the Competent Authority for tour programmes of Secretary (SS), CJSC, following decisions have been taken:-

- (i) The tour programmes of Secretary (SS), CJSC, to ICAR Hqrs and other places for attending various meeting as per the Council's notices in that regard, may be approved by Director as per the schedule of the meetings.
- (ii) However, the tour of Secretary (Staff Side), CJSC, to other ICAR Institutes in connection with the Central Joint Staff Council matters etc. will continue to be approved by Director-General, ICAR, being the Chairman of the CJSC well before Secretary (SS), CJSC, undertakes his visit, in order to keep Director-General, ICAR, abreast of the movement of Secretary (SS), CJSC, as well as purposes of his visit to various ICAR Institutes.

This has the approval of DG, ICAR.

Yours faithfully,

Sd/-
(J.K. NATH)
Under-Secretary (GA&C)

Copy also forwarded to: Shri M.K.K. Nair, Secretary (Staff Side) CJSC, for his information.

2. All Directors/Project Directors of the ICAR Res. Instis
3. All Official/Staff Side members of the CJSC
4. Guard file
5. Spare copies (20)

Sd/-

Under-Secretary (GA&C)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F No. 5(10)/78-Per.IV

Dated the 7th December, 1978

To

The Director/Project Director of
all Research Institutes

Subject: Instructions Regarding Reference of Matters involving Policy Issues to the Council.

Sir,

It has been observed that some of the individual members of the Central Joint Council/Joint Councils are taking up directly with the Council matters involving policy issues. This was mentioned at the meeting of the central Joint Council held at Hyderabad on 6th and 7th November, 1978. It has been agreed that the individual members should not normally write directly to the Indian Council of Agricultural Research, and that all correspondence by members should be made through the Secretary (Staff Side) of the Central Joint Council. All members may please be requested to follow the above procedure.

Yours faithfully,

Sd/-
(P.V.Hariharasankaran)
Director (P)

Copy to:

1. The Secretary, Agricultural Scientists' Recruitment Board, New Delhi (with 5 copies)
2. All DDGs/All ADGs.
3. Director (P)/Director (Fin.)/Director (W).
4. PS to DG/PS to Secretary
5. As (A) /As (AR)
6. All Under-Secretaries—S(A) SA (P)/SA (D)
7. All Ext. Estt. Sections/All Estt. Section/For. Personnel I/II/III Sections
8. OSD (A/cs.)/A.O.(I)/(II)/CD. (Adm)/Audit(I)/(II)
9. Secretary, Office Side, Central Joint Council. (5 Spare copies).
10. Secretary, Staff Side, Central Joint Council, Shri Sobha Chand. Indian Agriculture Research Institute, New Delhi (5 Spare copies).

Sd/-
(D.T.Gurnani)
Senior Analyst
for Director (P)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No.5-11/83-Per. IV

Dated the 30th January, 1984

To

All Directors/Project Directors
of the Research Institutes under ICAR.

Subject: Grant of Daily Allowance to the Members of the CJSC/Institute JSC

Sir,

In continuation of this office letter no. 4-1/74-R(A) Per. IV dated 29-9-1977, clarifications have been sought for by the various Directors of Research Institutes whether revised rates of Daily Allowance admissible to the member of the CJSC/JSC under Government vide Ministry of Home Affairs, Deptt of Personnel and A.R. O.M.NO. 8-4/83-JCA dated 16th April, 1983 are also applicable to the Council employees.

It is hereby clarified that the aforesaid instructions as may be modified from time to time, are equally applicable to the employees of the Council, as already clarified vide Council's letter no. 4-1/74-R (A)/Per.IV dated 29-9-1977.

A copy of the Ministry of Home Affairs, Deptt of Personnel & A.R. O.M. dated 16th April, 1983 referred to above is enclosed.

The above position may please be apprised of to the members of the CSJC/JSC of your Institute.

Receipt of the letter may please be acknowledged.

Yours faithfully,
Sd/-
(S.P. Rai)
Director (Personnel)

Copy to:

1. Secretary, ASRB, New Delhi
2. All DDGs/All ADGs/Directors (P) /Director (F). ICAR
3. PS to DG/ PS to Secretary, ICAR.
4. AS (A) /AS (AR) / AS (AS)/ DD (P) /DD (F), ICAR
5. All Under-Secretaries /SA (N) /SA (S) /SA (R) /SA (Vig.)
6. All Estt. Sections /All Ext. Estt. Sections / Personnel I/II/III Sections, ICAR
7. A.O. I/II/ Cdn (A&A) /Audit I/II Sections, ICAR
8. Secretary, Staff Side, CJSC, IARI, New Delhi
9. Secretary, Official Side, CJSC
10. Personal Section of Minister (Agriculture)

Sd/-
(M.D. Mathur)
for Director (Personnel)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No.4-27/82-Per.IV

Dated the 28th November 1984

To

The Directors of all the
Research Institutes

Subject: Functioning of the Joint Consultative Machinery – Clarification Regarding Inclusion of the Items in the Agenda and Decisions in the Minutes of the Meetings of the Institute Joint Council.

Sir,

At the meeting of the Central Joint Staff Council held on 6th and 7th January, 1984 at Karnal, the following points were raised by the Staff Side for clarifications :-

- (i) Whether under the provisions of Rule 16 (iii) and (iv) of the Joint Council Scheme, the Chairman of the Institute Joint Council is vested with the power to approve or disapprove the agenda items of the members of the Institute Joint Council without consulting them; and
- (ii) Whether under the provision of Rule 25 (ii), the mutually agreed issues could be omitted from the proceedings.

2. As decided in the meeting, the above points are clarified below:-

Point No. (i) – Agenda Items

Rule 16(iii) of the Joint Council Scheme provides that any Member of the Institute Joint Council can propose an item for the Agenda of the meeting of the Council. Further Rule 16(iv) lays down that the Agenda would be prepared by the Secretary (Official Side) and got approved from the Chairman and circulated among the members of the Institute Joint Council Scheme. If it is considered that any item proposed for the Agenda of the meeting by a member should not figure in the discussions of the meeting, non-inclusion of the item in the agenda would be decided in consultation with the concerned member.

Point No. (ii) – Discussions in the proceeding :

The mutually agreed issues become decisions and as such those decisions must form part of the proceedings of the meeting of the Institute Joint Council.

The above decisions are for implementation and compliance of all concerned.

Your faithfully

Sd/-
(S.P. RAI)
Director (Personnel)

Copy forwarded to:-

1. The Secretary, ASRB, New Delhi
2. All DDGs/ADGs/Director (P) /Director (F)
3. PS to DG/PS. to Secretary, ICAR.
4. AS (A) /AS (AR)/AS(AS)/DD(P)/DD(F), ICAR.
5. All Under Secretaries/SA (G)/SA (R) /D.O. (P)
6. A.O I/II/CDN (A&A) /Audit I/II/ Per.I/II/III
7. All Ext. Estt. Sections /All Estt. Sections
8. Secretary, Official Side, CJSC, ICAR
9. Secretary, Staff Side, CJSC (Sh. I.S. Harith), IARI, New Delhi

Sd/-
(R.C. GUPTA)
Under-Secretary (R)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

F.No. 4-10/92-Per.IV

Dated the 26th April, 1993

To

The Directors/Project Directors of all
Research Institutes/Centres under ICAR
System

Subject: Rates of Daily Allowance for Staff Side Members of the Departmental/National Councils and Third level/ Regional Councils of JCM as Applicable to the Staff Members of the CJSC/IJSC of the ICAR

Sir,

In continuation of Council's letter No. 4-1/74- Re orgn. (Admn.) Per. IV at. 11.6.1976 (copy enclosed) on the subject cited above I am to forward herewith a copy of Deptt of Personnel and Training O.M. NO. 8/4/92/ JCA dated 18.2.93, revising rates of DA for Staff Side Members of the Departmental/National Council's etc.

It has been decided that the the revised rates of DA mentioned in DOP&T.O.M. at. 18.2.1993 may be adopted w.e.f. 1.1.92 in respect of staff representatives on CJSC/IJSC of ICAR

Receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-
(M.S. KAUNDAL)
Dy. Director (P)

Copy forwarded for information and necessary action to:

1. Secretary, ASRB, New Delhi
2. Director (P)/Director (F), ICAR
3. All Dy. Secretaries, ICAR
4. DD (GAC)/DD (F) /SA (R), ICAR
5. All Under-Secretaries, ICAR/KAB
6. All Members, CJSC, Hqrs./IJSC, Secretary (SS), Instts JSC (By name).
7. Secretary, (SS), CJSC /Secretary, IJSC, Hqrs, ICAR
8. All I .A. Sections / All Estt. Sections, ICAR
9. Audit I/II Sections/Cash. I/II Sections, ICAR
10. G.A II Section
11. Spare copies / Guard file.

Sd/-
Dy. Director (P)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI - 110 001**

No. 4-1/74-Reorgn. (Admn.) /Per.IV

Dated the 11th June, 1976

To

The Directors/Project Directors/Officers Incharge
of the Research Centres/Sub-Stations of all the
Research Institutes including Soil Conservation
centres

**Subject: Joint Council Scheme for Indian Council of Agricultural Research and its Research
Institutes - Grant of TA/DA to Members Attending the Meeting of Joint Council/
Central Joint Council**

Sir,

In continuation of this office letter of even number dated the 26th September, 1975 forwarding therewith the Joint Council Scheme of the Indian Council of Agricultural Research, I am directed to say that the question of payment of TA/DA to the staff represented on the Joint Council and Central Joint Council of the Indian Council of Agricultural Research for attending their meetings has been under consideration of the Indian Council of Agricultural Research for some time past. Since the Joint Council Scheme of the ICAR is modelled on the pattern of the Joint Consultative Machinery, constituted by the Govt of India for their employees, the staff representative will be entitled to the payment of TA/DA for attending the Joint Council and Central Joint Council meetings of the Indian Council of Agricultural Research in accordance with the instructions issued by the Govt. of India from time to time in the case of the staff representatives on Joint Consultive Machinery. These instructions are reproduced in the Government of India decisions No. 8 to 13, under SR - I of Chaudri's Compilation of FR & SR, Volume II (6th Edition).

Your faithfully

Sd/-
(K.P. SINGH)
Secretary

**GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL AND TRAINING**

New Delhi, the 10th June, 1992

Office Memorandum

Subject: Rates of Daily Allowance for Staff Side Members of the Departmental/National Councils and Third Level/Regional Councils of JCM

1. It has been decided that the Staff Side members of the JCM would now be granted daily allowance at the rate notified by the Finance Ministry (D/o Expenditure) from time to time as permissible to Central Government employees while on tour. For this purpose, the National Council and Departmental Councils, members would be equated to first grade officers drawing pay above Rs 2,800 but below Rs 5,100 and the Regional Councils/ Office Councils members would be equated with those drawing pay of Rs 1,900 and above but less than Rs 2,800. The existing rate of Daily Allowance may be worked out as per D/o Expenditure O. M. No. 19043/2/91-E.IV dated 24.1.1/92, as modified from time to time.

2. Daily Allowance for fraction of a day occurring during absence from the Headquarters (other than local journey) should continue to be drawn in the following manner:-

- | | |
|---|--------------------------|
| (i) for absence not exceeding 6 hours | -Nil |
| (ii) for absence exceeding 6 hours but not exceeding 12 hours | -70% of the normal rates |
| (iii) for absence exceeding 12 hours | -Full daily allowances. |

3. The existing instructions in regard to local attendance/journeys for members of the Staff Side of the National/Departmental Councils, contained in O.M. No. 8/10/72-JCA dated the 16th March, 1973 shall remain unaltered.

4. These orders issued with the concurrence of the Ministry of Finance (Expenditure) vide their U.O.No. 456/E. IV/ 92, dated 4.6.1992.

Sd/-
(RANBIR SINGH)
Desk Officer (JCA)

**GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL AND TRAINING**

New Delhi, the 18th February, 1993

Office Memorandum

Subject: Rates of Daily Allowance for Staff Side Members of the Departmental/National Councils and Third Level/ Regional Councils of JCM.

Grant of Daily Allowance to JCM members is to be regulated in terms of this Departments O.M. of even number dt. 10.6.92. As references continued to be received as to the manner of calculation of Daily Allowance, it is clarified that for the meetings of the Departmental/National Council (JCM), the members would be entitled to Daily Allowance at the rate of Rs 105 per day when they avail of Government or Public Sector Guest House or make their own arrangements, and Rs 225 per day when they stay in a Hotel or other establishment, providing boarding and/or lodging at scheduled tariff.

2. In respect of Third level/Regional Council meetings, the members would be entitled to Daily Allowance at the normal rates admissible to them while on duty subject to however a minimum of Rs 98 per day at places classified as 'A' class cities and Rs 60 per day at other places, when, they avail of Government or Public Sector Guest House or make their own arrangements, Rs 135 per day when they stay in a Hotel or other establishments providing boarding and/or lodging at scheduled tariff.

3. The rates effective from 1.1.92 are "Flat Rates". It is also clarified that where a member of the Departmental/ Council/National Council is also member of the Regional/ Office Council, he would be entitled to DA rates as permissible to members of the Regional Council/Office Council for meetings of these Councils.

This O.M. issued in consultation with ministry of Finance (Deptt of Expenditure U. O. 186/E. IV/93, dated 11.2.1993)

Sd/-
(BIR DATT)
Deputy Secretary to the Govt of India

**GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL AND TRAINING**

New Dehli, the 10th June, 1992

Office Memorandum

Subject: Rates of Daily Allowance for Staff Side Members of the Departmental/National Councils and Third Level/Regional Councils of JCM.

It has been decided that the Staff Side members of the JCM would now be granted daily allowance at the rate notified by the Finance Ministry (D/o Expenditure) from time to time as permissible to Central Government employees while on tour. For this purpose, the National Council and Departmental Councils members would be equated to first grade officers drawing pay above Rs 2800 but below Rs 5,100 and the Regional Councils/ Office Councils members would be equated with those drawing pay of Rs 1,900 and above but less than Rs 2,800. The existing rate of Daily Allowance may be worked out as per D/o Expenditure O.N. 19043/2/91-E. IV dated 24.1.1992 as modified from time to time.

2. Daily Allowance for fraction of a day occurring during absence from the Headquarters (other than local journey) Should continue to be drawn in the following manner:-

- | | |
|---|--------------------------|
| (i) for absence not exceeding 6 hours | -Nil |
| (ii) for absence exceeding 6 hours but not exceeding 12 hours | -70% of the normal rates |
| (iii) for absence exceeding 12 hours | -Full daily allowance |

3. The existing instructions in regard to local attendance/journeys for members of the Staff Side of the National/Departmental Councils, contained in O.M.No. 8/10/72-JCA dated the 16th March, 1973 shall remain unaltered.

4. These orders issued with the concurrence of the Ministry of Finance (Expenditure) vide their U.O.No. 456/E.IV/ 92, dated 4.6.1992.

Sd/-
(RANBIR SINGH)
Desk Officer (JCA)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI 110 001**

No. 4-27/82-Per. IV (Vol. II)

Dated the 11th December, 1985

To

The Directors of all the
Research Institutes

**Subject: Joint Council Scheme of the ICAR – Visit of ICAR Headquarters and Institutes by
the CJSC Members.**

Sir,

In continuation of this office letter No. 4-1/74-Per. IV, dated 13 February, 1978, I am to say that the question of allowing the members of the Central Joint Staff Council of the ICAR to visit the Headquarters and Institutes of the Council to familiarize themselves with various staff problems and suggest remedial measures and to treat such visits as official tours has been under consideration of the Council. It has now been decided with the approval of the DG, ICAR, that the Secretary (Staff Side) and Members of the Institutes Joint Councils may visit only the Headquarters of the Council and that too only after taking the prior permission of the Council, failing which their visit to Headquarters will not be treated as official tour. Visits to the Institutes will not be considered as official tours.

This decision may please be brought to the notice of all concerned.

Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(S. P. RAI)
Director (P)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI 110 001**

No. 5-1/91 -Per. IV

Dated the 24th February, 1992

To

The Directors/Project Directors/Project
Co-ordinators of ICAR Res. Instts/Centres/
Bureaux etc.

**Subject: Participation of Staff Representatives in the Institute Committees pertaining to
Amenities for the Staff – instructions regarding.**

Sir,

In the CJSC meeting held at the NDRI, Karnal, on Feb., 17-18, 1991, it was decided that the suggestions of associating staff side representative on the Committees, constituted by the ICAR and its Institutes, for dealing with welfare matters of staff should be examined and necessary instruction, issued for observance by all concerned. The matter has been examined/ considered in the light of the practice/procedure prevailing at the different Institutes of the ICAR and it has been decided that IJSC Secretary (Staff Side) or his representative may be associated on any Committee that may be constituted for dealing with welfare matters of staff, particularly on the following Committees:-

- (i) Management Committees (when an item relating to the welfare of staff is to be discussed in any meeting of the Committee as per existing instructions)
- (ii) Sports Committee (as per existing instructions)
- (iii) Livery Committee (as and when constituted)
- (iv) Departmental Canteen/Tiffin Committee
- (v) Staff Recreation Committee
- (vi) Benevolent Fund Committee
- (vii) Welfare Fund Committee

2. It is requested that above instructions may kindly be followed by the Institutes/Centres.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(JAGDISH MITTER)
Under-Secretary (RC)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI 110 001**

F. No. 10-39/85-Per.IV

Dated the 24th April, 1995

To

The Directors/Project Directors of
all the Research Institutes/NRCs
Centres stations etc.

D.S. (Admn.), ICAR

Subject: Recognition of Service Association in ICAR

Sir,

I am to say that fresh rules for recognition of service association of the Central Government employees notified by the Govt of India, Department of Personnel and Training vide their O.M. No. 2-10/80-JCA dated 9th November, 1993 were circulated vide ICAR letter of even number dated 10th/ 12th January, 1994. As you are aware there are Joint Staff Councils (JSC) and employees Grievance cells in all the ICAR Research Institutes as well as in the ICAR Hqrs for considering grievances of common nature as well as the grievance of individual employees both at the ICAR Institutes and the Headquarters. Moreover, Central Joint Staff Council (CJSC) is also functioning to cater to the need of the employees of the ICAR as a whole.

2. It has, therefore, been decided by the Competent Authority that in the case of ICAR employees whose grievances are being handled by the JSC and Grievance cell, the CCS (RSA) Rule 1993 circulated by Deptt of Personnel and Training O.M. No. 2(10)/80-JCA dated 9.11.93 will not be applicable and they will continue to seek redressal of their grievance through the foras of JSC and Grievance Cell of the respective institutes and ICAR Hqrs. Accordingly, the CCS (RSA) Rules 1993 circulated vide Council's letter of even number dated 10/12th January, 1994 are withdrawn with immediate effect. This may be brought to the notice of the employees of your institute by issuing appropriate circular in this regard under intimation to the Council.

3. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(S.S. RANA)
Director (Personnel)

CASUAL LABOUR

1. General Terms and Conditions for employment of casual labour

1. The policy regarding engagement of casual workers in Central Government Offices has been reviewed by Government keeping in view the judgment of the Supreme Court delivered on the 17th January, 1986, in the Writ Petition filed by Shri Surinder Singh and others *v.* Union of India and it has been decided to lay down the following guidelines in the matter of recruitment of casual workers on daily wage basis:—

- (i) Persons on daily wages should not be recruited for work of regular nature.
- (ii) Recruitment of daily wagers may be made only for work which is of casual or seasonal or intermittent nature or for work which is not of full time nature, for which regular posts cannot be created.
- (iii) The work presently being done by regular staff should be re-assessed by the Administrative Departments concerned for output and productivity so that the work being done by the casual workers could be entrusted to the regular employees. The Departments may also review the norms of staff for regular work and take steps to get them revised, if considered necessary.
- (iv) Where the nature of work entrusted to the casual workers and regular employees is the same, the casual workers may be paid at the rate of 1/30th of the pay at the minimum of the relevant pay scale *plus* dearness allowance for work of 8 hours a day.
- (v) In cases where the work done by a casual worker is different from the work done by a regular employee, the casual worker may be paid only the minimum wages notified by the State Government/Union Territory Administration, as per the Minimum Wages Act, 1948. However, if a Department is already paying daily wages at a higher rate, the practice could be continued with the approval of its Financial Adviser.
- (vi) The casual workers may be given one paid weekly off after six days continuous work.
- (vii) The payment to the casual workers may be restricted only to the days on which they actually perform duty under the Government with a paid weekly off as mentioned at (vi) above. They will, however, in addition, be paid for a National Holiday, if it falls on a working day for the casual workers.
- (viii) In cases where it is not possible to entrust all the items of work now being handled by the casual workers to the existing regular

staff, additional regular posts may be created to the barest minimum necessary, with the concurrence of the Ministry of Finance.

- (ix) Where work of more than one type is to be performed through out the year but each type of work does not justify a separate regular employee, a multifunctional post may be created for handling those items of work with the concurrence of the Ministry of Finance.
- (x) The regularization of the services of the casual workers will continue to be governed by the instructions issued by this Department in this regard. While considering such regularization, a casual worker may be given relaxation in the upper age-limit only if at the time of initial recruitment as a casual worker, he had not crossed the upper age-limit for the relevant post.
- (xi) If a Department wants to make any departure from the above guidelines, it should obtain the prior concurrence of the Ministry of Finance and the Department of Personnel and Training.

2. All the Administrative Ministries/Departments should undertake a review of appointment of casual workers in the offices under their control on a time-bound basis so that at the end of the prescribed period, the following targets are achieved:—

- (a) All eligible casual workers are adjusted against regular posts to the extent such regular posts are justified.
- (b) The rest of the casual workers not covered by (a) above and whose retention is considered absolutely necessary and is in accordance with the guidelines, are paid emoluments strictly in accordance with the guidelines.
- (c) The remaining casual workers not covered by (a) and (b) above are discharged from service.

3. By strict and meticulous observance of the guidelines by all Ministries/Departments, it should be ensured that there is no more engagement of casual workers for attending to work of a regular nature, particularly after the review envisaged above is duly completed. Each Head of Office should also nominate an officer who would scrutinize the engagement of each and every casual worker and the job for which he is being employed to determine whether the work is of casual nature or not.

4. Ministry of Finance, etc., are requested to bring the contents of this OM to the notice of all the appointing authorities under their respective administrative control for strict observance. Cases of negligence in the matter of implementing these guidelines should be viewed very seriously and brought to the notice of the appropriate authorities for taking prompt and suitable action against the defaulters.

[G.I., Dept. of Per. & Trg., O.M. No. 49014/2/86-Estt. (C), dated the 7th June, 1988 and Min. of Labour, O.M. No. 53202/16/86-W.C. (M.W.), dated the 23rd August, 1988.]

Clarification.— 1. It is hereby clarified that the orders contained in the aforesaid OM have come into force on date of issue, viz., 7-6-1988 and casual workers employed in various Secretariat offices are also entitled to payment of wages as provided in this O.M. with effect from 7-6-1988.

2. The Ministry of Finance, etc., are requested that the above clarification may be brought to the notice of all concerned for information and guidance.

[G.I., Dept. of Per. & Trg., O.M. No. 49019/7/87-Estt. (C), dated the 30th May, 1989.]

2. Recruitment of casual labourers only for work of casual or seasonal nature

It has come to notice that in some offices, casual labourers are being engaged for jobs which are to be performed by Group 'D' staff.

2. In this connection, attention is invited to Government of India, Department of Personnel and Training, O.M. No. 49014/2/86-Estt. (C), dated 7-6-1988 (see *Sl. No. 1 above*), on the subject of recruitment of casual labourers on daily wage basis. Accordingly, recruitment of daily wages casual labourers may be made under the delegated powers only for work which is of casual or seasonal or intermittent nature, i.e., work which is not of recurring nature and can't be entrusted to Group 'D' employees, e.g., work relating to hot and cold weather arrangements.

3. If there are vacancies in posts of Group 'D' staff as per the sanctioned strength (not proposed strength), steps may be taken to fill up the vacancies. In the interim, the number of casual labourers utilized partly on work which Group 'D' employees will do, if available, should not exceed the number of vacancies in Group 'D' posts. Casual labourers should not in any case be recruited against vacancies justified in the staff proposals.

4. Employment of the same casual labourer beyond 200 days in a year is not permitted.

[C. & A.G., New Delhi, Lr. No. 891-N (APP)/3-94 (NGE Group, Circular No. N/18/94), dated the 9th March, 1994.]

3. Appointment of casual labourers to Group 'D' posts

3.1 The appointment of casual labourers to Group 'D' posts, borne on the regular establishment which are required to be filled by direct recruitment, will be made subject to the following conditions:—

- (i) No casual labourer not registered with the Employment Exchange should be appointed to posts borne on the regular establishment;
- (ii) Casual labourers appointed through Employment Exchange and possessing experience of a minimum of two years' continuous service as casual labour in the office/establishment to which they are so appointed will be eligible for appointment to posts on the

regular establishment in that office/establishment without any further reference to the Employment Exchange.

- (iii) Casual labourers recruited in an office/establishment direct, without reference to the Employment Exchange, should not be considered for appointment to regular establishment unless they get themselves registered with the Employment Exchange, render, from the date of such registration, a minimum of two years' continuous service as casual labour and are subsequently sponsored by the Employment Exchange in accordance with their position in the register of the Exchange. (See Paragraph 3 below for one time relaxation.)

3.2 A casual labourer may be given the benefit of 2 years' continuous service as casual labourer if he has put in at least 240 days (206 days in the case of offices observing 5 days week) of service as a casual labourer (including broken periods of service) during each of the two years of service referred to above.

[G.I., M.F., O.M. No. F. 8 (2)-Estt. (Spl.) 60, dated the 24th January, 1961; M.H.A., O.M. No. 6/52/60-Estt. (A), dated the 16th February, 1961; No. 16/10/66-Estt. (D), dated the 2nd December, 1966; No. 14/1/68-Estt. (C), dated the 12th February, 1969 and D.P. & A.R., O.M. No. 49014/19/84-Estt. (C), dated the 26th October, 1984.]

4. Regularization of service of casual workers, not recruited through Employment Exchange before 7-5-1985, in Group 'D' posts

4.1 The services of casual workers may be regularized in Group 'D' posts in various Ministries/Departments, etc., subject to certain conditions, in terms of the general instructions issued by this Department. One of these conditions is that the casual workers concerned should have been recruited through the Employment Exchange. Sponsorship by the Employment Exchange being a basic and essential condition for recruitment under the Government, it has repeatedly been brought to the notice of the various administrative authorities that recruitment of casual workers should always be made through the Employment Exchange. It has, however, come to the notice of this Department that in certain cases these instructions were contravened and casual workers were recruited otherwise than through the Employment Exchange. Though these persons may have been continuing as casual workers for a number of years, they are not eligible for regular appointment and their services may be terminated any time. Having regard to the fact that casual workers belong to the weaker section of the society and termination of their services will cause undue hardship to them, it has been decided, as a one time measure, in consultation with the Director-General, Employment and Training, that casual workers recruited before the issue of these instructions may be considered for regular appointment to Group 'D' posts, in terms of the general instructions, even if they were recruited otherwise than through the Employment Exchange, provided they are eligible for regular appointment in all other respects.

4.2. It is once again reiterated that no appointment of casual workers should be made in future otherwise than through the Employment Exchanges.

If any deviation in this regard is committed, responsibility should be fixed and appropriate departmental action taken against the official concerned.

[G.I., D.P. & T., O.M. No. 49014/18/84-Estt. (C), dated the 7th May, 1985.]

5. Ban on engagement of casual workers for duties of Group 'C' posts

There is a complete ban on engagement of casual workers for performing duties of Group 'C' posts and hence no appointment of casual workers should be made in future for performing duties of Group 'C' posts. If any deviation in this regard is committed, the administrative officer in charge in the rank of Joint Secretary or equivalent will be held responsible for the same.

[G.I., M.F., O.M. No. 49014/16/89-Estt. (C), dated the 26th February, 1990.]

6. Payment of wages to unskilled casual workers in Archaeological Survey of India

It has been decided that the unskilled casual worker whose nature of work is the same as that of the regular employees may be paid at the rate of 1/30 of Rs. 750 *plus* DA for work of 8 hours a day with effect from 7-6-1988. The guidelines issued by the Department of Personnel and Training should be strictly observed. On a reference made to them, it has been clarified as under—

- (i) The persons on daily wages on regular nature of work should not be engaged. In case casual workers have been engaged to do duties of regular nature, they shall have to be paid at the minimum time-scale of pay *plus* DA for work of 8 hours a day.
- (ii) The casual workers are required to be paid for the day on which they actually perform duties.
- (iii) If the casual worker is called for duty on a holiday, he will have to be paid for that day. In case this holiday happens to be paid holiday for the casual worker that he will have to be allowed additional wages for the duty for that holiday.
- (iv) The practice of engaging a casual worker on his weekly off day should be avoided. The question of allowing paid weekly off to casual workers in the offices following five days week work pattern is under consideration of the Department of Personnel and Training.

As for revision of rates in respect of skilled labour is concerned, the matter is being examined separately and the orders will be issued shortly.

[G.I., Archaeological Survey of India, O.M. No. 27-1/86-Admn. III, dated the 15th December, 1988.]

7. Scheme for Grant of Temporary Status and Regularization of Casual Workers

The guidelines in the matter of recruitment of persons on daily wage basis in Central Government offices were issued *vide* this Department's

O.M. No. 49014/2/86-Estt. (C), dated 7-6-1988 [see *Orders under (1) above*]. The policy has further been reviewed in the light of the judgment of the CAT, Principal Bench, New Delhi, delivered on 16-2-1990, in the Writ Petition filed by Shri Raj Kamal and others v. Union of India and it has been decided that while the existing guidelines contained in OM, dated 7-6-1988, may continue to be followed, the grant of temporary status to the casual employees, who are presently employed and have rendered one year of continuous service in Central Government offices other than Department of Telecom, Posts and Railways may be regulated by the Scheme as appended.

2. Ministry of Finance, etc., are requested to bring the scheme to the notice of appointing authorities under their administrative control and ensure that recruitment of casual employees is done in accordance with the guidelines contained in OM, dated 7-6-1988. Cases of negligence should be viewed seriously and brought to the notice of appropriate authorities for taking prompt and suitable action.

APPENDIX

Department of Personnel and Training, Casual Labourers (Grant of Temporary Status and Regularization) Scheme

1. This scheme shall be called "Casual Labourers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993".

2. This scheme will come into force with effect from 1-9-1993.

3. This scheme is applicable to casual labourers in employment of the Ministries/Departments of Government of India and their Attached and Subordinate Offices, on the date of issue of these orders. But it shall not be applicable to casual workers in Railways, Department of Telecommunication and Department of Posts who already have their own schemes.

4. *Temporary status.*— (i) Temporary status would be conferred on all casual labourers who are in employment on the date of issue of this OM and who have rendered a continuous service of at least one year, which means that they must have been engaged for a period of at least 240 days (206 days in the case of offices observing 5 days week).

(ii) Such conferment of temporary status would be without reference to the creation/availability of regular Group 'D' posts.

(iii) Conferment of temporary status on a casual labourer would not involve and change in his duties and responsibilities. The engagement will be on daily rates of pay on need basis. He may be deployed anywhere within the recruitment unit/territorial circle on the basis of availability of work.

(iv) Such casual labourers who acquire temporary status will not, however, be brought on to the permanent establishment unless they are selected through regular selection process for Group 'D' posts.

5. Temporary status would entitle the casual labourers to the following benefits:—

- (i) Wages at daily rates with reference to the minimum of the pay scale for a corresponding regular Group 'D' official including DA, HRA and Special Compensatory Allowance or Composite Hill Compensatory Allowance, etc., i.e., only one of the compensatory allowance, more beneficial to them, can be taken into account for the purpose of calculating their wages.— O.M. No. 3 (2)/95-E.II (B), dated the 15th January, 1996.

Recommendations of Sixth Central Pay Commission — Applicability for revised Group 'D' Pay Scales to Casual Labourers with Temporary status.—The Casual Labourers with Temporary Status will continue to receive their wages as per provisions of the Casual Labourers (Grant of Temporary Status and Regularization) Scheme, worked out on the basis of the pay scales for Group 'D' employees as per -1S Pay Band and the corresponding Grade Pay recommended by the Sixth Central Pay Commission and approved by the Government.

[G.I., Dept. of Per. & Trg., O.M. No. 49011/31/2008-Estt. (C), dated the 12th September, 2008.]

- (ii) Benefits of increments at the same rate as applicable to a Group 'D' employee would be taken into account for calculating pro rata wages for every one year of service subject to performance of duty for at least 240 days (206 days in administrative offices observing 5 days week) in the year from the date of conferment of temporary status.
- (iii) Leave entitlement will be on a pro rata basis at the rate of one day for every 10 days of work. Casual or any other kind of leave, except maternity leave, will not be admissible. They will also be allowed to carry forward the leave at their credit on their regularization. They will not be entitled to the benefits of encashment of leave on termination of service for any reason or on their quitting service.

It is clarified that the limit on accumulation of total number of days of leave will be 300 days as in the case of regular Government employees. In other words, CLTS can accumulate leave up to a maximum of 300 days only.

[G.I., Dept. of Per. & Trg., O.M. No. 49014/3/2007-Estt. (C), dated the 18th October, 2007.]

- (iv) Maternity leave to lady casual labourers as admissible to regular Group 'D' employees will be allowed.
- (v) 50% of the service rendered under temporary status would be counted for the purpose of retirement benefits after their regularization.

- (vi) After rendering three years' continuous service after conferment of temporary status, the casual labourers would be treated on par with temporary Group 'D' employees for the purpose of contribution to the General Provident Fund, and would also further be eligible for the grant of Festival Advance, Flood Advance on the same conditions as are applicable to temporary Group 'D' employees, provided they furnish two sureties from permanent Government servants of their Department.
- (vii) Until they are regularized, they would be entitled to Productivity-Linked Bonus / *Ad hoc Bonus* only at the rates applicable to casual labourers.

6. No benefits other than those specified above will be admissible to casual labourers with temporary status. However, if any additional benefits are admissible to casual workers working in industrial establishments in view of provisions of Industrial Disputes Act, they shall continue to be admissible to such casual labourers.

7. Despite conferment of temporary status, the services of a casual labourer may be dispensed with by giving a notice of one month in writing. A casual labourer with temporary status can also quit service by giving a written notice of one month. The wages for the notice period will be payable only for the days on which such casual worker is engaged on work.

8. *Procedure for filling up of Group 'D' posts.*— (i) Two out of every three vacancies in Group 'D' cadres in respective offices where the casual labourers have been working would be filled up as per extant Recruitment Rules and in accordance with the instructions issued by Department of Personnel and Training from amongst casual workers with temporary status. However, regular Group 'D' staff rendered surplus for any reason will have prior claim for absorption against existing / future vacancies. In case of illiterate casual labourers or those who fail to fulfil the minimum qualification prescribed for the post, regularization will be considered only against those posts in respect of which literacy or lack of minimum qualification will not be a requisite qualification. They would be allowed age relaxation equivalent to the period for which they have worked continuously as casual labourer.

9. On regularization of casual worker with temporary status, no substitute in his place will be appointed as he was not holding any post. Violation of this should be viewed very seriously and attention of the appropriate authorities should be drawn to such cases for suitable disciplinary action against the officers violating these instructions.

10. In future, the guidelines as contained in this Department's OM, dated 7-6-1988, should be followed strictly in the matter of engagement of casual employees in Central Government offices.

11. Department of Personnel and Training will have the power to make amendments or relax any of the provisions in the scheme that may be considered necessary from time to time.

[G.I., Dept. of Per. & Trg. O.M. No. 51016/2/90-Estt. (C), dated the 10th September, 1993.]

8. Clarifications to OM, dated 10-9-1993, regarding grant of temporary status and regularization of casual workers

References are being received from various field formations seeking clarifications regarding orders issued by the D.P. & Trg. in connection with grant of temporary status to the daily-rated workers. The clarifications sought for and their reply have been indicated against each clarifications as under—

Clarification sought	Reply
1. Whether the attendance of the casual workers shall continue to be marked on Muster Roll Forms No. CPWA-21 (i) Revised or the same is to be marked in the attendance register and paid through Form No. CPWA-29 as is done in the case of Group 'D' employees on Work-charged Estt.?	There will be no change in this regard. The existing practice of marking attendance will continue. The casual workers even after conferment of temporary status continue to be casual workers.
2. Whether the casual workers who are eligible for temporary status with effect from 1-9-1993 are entitled for any arrears of increment with effect from 7-6-1989?	In Para. 2 of D.P. & Trg., OM, dated 10-9-1993, it has been clearly indicated that these orders are applicable with effect from 1-1-1993. There is, therefore, no question of grant of any arrears to any worker in respect of period prior to 1-9-1993.
3. Whether the casual workers shall be entitled for payment of Gazetted holidays also?	No.
4. Whether Service Books in respect of casual workers to whom temporary status is granted are to be opened and if not, how the benefit of grant of annual increments, leave on pro rata basis at the rate of 1 day for every 10 days as per the orders, is to be regulated?	This is a matter of convenience. If the field offices feel that it is not essential to open Service Books and they can regulate the benefits extended without opening of Service Books, they may do so. If they find that opening of Service Books is more convenient to maintain the records properly, they can follow this practice. However, for the sake of uniformity it is advised that Service Books in respect of such workers are opened.
5. Whether there will be any change in operation of orders regarding payment of OTA to the casual workers, consequent upon implementation of the orders of grant of temporary status?	No.

Clarification sought	Reply
6. Whether these orders are also applicable to the casual workers who have recently died and what benefits of gratuity/pensions, etc., will be available to them?	Kindly refer Para. 5, sub-paras. (v) and (vi) in D.P. & Trg., OM, dated 10-9-1993, in this connection.
7. Whether the deceased casual worker with temporary status will be paid for the accumulated leave?	No.
8. Whether wages of daily-rated workers covered under temporary status are to be prepared on Hand Receipt (at present these are being prepared on Hand Receipt) or on Form CPWA-58?	The existing procedure may be followed. As already made clear, even after conferment of temporary status, these workers continue to be casual workers.
9. Whether the leave accumulated in the account of the workers with temporary status in the 1st year shall be carried forward to the next year. If so, what will be its limit?	The matter is under consideration in consultation with D.P. & Trg. Necessary clarification will be furnished in due course of time.

9. Clarification on grant of temporary status and regularization of casual workers

With reference to O.M. No. 51016/2/90-Estt. (C), dated 10-9-1993, [*Order (7) above*], many references have been received from various Ministries/Departments, seeking clarifications on certain points relating to grant of temporary status to casual labourers.

2. Clarifications in respect of the points raised in the references are given below—

Point	Clarification
1. Whether the casual employees who were not initially engaged through Employment Exchange are entitled to the benefit of temporary status?	Since it is mandatory to engage casual employees through Employment Exchange, the appointment of casual employees without Employment Exchange is irregular. Hence, such casual employees cannot be bestowed with temporary status.

Point	Clarification
2. Whether temporary status could be granted to the part-time casual employees?	No.
3. Will the casual labourers initially engaged after crossing the upper age-limit prescribed for recruitment to Group 'D' posts be eligible for grant of temporary status?	No age-limit has been prescribed for grant of temporary status. However, for the purpose of subsequent regularization, the conditions regarding age and educational qualifications prescribed in the relevant Recruitment Rules will apply.
4. Will the wages of casual employees would be debited to the salaries sub-head of the establishment or to the contingent sub-head?	Since the casual employees on grant of temporary status would be entitled for wages on actual basis, their wages will have to be debited to the sub-head 'wages'.
5. Whether the casual employees working in administrative offices observing 5-days week would be entitled to the benefit of paid weekly off?	Since the facility of paid weekly off is admissible after 6 days of continuous work, this would not be admissible to casual employees working for 5 days in a week.
6. For the purpose of assessing leave entitlement, how should qualifying period be reckoned?	Qualifying period should be reckoned with reference to actual number of days duty performed ignoring days of weekly off, leave and absence, etc. All days of duty will be counted irrespective of intervening spells of absence, which do not constitute break in service.
7. Frequency at which leave will be credited.	Twice a year. On the 1st of January and 1st of July, credit will be afforded for the preceding half-year or fraction thereof, on a pro rata basis at the rate of one day for every 10 days of work.

[G.I., Dept. of Per. & Trg., O.M. No. 49014/2/93-Estt. (C), dated the 12th July, 1994.]

10. Transport Allowance to temporary status casual labourers from 1-8-1997

The question as to whether 'Transport Allowance' granted to the Central Government employees, *vide* Ministry of Finance, Department of Expenditure O.M. No. 21 (1)/97/E. II (B), dated 3-10-1997, would be admissible to casual employees who have been granted temporary status has been considered and it has been decided that the casual employees who have been granted temporary status shall be entitled to Transport Allowance for computation of their daily rates of wages, at the following rates:—

"A-1"/"A" Class city	Rs. 100
Other places	Rs. 75

2. The grant of Transport Allowance under these orders shall be regulated according to, and will be subject to the following conditions:—

- (i) The cities referred to as "A-1" and "A" in these orders shall be the same as those classified as such for the purpose of Compensatory (City) Allowance (CCA) in terms of the orders issued separately regulating grant of CCA to Central Government employees.
- (ii) This allowance will not be admissible during absence from duty exceeding 30 days due to leave or otherwise.
- (iii) The allowance shall not be admissible to those employees who are living in Government accommodation within a distance of one kilometre or within a campus housing the places of work and residence.

NOTE:— The grant of the allowance under these orders would be subject to furnishing of a certificate by the employee that the Government accommodation is not located within one kilometre from the place of work of the concerned employees or within a campus housing the places of work and residence.

- (iv) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.

3. These orders shall take effect from 1-8-1997.

[G.I., Dept. of Per. & Trg., O.M. No. 49014/3/97-Estt. (C), dated the 1st April, 1998.]

Revised orders based on the recommendations of Sixth Pay Commission awaited.

11. 15 days' Paternity Leave to temporary status casual labourers from 1-4-1998

The undersigned is directed to say that the question as to whether the male casual employees who have been granted temporary status could be allowed the benefit of Paternity Leave, was under consideration of the Government. It has been decided that the benefit of Paternity Leave as admissible to regular Government employees, on the recommendations of the

Fifth Central Pay Commission, may also be extended to the casual employees, who have been granted temporary status. The provisions of Casual Labourers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993 [*vide* Dept. of Per. & Trg., O. M. No. 51016/2/90-Estt. (C), dated 10-9-1993] may be modified as under:—

(a) A male casual employee who has been bestowed with temporary status with and who has less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid wages in respect of the working days equal to the wages drawn immediately before proceeding on leave.

(b) Paternity Leave shall not be debited against the leave account and may be combined with pro rata earned leave admissible to the casual employees, under “Casual Labourers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993”.

2. These orders take effect from the date of issue.

3. However, the benefit of Paternity Leave to a casual male employee with temporary status may also be allowed in case his wife had given birth to the child on a date prior to 135 days from the date of issue of these orders.

[G.I., Dept. of Per. & Trg., O.M. No. 49014/1/98-Estt. (C), dated the 1st April, 1998.]

12. Pay to be fixed after taking into account the increments earned in Group ‘D’ pay scale on regularization against a Group ‘D’ post

The undersigned is directed to refer to this Ministry’s O.M. No. 51016/2/90-Estt. (C), dated 10-9-1993 containing the scheme for grant of temporary status and regularization of casual workers with temporary status against two out of every three vacancies arising in Group ‘D’ cadre in respective offices where the casual workers have been working, to be filled up as per extant Recruitment Rules and in accordance with the instructions issued by this Department. These orders, *inter alia*, provided that benefits of increments at the same rate as applicable to a Group ‘D’ employee could be taken into account for calculating pro rata wages for every one year of service subject to the other conditions in regard to performance of duties for the prescribed minimum number of days in a year. Subsequently, a clarification was issued in this Department’s O.M. No. 49014/4/97-Estt. (C), dated 29-1-1998 that the pay of casual workers with temporary status on regularization against Group ‘D’ post may be fixed at the minimum of the pay scale of the relevant Group ‘D’ post.

2. The Staff Side in the Standing Committee Meeting of the National Council (JCM) had taken up the issue of fixing the pay of such casual worker with temporary status on their regularization against Group ‘D’ post at the same stage of basic pay based on which they were paid the wages when their services were utilized as casual worker with temporary status. The matter has been considered and it has been decided that in supersession of this Department’s aforesaid OM,

dated the 29th January, 1998, the pay of casual workers with temporary status on their regularization against Group 'D' posts in identical grades will be fixed after taking into account the increments already earned by them in the Group 'D' pay scale which was taken into account for payment of wages while working as casual worker with temporary status.

3. Past cases may also be reviewed and the pay refixed in respect of casual workers with temporary status regularized in Group 'D' post. Such counting of the past increments earned on regularization will be only for the purpose of pay fixation and will not entitle them to claim seniority or any other benefits like promotion, etc., on the basis of such casual service.

4. All Ministries / Departments including attached / subordinate offices are requested to take necessary action to fix the pay of such of those casual labourers who have been regularized in terms of the above scheme accordingly and arrears of pay as admissible paid to them.

5. This issues with the concurrence of Ministry of Finance (Department of Expenditure) *vide* their ID No. 7/7/2008-E.III (A), dated 8-5-2008.

[G.I., Dept. of Per. & Trg., O.M. No. 49014/4/2007-Estt. (C), dated the 9th May, 2008.]

IN THE DEPARTMENT OF POSTS

1. Part-time and Full-time Casual Labourers.— It is hereby clarified that all daily wagers working in Post Offices or in RMS Offices or in Administrative Offices or PSDs / MMS under different designations (mazdoor, casual labourer, contingent paid staff, daily wager, daily-rated mazdoor, outsider) are to be treated as casual labourers. Those casual labourers who are engaged for a period of not less than 8 hours a day should be described as full-time casual labourers. Those casual labourers who are engaged for a period of less than 8 hours a day should be described as part-time casual labourers. All other designations should be discontinued.

Substitutes engaged against absentees should not be designated casual labourer. For purposes of recruitment to Group 'D' posts, substitutes should be considered only when casual labourers are not available. That is, substitutes will rank last in priority, but will be above outsiders. In other words, the following priority should be observed:—

- (i) NTC Group 'D' officials.
- (ii) EDAs of the same Division.
- (iii) Casual labourers (full time or part-time. For purpose of computation of eligible service, half of the service rendered as a part-time casual labourer should be taken into account. That is, if a part-time casual labourer has served for 480 days in a period of 2 years, he will be treated, for purposes of recruitment, to have completed one year of service as full time casual labourer).
- (iv) EDAs of other divisions in the same Region.
- (v) Substitutes (not working in Metropolitan cities).

(vi) Direct recruits through Employment Exchanges.

NOTE.—Substitutes working in Metropolitan Cities will, however, rank above No. (iv) in the list.

[G.I., Dept. of Posts, Lr. No. 65-24/88-SPB. I, dated the 17th May, 1989.]

2. Casual Labourers (Grant of Temporary Status and Regularization) Scheme. — In compliance with the directions of the Hon'ble Supreme Court, a scheme was drawn up by this Department in consultation with the Ministries of Law, Finance and Personnel and the President has been pleased to approve the said scheme. The scheme is as follows:—

1. 'Temporary Status' would be conferred on the casual labourers in employment as on 29-11-1989 and who continue to be currently employed and have rendered continuous service of at least one year; during the year they must have been engaged for a period of 240 days. (206 days in the case of offices observing five days week).

2. Such casual workers engaged for full working hours, viz., 8 hours including $\frac{1}{2}$ hour's lunch time will be paid at daily rates on the basis of the minimum of the pay scale for a regular Group 'D' official including DA, HRA and CCA.

3. Benefit of increment at the same rate as applicable to a Group 'D' employee would be taken into account for calculating per month rate wages, after completion of one year of service from the date of conferment of Temporary Status. Such increment will be taken into account after every one year of service subject to performance of duty for at least 240 days (206 days in establishments observing five days week) in the year.

4. Leave entitlement will be one day for every 10 days' of work. Casual leave or any other kind of leave, except maternity leave, will not be admissible. No encashment of leave is permissible on termination of services for any reason or on the casual labourers quitting service.

5. Maternity leave to lady full-time casual labourers will be allowed as admissible to regular Group 'D' employees.

6. 50% of the service rendered under Temporary Status would be counted for the purpose of retirement benefits after regularization as a regular Group 'D' official.

7. Conferment of Temporary Status does not automatically imply that the casual labourers would be appointed as a regular Group 'D' employees within any fixed time frame. Appointment to Group 'D' vacancies will continue to be done as per the extant Recruitment Rules, which stipulate preference to eligible ED employees.

8. After rendering three years' continuous service after conferment of temporary status, the casual labourers would be treated at par with temporary Group 'D' employees for the purpose of contribution to General Provident Fund. They would also further be eligible for the grant of Festival Advance / Flood Advance on the same conditions as are applicable to temporary

Group 'D' employees, provided they furnish two sureties from permanent Government servants of this Department.

9. Their entitlement to Productivity-Linked Bonus will continue to be at the rate applicable to casual labourers.

10. Temporary status does not debar dispensing with the service of a casual labourer after following the due procedure.

11. If a labourer with temporary status commits a misconduct and the same is proved in an enquiry after giving him reasonable opportunity, his services will be dispensed with.

12. Casual labourers may be regularized in units other than recruiting units also, subject to availability of vacancies.

13. For purpose of appointment as a regular Group 'D' official, the casual labourers will be allowed age relaxation to the extent of service rendered by them as casual labourers.

14. The casual labourers can be deployed anywhere within the recruitment unit / territorial circle on the basis of availability of work.

15. The engagement of the casual labourers will continue to be on daily rates of pay on need basis.

16. The conferment of temporary status has no relation to availability of sanctioned regular Group 'D' posts.

17. No recruitment from open market for Group 'D' posts except compassionate appointments will be done till casual labourers with the requisite qualification are available to fill up the posts in question.

Further action may be taken in regard to the casual labourers by each unit, as per the above-said scheme. This issues with the approval of Ministry of Finance and concurrence of Integrated Finance, vide their Dy. No. 1282-FA/91, dated 10-4-1991.

[G.I., Dept. of Posts, Lr. No. 45-95/87-SPB. I, dated the 12th April, 1991.]

Clarification (1).— Further to Letter No. 45-95/87-SPB-I, dated 12-4-1991 (*Order 2 above*), it is hereby clarified that the scheme is effective from 29-11-1989 and hence the eligible casual labourers may be conferred temporary status and the benefits indicated in the above-said circular with effect from 29-11-1989.

2/ Eligibility for weekly off to casual labourers continue to remain the same as before, viz., after 6 days of continuous work, they will be entitled to one weekly off. They will also be entitled for 3 paid National Holidays.

3. Leave salary to the casual labourers with temporary status will be paid at the rate of daily wages being paid to the casual labourers concerned.

4. Casual labourers who work in offices observing 5 days a week are not entitled to Paid Off on Saturday on Sunday. In other words, the

weekly paid off after 6 continuous working days is permissible only to those Casual workers who work at the rate of 8 hours per day in establishments having 6 days a week.

5. The Scheme is also applicable to casual workers in the civil wing of this Department. It is not, however, applicable to any person working on casual basis in Group 'C' posts.

6. Vacancies of Casual labourers caused by their absorption in Group 'D' posts are not to be filled by recruiting fresh casual labourers. In other words, engagement of fresh casual labourers is not permissible as already reiterated time and again.

[G.I., Dept. of Posts, Lr. No. 45-37/91-SPB. I, dated the 5th June, 1991.]

Clarification (2).— Attention is invited to the Department of Per. & Trg., OM, dated 7-6-1988, as per which engagement of fresh full time casual labourers is not permissible. In the said OM, it has also been made clear that where the work of more than one type is to be performed throughout the year but each type of work does not justify a separate regular employee, a multi-functional post could be created for handling these items with the concurrence of Ministry of Finance. The possibility of creation of multifunctional posts in offices for discharging the items of work each of which does not justify a full time post may be explored in the first instance. In case this is not found possible to entrust, part-time casual hands may be engaged as per the outlines contained in OM, dated 7-6-1988.

It is once again reiterated that the decision regarding engagement of fresh part-time casual hands should be taken with care and at a fairly high level so that the provisions of OM, dated 7-6-1988, are not diluted.

[G.I., Dept. of Posts, Lr. No. 45-111/90-SPB. I, dated the 13th January, 1992.]

Clarification (3).— 1. Casual labourers conferred with temporary status can accumulate leave up to a maximum limit of 240 days.

2. Such casual labourers may be allowed paid leave as and when they require, provided leave is available at their credit.

3. No substitute arrangements should be made on such occasions, since engagement of fresh casual labourers is not permissible.

4. Casual labourers conferred with temporary status are to be paid OTA at the existing OTA rates for casual labourers, if they are engaged for extra hours.

[G.I., Dept. of Posts, Lr. No. 45-26/92-SPB. I, dated the 28th October, 1992.]

Clarification (4).— 1. The Service Book of the casual labourers conferred with temporary status is required to be maintained as in the case of temporary Government employees.

2. Temporary status casual labourers are entitled to increment on par with the departmental officials on completion of one year of engagement for 240 days, i.e., the increment would be taken into account for calculation of wages with effect from 1-11-1990, for the casual labourers conferred with

temporary status on 29-11-1989, if they have completed one year of service at least 240 days.

3. The services of temporary status casual labourers can be dispensed with in case of misconduct after giving due opportunity on the lines of those available to regular employees.

4. A ban on employment of casual labourers had been put to by the Government prior to 29-11-1989. Therefore, there should not be any casual labourer employed after 29-11-1989. If there are any, their full particulars may be furnished along with the circumstances under which they were taken and under whose orders.

5. Employment of substitutes against the leave vacancy or paid weekly off days of temporary status casual labourer is not permissible.

6. Casual labourers engaged in P & T dispensaries where the full working hours are less than 8 hours daily are not eligible for temporary status.

[G.I., Dept. of Posts, Lr. No. 45-56/92, dated the 1st March, 1993.]

NOTE.—For the purpose of Para. 3 above, the following procedure would be followed:—

Temporary status does not debar dispensing with the service of a casual labourer after following the due procedure.

If a labourer with temporary status commits a misconduct and the same is proved in an enquiry after giving him reasonable opportunity, his services will be dispensed with.

[G.I., Dept. of Posts, Lr. No. 45-56/92, dated Nil, June, 1993.]

3. Regularization of part-time Casual Labourers as full-time.—If part-time casual labourers are working for five hours or more, it may be examined whether they can be made full-time by readjustment or combination of duties. However, there should be no engagement of fresh casual labourers.

[G.I., Dept. of Posts, Lr. No. 45-14/92-SPB. I, dated the 16th September, 1992.]

4. Entitled leave availed by temporary status casual labourers be treated as duty for grant of weekly-off.—As per the temporary status scheme, the casual labourers conferred with temporary status are entitled for one day's leave after every ten days of work. Therefore, this leave is to be treated as day of work for purposes of grant of weekly off. Hence, they may be granted a weekly off after six days of continuous work including leave, if any, taken in between as per the above-said entitlement.

[G.I., Dept. of Posts, No. 45-14/92-SPB. I, dated the 16th September, 1992.]

5. Benefits to casual labourers on completion of three years' service in temporary status.—In their judgment, dated 29-11-1989, the Hon'ble Supreme Court have held that after rendering three years of continuous service with temporary status, the casual labourers shall be treated at par with temporary Group 'D' employees of the Department of Posts and would

thereby be entitled to such benefits as are admissible to Group 'D' employees on regular basis.

2. In compliance with the above-said directive of the Hon'ble Supreme Court, it has been decided that the casual labourers of this department conferred with temporary status as per the scheme circulated in the above-said circular No. 45-95/87-SPB. I, dated 12-4-1991, be treated at par with temporary Group 'D' employees with effect from the date they complete three years of service in the newly acquired temporary status as per the above-said scheme. From that date, they will be entitled to benefits admissible to temporary Group 'D' employees such as —

- (1) All kinds of leave admissible to temporary employees;
- (2) Holidays as admissible to regular employees;
- (3) Counting of service for the purpose of pension and terminal benefits as in the case of temporary employees appointed on regular basis for those temporary employees who are given temporary status and who complete three years of service in that status while granting them pension and retirement benefits after their regularization;
- (4) Central Government Employees' Insurance Scheme;
- (5) General Provident Fund;
- (6) Medical Aid;
- (7) Leave Travel Concession;
- (8) All advances admissible to temporary Group 'D' employees;
- (9) Bonus.

3. Further action may be taken accordingly and proper service record of such employees may also be maintained.

[G.I., Dept. of Posts, Lr. No. 66-9/91-SPB. I, dated the 30th November, 1992.]

6. Superannuation age for temporary status Casual Labourers. —

The services of a temporary status Casual Labourer may be dispensed with after giving notice that he/she attained 60 years of age and since the retirement age is 60 years for regular Group 'D' employees, he/she cannot be retained further. One month's notice may be given before dispensing with the services of a casual labourer.

[G.I., Dept. of Posts, No. 45-48/92-SPB. I, dated the 23rd February, 1993.]

7. Temporary status casual labourers not eligible to appear in LGOs examination.— As per Recruitment Rules for the post of Postal / Sorting Assistants, only permanent Group 'D' employees are eligible to appear in the Departmental examination. Casual labourers with 'Temporary Status' not being confirmed in the grade are not eligible for the same.

[G.I., Dept. of Posts, Lr. No. 60-52/90-SPB. I, dated the 13th September, 1993.]

8. Paid weekly off in case of Temporary Status Casual Labourers not to be taken into account for computation for regularization / drawal of increment.— The above matter has been examined in consultation with the Department of Personnel and Training and it has been decided that since paid weekly off is a facility available to casual employees after six days of continuous work, this cannot be taken as duty / service of a casual employee for computation of 240 days or 206 days for the purpose of regularization of service of the casual employee. Similarly, increment will be taken into account for calculation of per month rate wages after every one year of service subject to performance of duty for at least 240 days (206 days in establishments observing five days week) in the year. So paid weekly off is not to be taken into account for the purpose of computation of 240 days or 206 days for drawal of increments.

[G.I., Dept. of Posts, Lr. No. 45-26/92-SPB. I, dated the 15th March, 1994.]

9. Casual labourers recruited after 29-11-1989 and up to 1-9-1993 are also to be conferred 'Temporary Status'.— According to the orders on the scheme issued *vide* Letters No. 45-95/87-SPB. I, dated 12-4-1991 and No. 66-9/91-SPB. I, dated 30-11-1992 [*Orders (5) above*], full-time casual labourers who were in employment as on 29-11-1989 were eligible to be conferred 'Temporary Status' on satisfying other eligibility conditions.

The question of extending the benefits of the scheme to those full time casual labourers who were engaged/recruited after 29-11-1989 has been considered in this office in the light of the judgment of the CAT, Ernakulam Bench, Ernakulam delivered on 13-3-1995 in O.A. No. 750 of 1994.

It has been decided that full-time casual labourers recruited after 29-11-1989 and up to 1-9-1993 may also be considered for the grant of benefits under the scheme.

This issues with the approval of IS and FA *vide* Dy. No. 2423 of 1995, dated 9-10-1995.

[G.I., Dept. of Post, Letter No. 66-52/92-SPB. I, dated the 1st November, 1995 as amended by Letter, dated the 8th November, 1995.]

10. Introduction of New Pension Scheme — Modification of Casual Labourers (Grant of Temporary Status and Regularization) Scheme.— I am directed to say that the scheme for grant of temporary status and regularization of casual labourers has been reviewed in the light of introduction of New Pension Scheme in respect of persons appointed to the Central Government service on or after 1-1-2004, and it has been decided to modify the scheme as under:—

- (i) As the new pension scheme is based on defined contributions, the length of qualifying service for the purpose of retirement benefits has lost its relevance. No credit of casual service, as specified in

Para. 6 of the said scheme shall be available to the casual labourers on their regularization against Group 'D' posts on or after 1-1-2004.

- (ii) As there is no provision of General Provident Fund in the new pension scheme, it will not serve any useful purpose to continue deductions towards GPF from the existing casual employees, in terms of Para. 8 of the scheme for grant of temporary status. Therefore, no further deductions towards General Provident Fund shall be effected from the casual labourers, with effect from 1-1-2004 onwards and the amount lying in their General Provident Fund accounts, including deductions made after 1-1-2004, shall be paid to them.

[G.I., Dept. of Per. & Trg., O.M. No. 49014/1/2004-Estt. (C), dated the 26th April, 2004.]

11. GPF accumulations of temporary status casual labourers.— The undersigned is directed to refer to this Department's O.M. of even number, dated the 26th April 2004 *vide* which the provisions of Casual Labourers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993 was reviewed and modified on introduction of New Pension Scheme with effect from the 1st January, 2004. The references have been received in this Department seeking clarification as up to what date interest on the GPF accumulations of the casual labourers has to be allowed. The matter has been considered in consultation with Department of Pension and Pensioners' Welfare and Ministry of Finance (Department of Expenditure) and it has been decided that interest up to 30th April, 2004 may be allowed on the GPF accumulations of the casual labourers who have been bestowed with temporary status.

2. This issues in concurrence with Department of Expenditure *vide* their U.O. No. 442/E.V/2004, dated 15-7-2004.

[G.I., Dept. of Per. & Trg., O.M. No. 49014/1/2004-Estt. (C), dated the 23rd July, 2004.]

12. Allotment of General Pool accommodation to temporary status employees.— The issue relating to allotment of General Pool quarters to temporary status employees has been under consideration in the Directorate of Estates for quite some time. After detailed examination of the request received from various offices and considering the issues involved, it has now been decided to allow allotment of General Pool quarters to such temporary status employees, those who:—

- (i) are working in eligible offices and have been awarded temporary status under the provisions of the scheme called "Casual Labourers (Grant of Temporary Status and Regularization) Scheme of the Government of India, 1993";
- (ii) have rendered service as temporary status for at least three years, and
- (iii) is in receipt of House Rent Allowance.

[G.I., Dir. of Estates, O.M. No. 12035/20/94-Pol. II (Pt.I), dated the 27th August, 2009.]

Questions

Types of questions

LSR 36,50
RSR 42,56

LSR 36,39
RSR 42

LSR 54
RSR 58

3.1 Questions are of three kinds, viz., starred, unstarred, and short notice questions.

- (a) Starred questions: These are answered orally on the floor of the House and with reference to the reply given; members are entitled to ask supplementary questions. These are to be intelligently anticipated in the note for supplementaries prepared for the use of the Minister.
- (b) Unstarred questions: These call for written replies which are placed on the Table of the House and no supplementaries are asked in respect of such replies.
- (c) Short notice questions: These may be put only in regard to matters of public importance of an urgent character at shorter notice than provided for in the Rules of the two Houses (vide para 3.2 below) and are answered orally as starred questions. The special features that characterise these questions are dealt with in paragraph 3.12.

Notice for question

PRO 1.3
LSR 35
RSR 41

3.2 The LS/RS Secretariat gives at least five days notice to the Minister concerned to answer a question. In practice, however, in order to give the concerned department as much time as possible for the preparation of an answer, an advance copy of a question in the provisionally admitted form is forwarded to that department by the LS/RS Secretariat.

Scrutiny of Questions

PRO 1.4

PRO 1.18 to 1.21
Cabinet
Secretariat's D.O.
letter
No.73/2/15/85-Cab.
Dated 25.4.1985,
11.3.87, No.73/2/39/91-
Cab.
Dated 13.12.91
No. 1/25/25/98-Cab.
Dated 15.4.99 &
No1/25/52/2000-Cab.
Dated 17.2.01

3.3 On receipt of the provisionally admitted version of the question from the Parliament Unit, the concerned section will immediately examine it and take the following action:

- (a) (i) If it does not pertain to the department on the basis of the Allocation of Business Rules, the branch officer concerned will ring up the appropriate officer in the department to which the question belongs for transfer of the question. If the transfer is agreed to by him, the question will be transferred immediately and the fact of the transfer will be communicated on telephone to the LS/RS Secretariat followed by a written communication to the question branch of the said Secretariat. If, however, the officer in the other department does not agree to accept, the Secretary of the department will discuss the matter with the Secretary of the other department to resolve the issue.

(ii) If some of its components pertain to the sphere and responsibility of another department(s), the procedure as detailed in preceding sub-para will be followed to decide upon the department which, given the thrust of the question will answer the question and the other department(s) will furnish the relevant facts relating thereto to the department concerned to enable it to prepare the answer to the question.

(iii) If despite following the procedure as set out in sub-para (i) and (ii) above, irreconcilable differences still exist among departments on handling the parliament question, a reference giving details of discussions, etc., held with the other department(s), will be made to the Cabinet Secretariat by the

department with the approval of the Secretary. If in the mean time the question is printed in the List of Questions, the question may be answered under compulsion but thereafter the matter will be pursued with the concerned department(s) requesting them to accept future questions on the subject.

- (b) If it pertains to some other section, it will not be returned to the Parliament Unit but its transfer to the appropriate section will be settled either at the level of section officer or branch officer. Should this fail, the assistance of the O&M officer or other higher officer will be sought to resolve the issue without any delay or noting.

LSR 41,42 RSR
47,48 SD 10(A)
PRO 1.6, 1.7, 1.11 to
1.17

- (c) It will be examined whether the question is admissible for reply in terms of provisions quoted in the margin.

Communication of
facts to the LS/RS
Secretariat
PRO 1.4,1.8

3.4.1 If considered necessary by the department or if required by the LS/RS Secretariat, relevant facts may be communicated to the Secretariat concerned as expeditiously as possible, but in any case not later than the specified date or within 48 hours of the receipt of such references as the case may be, for consideration of the Speaker/Chairman for deciding the admissibility of the question. If a reply cannot be sent in time, an interim reply explaining the reasons for delay will be given at once followed by the facts as soon as they are known. Clarifications, where necessary, will be sought from the LS/RS Secretariat and not from the member concerned.

3.4.2 When communicating facts, information of a confidential nature will be marked as such, and the LS/RS Secretariat be advised that the information should not be disclosed to the member(s) giving notice thereof.

Material for reply

3.5.1 Immediately after communicating facts in the manner prescribed in the preceding paragraph, action will be initiated to collect the material for framing a draft reply and also, where necessary, a note for supplementaries. While the highest priority will be given to the collection of the required material, the following points will be borne in mind:

- (a) Expensive methods of collecting information from outstation sources, such as elaborate telegrams, cablegrams and telephone trunk calls should in the normal course be avoided, as far as possible. References in this connection could however, be made by fax or at e-mail addresses of the authorities concerned, if possible.
- (b) Information to be sought will be limited to what is not available or what is required to update the available information.
- (c) Only the authorities specifically concerned and in a position to give the relevant information will be approached.
- (d) If it is not possible for the department to collect all the information for reply to a starred question within the time available, as the information is sometimes to be collected from various authorities in different parts of the country, the Minister will inform the Speaker/Chairman about it, as early as possible, but

Transfer of
question to a
subsequent date
PRO 1.22

not later than the day preceding that on which the question is listed; that the information for the reply to that question is being collected and that he would be in a position to reply to that question subsequently on another date during the session. If the Speaker/Chairman agrees, the question will be transferred from that day's list of questions to a subsequent date, as requested. The question so transferred will have the same priority in the new list of questions as it had obtained in the original list. on to give the relevant information will be approached.

Note for
supplementaries

3.5.2 Tabulation or compilation of information or data collected for framing a reply or for drafting a note for supplementaries will be started without waiting for the replies from all those who have been addressed.

Drafting of reply

3.6 While drafting the reply, the following points will be borne in mind:

PRO 1.23

(a) The preparation of a tentative draft reply and a draft note for supplementaries, where necessary, will be undertaken immediately on receipt of the provisionally admitted question. The draft reply so prepared will be reviewed on receipt of the printed list of admitted questions and, if necessary, revised so that it conforms to the admitted form of the question. To facilitate this, the Parliament Unit will keep in contact with the LS/RS Secretariat and ascertain the text of the question as finally admitted for the information of the section concerned, even before the printed list is received. This will be done a couple of days before the printed list is received, i.e., as soon as the final list is ready in the LS/RS Secretariat for being sent to the press.

PRO 1.23

(b) In preparing a draft reply, parts of the question will be reproduced and replies thereto set out in parallel columns against each part. In cases of starred questions, the position of the question in the printed list will be indicated on the top, right hand corner of the draft reply.

SD 13(A)
PRO 1.23

(c) The reply will be as precise, unambiguous and complete as possible, taking particular care to avoid expressions which are liable to be construed as evasive or as implying an assurance unless it is clearly intended to give one. As far as possible, each part of the question should be answered separately.

PRO 1.22

(d) As far as possible, an interim reply to the effect that information is being collected and will be placed on the Table of the House should be avoided. This is particularly important in the case of starred questions, where such a reply will unnecessarily take the time of the House and also deprive members of an opportunity to ask supplementary questions.

If for some unavoidable and unforeseeable circumstances, an interim reply becomes inescapable, it should be ensured that:

- (i) the required information is expected with a reasonable degree of certainty to be available subsequently; and
- (ii) there would be no objection to disclosing it.

(e) If, on the basis of whatever information is already available with the department or has been obtained from the outside agencies, a satisfactory reply could be framed, the feasibility of giving such a reply, although not strictly complete, may be considered without calling for further information or

	holding our an assurance.
PRO 1.30,1.31	(f) Where a question calls for elaborate reply or detailed figures, the reading of which is likely to take more than 15 seconds, a statement giving the required information will be prepared and attached to the reply. In the case of a starred question, the reply will merely state that a statement is being placed on the Table of the House. In the case of an unstarred question, however, there is no need to say so specifically.
	(g) When a reply to a question refers to the information available in a document, whether published under the authority of the Government or otherwise, copies of such a document will invariably be placed in the Parliament library before the answer is given or laid on the Table of the House.
LSR 51 RSR 57	(h) An answer to a question will not refer to the answer to a question or proceedings in the other House during a current session.
PRO 1.6, 1.13	(i) If a question is on the printed list, it has to be answered, even though the reply may be that it would not be in the public interest to give the information asked for.
PRO 1.32	(j) When the original question is in Hindi, the reply will be in Hindi and will be treated as the authentic version and the English version will be treated as its translation.
Note for supplementaries	3.7 A note for supplementaries for the use of the Minister will be added to all draft replies to starred and short notice questions. It will be comprehensive but as brief as possible and will take into account the likely supplementaries with reference to the nature of the question and the context in which the member has raised it.
Translation of questions into Hindi PRO 1.32,1.33	3.8.1 The draft reply will be in the language (Hindi/English) in which the question is put, accompanied by a translation in the other language. On return of the file from the Minister, the Parliament Unit will ensure that the translation takes into account the changes made in the draft reply, before it is stenciled/photocopied. Wherever possible, the English version of the answer may be cyclostyled/photocopied on the back of the Hindi version. In case of any doubt between the English translation and Hindi text of such questions, the department may make a reference to the Secretariat concerned to seek a clarification.
PRO 1.34	3.8.2 Under the existing requirements, Hindi and English versions of the answer to a question will be given simultaneously. Where, however, the answer involves laying on the Table of the House a lengthy statement or document which is available only in English, such papers may be laid on the Table of the House in English along with the statement explaining the reasons for not laying the Hindi version of the document(s), etc., and stating when the Hindi version would be made available to members. However, efforts will be made to make such document(s) available in Hindi as soon as possible. Where the Hindi version is laid on the Table of the House subsequently, the instructions contained in paragraph 4.1(h) will be followed.
Dispatch of reply to the LS/RS Sectt. PRO 1.24	3.9.1 Replies to the questions will be sent to the LS/RS Secretariat so as to reach not later than 15.00 hours on the working day preceding the day on which the question is due for reply.

PRO 1.5

3.9.2 All communications from departments addressed to the Parliament Secretariats in connection with questions, etc., which are normally meant for submission to the Presiding Officers, should be deemed to be important communications and signed personally by an appropriate senior officer.

Communicating the name of the Minister who will be answering the Questions
PRO 1.35

3.10 The Parliament Unit will circulate within the department, in advance, a list showing the distribution amongst Ministers of the starred question(s) to be answered by them on a particular day. Where, for unavoidable reasons, the question has to be answered by a Minister, Minister of State, Deputy Minister or Parliamentary Secretary not incharge of the department, the fact will be communicated by the Parliament Unit to the LS/RS Secretariat by 15.00 hours on the working day preceding the day on which the question is due for reply.

NO advance publicity
SD 13(3)
LSR 53
RSR 59

3.11 Replies to questions which Ministers propose to give, will not be given any publicity until the answers are given on the floor of the House or laid on the Table of the House.

Short notice question
LSR 54
RSR 58

3.12.1 It is within the discretion of the Minister not to accept a short notice question.

PRO 1.18
LSR 54
RSR 58

3.12.2 The advance copy of such a question, when received, will be transmitted at once to the branch officer concerned and also brought to his notice orally. If received outside office hours, the central registry will send it to the residence of the branch officer concerned after consulting the Parliament Unit. The branch officer will obtain such instructions as may be necessary, from higher officers and submit the file immediately giving his remarks whether it would be possible to answer it at short notice. If the recommendation is that the question could be accepted, a draft reply with a suitable note for supplementaries will be put up for submission to the Minister, suggesting the date on which he may answer the question. The date approved by the Minister will be communicated to the LS/RS Secretariat.

PRO 1.18

3.12.3 If, having regard to the nature of the question, it is found to be inadmissible under the rules [vide para 3.3(c)], or if the question is not acceptable to the Minister, these facts will be communicated promptly and in any case within two days to the LS/RS Secretariat.

Question requiring approval of the Prime Minister

3.13 Draft replies to certain questions require the approval of the Prime Minister. In this connection, detailed instructions issued by the Prime Minister's Office specifying the type or nature of questions requiring such approval and the procedure to be followed in that behalf, will be observed.

Variations in answer to a question

3.14 Where a Minister, while replying to a question, varies the answer, the department concerned will immediately communicate the fact to the LS/RS Secretariat as well as to the Information Officer concerned and ensure that the

necessary corrections are made in the copies already supplied.

Number of copies
to be supplied
PRO 1.24

3.15.1 The number of copies (English and Hindi versions) of answers to questions including short notice questions and statements correcting answers to previous questions to be sent to the LS/RS Secretariat may be ascertained from the Secretariat concerned.

3.15.2 The prescribed number of copies in English and Hindi (to be ascertained from the Lok/Rajya Sabha Secretariat) of each of the replies to all the questions and a statements made or laid on the Table of the House as part of replies to questions, will be sent to the Translation Branch.

3.15.3 Four hundred copies in English and 100 copies in Hindi, or 500 copies where English and Hindi versions are printed on the obverse and reverse, of answers to questions will be supplied to the Press Information Bureau.

Corrections to
answers to
questions/short
notice
questions/incorrect
statements
PRO 1.36
SD 16
SD 16A
PRO 1.37

3.16 If inadvertently, an answer to a question contains any inaccuracy, the procedure as given below will be followed:

(a) Within a week of the reply the Minister will ordinarily give the Secretary General, Lok/Rajya Sabha a notice of his intention to make/lay statement along with a copy of the statement proposed to be made/laid giving reasons for the delay in laying such a statement, if the delay is more than seven days.

(b) The prescribed number of copies each of Hindi and English versions of the statement to be made/laid by the Minister, along with the authenticated copies each in Hindi and English versions, explaining reasons for delay, if necessary, will be sent so as to reach the LS/RS Secretariat by 15.00 hours at the latest, on the working day preceding the day on which the statement is to be made/laid.

(c) If the House is in session:

(i) in the case of starred questions/short notice questions/statements, whether for the Lok Sabha or the Rajya Sabha, the item would be included in the list of business on an appropriate date and the Minister will be called upon to make the statement in the House or lay it on the Table of the House. After the statement has been made, the Speaker may permit members to ask supplementary questions, strictly relevant to the subject matter of the corrections made by the Minister.

(ii) In case of unstarred questions for the Lok/Rajya Sabha, the item would be included in the list of questions for written answers on the appropriate date in the following manner:

“The Minister of to lay a statement correcting the reply given on the 20..... to unstarred question No. by Sh. regarding”

(d) If a House is not in session:

(i) in the case of starred questions, either the Minister may be called upon to

SD 16(ii)
PRO 1.38,1.41

SD 16 A(ii) &
(iii) PRO 1.45

SD16(iii)
SD 16 A(iv)
PRO 1.42

make the statement during the next session; or

(ii) the statement may be included in the official report of the debates with a footnote in the following manner:

“The original reply or statement by the Minister reads as follows:

XXX XXX XXX

The reply as printed above was sent by the Minister afterwards in substitution of the original reply.”

NOTE: Where it is not considered desirable to publish the original reply, only the revised reply will be printed with a suitable footnote.

(iii) in the case of unstarred questions, procedure as described above in (d) (ii) will be followed.

Half-an-hour
discussion on a
matter of public
importance
arising out of
answer to a
question
LSR 55
RSR 60

3.17.1 On a notice being given by a member, the Speaker/ Chairman may allot half-an-hour for discussion on a matter of sufficient public importance, which has been the subject of a recent question and the answer to which needs elucidation on a matter of fact. The discussion is restricted to:

- (a) the member who gave notice making a short statement;
- (b) the Minister making a short reply; and
- (c) other members, not exceeding four, in the case of the Lok Sabha, asking supplementary questions.

3.17.2 The advance copy of the notice for half-an-hour discussion, when received, will be transmitted at once to the branch officer concerned and also brought to his notice orally. If received outside office hours, the central registry will send it to the residence of the branch officer concerned after consulting the Parliament Unit.

3.17.3 Where the stipulated notice of 3 days has not been given, the branch officer will:

- (a) put up the file for ascertaining if the Minister is agreeable to holding the discussion; and
- (b) communicate the fact to the LS/RS Secretariat if the Minister does not agree to hold the discussion.

3.17.4 Where the stipulated period of notice has been given or the Minister agrees to hold the discussion without the stipulated period of notice, action will be taken immediately to:

- (a) gather all the necessary facts; and
- (b) prepare a brief for the use of the Minister.

SD 19

3.17.5 When half-an-hour discussion is interrupted for want of quorum or when there is no time for the Minister to give a full reply to the debate, he may, with the permission of the Speaker, lay a statement on the Table of the House.

Laying of Papers on the Table of the House

- General procedure **4.1** Papers, reports or statements may be required to be laid on the Table of the House under different circumstances. The broad procedure to be followed for the purpose is indicated below:
- PRO 6.1(a)
SD 116 (a) At least three clear sitting days' notice is required for laying a document of the above kind on the Table of the House.
- PRO 6.2
PRO 6.3
SD 116(3) (b) Where papers are proposed to be laid at less than three days' notice, it can be done usually only with the permission of the Speaker/Chairman, which will be obtained through the LS/RS Secretariat. When a Minister is permitted to lay a paper at short notice, the Ministry concerned should arrange to supply the authenticated copy and the usual number of copies of the paper to the LS/RS Secretariat as soon as the permission is accorded and in any case before the paper is laid on the Table.
- PRO 6.1(a) (c) The number of copies (English and Hindi versions) to be supplied to the LS/RS Secretariat for the above purpose is to be ascertained from the concerned Secretariat.
- PRO 6.6,
6.18 (d) Where it is proposed to distribute copies to members, additional copies (as ascertained from the LS/RS Secretariat) will be sent.
- PRO 6.1(i) (e) The communication forwarding the copies to the LS/RS Secretariat will indicate *inter alia*:
- PRO 6.1(a) (i) whether they are to be laid on the Table or they are only meant for distribution to members;
- PRO 6.1(d) (ii) the date on which it is proposed to lay the document in question on the Table of the House; or
- PRO 6.1(b) (iii) whether the date on which the document is to be laid on the Table of the House is to be fixed in consultation with the Ministry of Parliamentary Affairs; and
- PRO 6.1(a) (iv) the name, designation and telephone number of the officer from whom additional copies of the document could be obtained, if need be;
- PRO 6.1(a) (f) one copy each in Hindi and English, out of (c) above will be duly authenticated by the Minister concerned, preferably on the front page of the paper, in the form indicated below:
- "Paper to be laid on the Table of Lok/Rajya Sabha.
- AUTHENTICATED
- New Delhi, (Signature)
- Date the Minister of....."
- PRO 6.1 (g) Two copies of all papers sent to the LS/RS Secretariat vide (c) above, will also be sent to the Ministry of Parliamentary Affairs.
- PRO 6.1 (h) Ordinarily, and as far as possible, all papers including reports/audit reports

required to be laid on the Table will be laid in both English and Hindi versions simultaneously. However, if in exceptional and unavoidable circumstances, it is not possible to lay both the versions simultaneously, the Minister concerned, while laying one version, should invariably lay a statement explaining the reasons for not laying the other version, and also indicating the time that would be taken for submission of the other version. In such cases, the other version should be laid on the Table either in the same session or at the most in the first week of the next session, along with a statement inviting attention to the fact of the reports in the first version, English or Hindi, having been laid on the Table earlier on a particular date. In the event of only one version being laid, the departments should get a waiver from the Presiding Officer of the House for doing so.

- PRO 6.1(f) (i) If, for any reason, the Minister concerned is not in a position to be present, he will inform the Speaker/Chairman in advance the name of the Minister who would lay the paper on his behalf. A copy of this communication will also be endorsed to the Minister of Parliamentary Affairs and the Table Office, LS/RS Secretariat, so as to reach them at least one hour before the commencement of the sitting.
- PRO 6.1(g) (j) All reports, required to be laid on the Table of the House, will be released to the Press only after they have been so laid. However, reports under the Companies Act, 1956 may be circulated to the members directly by the government companies immediately after their annual general meetings and laid on the Table of the House as soon as possible thereafter.
- PRO 6.1(j) (k) Papers meant for being laid on the Table of the Houses will not be sent during the period between the adjournment of the Houses *sine die* and issuing of the notification regarding the commencement of the next session.
- PRO 6.4 (l) Whenever any report of enquiry, in regard to serious accidents (mining, explosions, etc.), which have previously been brought to the notice of the Lok/Rajya Sabha through adjournment motions or otherwise, is laid on the Table of the House, the Minister concerned will make a brief statement giving a summary of the report and the cause of the accident.
- PRO 6.17 (m) In cases where undue delay occurs in laying a document on the Table of the House, a statement giving reasons for delay will also be laid on the Table.

4.2 The broad procedure to be followed with regard to laying on the Table 'sensitive notifications', i.e., those notifications which make changes in export duties, major changes in procedures and changes in import and Central excise duties involving revenue of more than Rs. 50 lakhs per annum, except cases where an existing concession is being continued, is indicated below:

- PRO 6.22(1) (i) Such a notification should be published in the Gazette Extraordinary.
- PRO 6.22(2)
PRO 6.23 (ii) If sent to press before 18.00 hours it should be laid on the Table on the same day just before the adjournment of the House, even without G.S.R/S.O. number which may be intimated later, after seeking time and permission from the Presiding Officer in writing for laying it. Copies along with a copy of the letter addressed to the Presiding Officer should be delivered to the Table Office by 14.00 hours. Clear and precise subject of the notification along with

the relevant provisions in the Act requiring their laying on the Table should be included in the forwarding letter.

- PRO 6.22(3) (iii) If sent to press after 18.00 hours, copies should be sent for circulation to Members of Parliament by midnight the same day and the notification should be formally laid at the next sitting.

However, if in any particular case the issue of a notification was not anticipated and, therefore, copies could not be made, the Minister concerned should address a letter to the Presiding Officer the same night enclosing a copy of the notification and informing him of his intention to lay the notification at the next sitting.

- PRO 6.22(4) (iv) Copies of all such communications sent to the Presiding Officers, should be endorsed to the Secretary General, Lok/Rajya Sabha and the Table Office of the LS/RS Secretariat.

- PRO 6.22(4) (v) Notifications, other than the sensitive notifications issued under the Customs & Central Excise Act, should be laid within seven days of their publication, with GSR/SO number.

- PRO 6.22(4) (vi) If the House is not in session, all notifications, including sensitive ones should be laid within seven days of the commencement of the next session.

Motions, Official Statements, Short Duration Discussions & Resolutions

Adjournment
Motions
LSR 57,
PRO 2.1

5.1.1 A member of the Lok Sabha may give notice of an adjournment motion to the Secretary-General and copies thereof shall be endorsed to the Speaker, the Minister concerned and the Minister of Parliamentary Affairs. Notices of such motions will be collected daily by the Parliament Unit from the Table Office of the Lok Sabha, on all working days from three working days prior to the commencement of the session, till the end of the session, between 10.30 and 11.00 hours and 16.00 and 16.30 hours.

LSR 58, 59

5.1.2 On receipt of such a notice, the Parliament Unit will immediately pass it on to the Secretary of the department with copies to the Private Secretary to the Minister and the branch officer in-charge of the subject who will:

LSR

- (a) immediately examine the matter in the light of the criteria laid down in the Rules of Procedure and Conduct of Business in Lok Sabha.
- (b) submit a brief for the use of the Minister on the stand to be taken; and
- (c) communicate to the Lok Sabha Secretariat, the relevant facts after the Minister's approval, stating clearly the fact of such approval.

PRO 2.5

5.1.3 Where the Speaker has referred the notice to the Minister for facts, such facts will be communicated to the Speaker, before the House adjourns for the day on which the facts have been sought, but not later than 10.00 hours on the following day. If this is not possible, an interim reply will be sent either in writing or over the phone indicating the probable date by which a final reply will be sent.

PRO 2.3

5.1.4 Since adjournment motions are taken up in the House on the same day immediately after the Question Hour or at 11.00 hours, if there is no Question Hour, the Minister concerned may be requested to be present in the House accordingly.

Calling Attention
notices

LSR 197
RSR 180
PRO 3.1

5.2.1 A member may give a notice to the Secretary- General, Lok/Rajya Sabha to call attention of a Minister to any matter of urgent public importance and request him to make a statement. Copies of such notices are required to be endorsed to the Speaker/Chairman as well as the concerned Minister. The Lok Sabha notices will be collected by the Parliament Unit from the LS Secretariat and the Rajya Sabha notices from the Ministry of Parliamentary Affairs between 10.30 and 11.00 hours and 16.00 and 16.30 hours.

5.2.2 On receipt of such a notice, the Parliament Unit will immediately pass it on to the branch officer concerned who will examine the matter and take the following action with the approval of the Minister:

- (a) bring relevant facts to the notice of the LS/RS Secretariat within 24 hours in writing or over the phone, where necessary, for deciding the admissibility or otherwise of the notice;
- (b) send an intimation to the LS/RS Secretariat, if the Minister desires to make a

statement on his own, indicating the date on which it is proposed to be made;
and

- (c) examine whether, having regard to the importance of the subject matter, the statement is to be made in the other House also on the same day.

Procedure for
making statement
SD 47(a)
LSR 197
RSR 180
PRO 3.3 to 3.5

5.2.3 When a calling attention notice on an issue is raised in the House, the Minister concerned may either make a statement on the basis of available information or ask for time for making such a statement at a later hour or date. If the statement is a lengthy one, only a gist thereof need be read out, while the complete statement may be laid on the Table of the House. The Speaker/Chairman should be informed in advance about the course to be followed. The statement will also cover the points raised by the members through separate notices of questions, adjournment motions, etc., on the same or allied subjects so as to enable the Speaker/Chairman to disallow such notices.

Briefing the
Minister

5.2.4 On receipt of an intimation that a member has given a calling attention notice on a subject, even though it might not have been admitted, the facts about the subject raised therein will be collected and the Minister briefed, as the subject might come up again suddenly in Parliament in some other form.

SD 119
PRO 7.2 to 7.4

5.3.1 If the Minister *suo moto* wishes to make a statement on a matter of public importance on any day, or whenever a direction by the Presiding Officer or an assurance by the Minister of Parliamentary Affairs or any other Minister is given in either House that the Government will make a statement on that subject in both the Houses irrespective of the fact that the assurance has been given only in one House intimation thereof indicating the date on which the statement is proposed to be made will be sent to the Lok/Rajya Sabha Secretariat so as to reach it latest by 15.00 hours on the previous working day. When a statement is to be made on a Monday, intimation to that effect should reach the Parliament Secretariat by 15.00 hours on the preceding Friday. Where, however, the statement is to be made at shorter notice, previous permission of the Presiding Officer will be obtained before 10.00 hours on the day on which it is proposed to be made. In all such cases, a copy of the statement proposed to be made by the Minister will also be sent in advance to the Lok/Rajya Sabha Secretariat for information of the Speaker/Chairman. Where, however, the statement proposed to be made is of secret nature, a copy thereof should be supplied confidentially to the Speaker/Chairman in advance. It is desirable that the statement to be made should also cover the points raised in notices of calling attention, short notice questions, etc., that may have been separately received on the same subject. Lengthy statement (i.e., exceeding three pages) may be laid on the Table.

5.3.2 Three copies of all statements to be made in the Parliament by Ministers, together with the brief for answering any supplementary questions concerning the subject matter, will be sent to the Joint Secretary to the Prime Minister.

PRO 7.5

5.4 The number of copies of the statement etc., (English and Hindi version) to be sent to the LS/RS Secretariat and the Ministry of Parliamentary Affairs may be ascertained from them. These copies may be sent to the Secretariat concerned one day in advance but in any case not later than 10.00 hours on the date on which the statement is to be made or laid, for being made available to members in advance through the Parliamentary Notice Office. Where it is not possible to supply the required number of copies in advance, six typed copies of the statement in the

	language in which it is to be made by the Minister may be furnished by 10.00 hours on that day and the remaining copies supplied by 10.30 hours at the latest.
Motions on matters of public interest LSR 184, 186 RSR 167	5.5.1 A member or a Minister may move a motion for discussion on a matter of general public interest. It should raise substantially one definite issue and be restricted to a matter of recent occurrence. In respect of an official motion, a notice of at least five days will normally be given to the concerned Parliament Secretariat under intimation to the Ministry of Parliamentary Affairs for moving the motion.
LSR 186, 188 RSR 169	5.5.2 On receipt of the notice of a motion from a member, the Parliament Unit will immediately pass it on to the branch officer concerned who will: <ul style="list-style-type: none"> (a) examine the matter in the light of the criteria laid down; (b) communicate facts to the LS/RS Secretariat where these have been specifically called for, or are considered absolutely necessary; and (c) submit a brief for the Minister on the stand to be taken if and when the motion is moved.
No-day-yet-named Motions LSR 189 RSR 171	5.6 If a notice of a motion is admitted by the Speaker/Chairman, it is put down in the list of business of the House concerned for the day on which its discussion is fixed. If, however, no day for its discussion has been fixed, it is notified in the bulletin as a "No-Day-Yet-Named Motion." On receipt of such a bulletin from the Parliament Unit, the section concerned will examine the motion critically and obtain the orders of the Minister in regard to his convenience for a discussion thereon. The Ministry of Parliamentary Affairs will be informed of the decision so arrived at.
Short duration discussion on matters of public importance LSR 193 RSR 176	5.7.1 Any member desirous of raising a discussion on a matter of urgent public importance for short duration, may give notice thereof in writing to the Secretary-General, Lok/Rajya Sabha.
LSR 194 RSR 177	5.7.2 On receipt of a copy of notice in Parliament Unit, it will immediately be passed on to the branch officer concerned who will: <ul style="list-style-type: none"> (a) communicate facts to the LS/RS Secretariat where called for; and (b) initiate action to collect relevant information.
	5.7.3 On receipt of the admitted notice, the Parliament Unit will immediately pass it on to the branch officer concerned, who will submit a brief for the Minister on the stand to be taken.
LSR 171 to 173 RSR 155 to 157, 165	5.8.1 A member or a Minister may move a resolution relating to a matter of general public interest. The conditions governing admissibility of resolutions are laid down in LSR 173 and RSR 157.
Official Resolutions	5.8.2 Where it is proposed to move an official resolution, the department concerned will: <ul style="list-style-type: none"> (a) prepare a draft of the resolution and an explanatory note thereof;

- (b) consult other departments concerned, if necessary;
- (c) obtain the approval of the Cabinet, where necessary under the Government of India (Transaction of Business) Rules;
- (d) give adequate notice (at least ten days before the termination of the session) to the Ministry of Parliamentary Affairs in Part II of the form at [Annex 1](#);
- (e) forward the resolution duly signed by the Minister to the Secretary-General, Lok/Rajya Sabha with an endorsement to the Ministry of Parliamentary Affairs; and
- (f) submit a detailed brief for the use of the Minister.

Private Members' Resolutions

5.8.3 On receipt of the result of ballot, the Ministry of Parliamentary Affairs communicates text of the selected private members' resolutions to the departments concerned, which are expected to prepare a separate brief on each resolution concerning them.

5.8.4 The brief will state categorically whether it is proposed to accept the resolution, or accept it with amendment(s), or to request the member to withdraw it failing which it will be opposed, or to oppose it. A standard formulation as follows may be used with appropriate modification, if necessary:

“The member may be persuaded to withdraw the resolution. In case the member does not agree to its withdrawal, the resolution may be opposed in the present form or any other modified form.”

Five copies each in Hindi and English versions of the brief approved by the Minister will be sent to the Ministry of Parliamentary Affairs which will place it before the Cabinet Committee on Parliamentary Affairs and communicate its decision to the department.

Notice of amendments to resolutions/motions

LSR 177
RSR 160

5.9 A member desirous of moving an amendment to a resolution or motion is expected to give at least a day's notice. On receipt of such notice, the branch officer concerned will:

- (a) submit a brief for the Minister; and
- (b) prepare a supplementary note unless the point raised has been specifically covered by the brief already prepared on the subject.

President's Address

Introduction

6.1.1 In accordance with Article 87(1) of the Constitution, at the commencement of the first session after each general election to the Lok Sabha, and also at the commencement of the first session of each year, the President addresses both the Houses assembled together and informs Parliament of the causes of its summons. The address, which is usually delivered in the month of February, reviews the important happenings during the preceding year and also gives broad indication of the government's policies and programmes for the current year.

LSR 16,17,20 RSR 14,15,18

6.1.2 After the address, general discussion takes place in each House on the address on a Motion of Thanks moved by a member and seconded by another member. Normally the Prime Minister replies to points raised during the discussion. Any other Minister may, at his discretion, intervene to explain the Government's point of view on matter concerning his department. The Motion of Thanks is then put to vote of the House.

Material for President's address

6.2 In December each year, the Prime Minister's Office calls upon the departments to furnish material for incorporation in the President's address. This is followed by a separate request from the Ministry of Parliamentary Affairs for a list of legislative proposals meriting mention in the address. Action will be taken in this regard as indicated below:

- (a) The section in the department entrusted with the task of coordinating action in the matter will initiate action well in time in anticipation of the receipt of these communications and ask other sections concerned to make available, by a fixed date, suitable material for the purpose.
- (b) The sections will prepare the material and forward it to the co-ordinating section after obtaining approval of the Joint Secretary concerned.
- (c) The co-ordinating section will:
 - (i) consolidate and edit the material so received into an integrated document for the department as a whole;
 - (ii) obtain the approval of the Minister; and
 - (iii) transmit the material to the Prime Minister's Office/Ministry of Parliamentary Affairs, as appropriate, on or before the dates prescribed by them.

Attendance by officers of the department

6.3 Parliament Unit will see that the department deputed, by rotation, an officer to be present in the official gallery to take note of the points, relevant to the department, made during the general discussion on the President's address (vide sub para 6.1.2) so that further action as required in para 2.9 is taken.

Follow-up action

6.4 Copies of the address are circulated to all the departments by the Ministry of Parliamentary Affairs. The co-ordinating section will examine it in consultation with the concerned section and have such follow-up action taken as may be required.

LSR 18
RSR 16

6.5 Members may move amendments to the Motion of Thanks drawing attention to specific points. On receipt of notices of such amendments, a suitable brief will be prepared on more important points as may be required for the use of the Minister/Prime Minister.

Budget

Introduction
LSR 204
RSR 181

7.1.1 According to Article 112(1) of the Constitution, an annual financial statement (also known as budget), giving the estimated receipts and expenditure of the Central Government in respect of each financial year, is to be laid on the Table of the two Houses before the commencement of that year. The annual financial statement or the budget is presented to the Lok Sabha in two parts, viz., the Railway Budget pertaining to the Railway Finance, and the General Budget which gives an overall picture of the financial position of the Government of India, excluding the Railways.

Material for Finance
Minister's budget
speech

7.1.2 In January each year, the Ministry of Finance calls upon departments to furnish suitable material for incorporation in the Finance Minister's budget speech. Action as follows will be taken in this regard:

- (a) The section in the department entrusted with the task of co-ordinating action in this regard will initiate action well in time in anticipation of the receipt of relevant communication from the Ministry of Finance and ask other sections concerned to make suitable material available by a fixed date.
- (b) The sections will prepare the material and forward it to the co-ordinating section after obtaining the approval of the Joint Secretary concerned.
- (c) The co-ordinating section will:
 - (i) consolidate and edit the material so received into an integrated document for the department as a whole;
 - (ii) obtain the approval of the Secretary; and
 - (iii) transmit the material to the Ministry of Finance.

Budget documents

7.1.3 By convention, usually the last working day of February is fixed for the presentation of budget. The following documents are placed before Parliament along with the budget:

- (a) Demands for Grants by Major Heads in One Volume for all departments;
- (b) Expenditure Budget Volume (inset 1) (Incorporating Explanatory Memorandum and Plan Budget), Expenditure Budget Volume 2 (incorporating Notes on Demands for Grants) and Receipts Budget (incorporating Receipts, Recoveries of Loans, Other Capital Receipts and Debt Position of the Central Government);
- (c) Economic Survey containing an assessment of the main trends in the economy of the current year with a view to presenting the background against which the budgetary and economic policies for the coming year have to be viewed (circulated to members in advance);
- (d) Finance Bill to give effect to the financial proposals of the Government for the coming year;
- (e) Explanatory Memorandum explaining the provisions in the Finance Bill;
- (f) The budget can also be presented to the House in two or more parts and when such presentation takes place, each part shall be dealt with as if it were the budget; and

LSR 213
RSR 183

LSR 215	(g) Supplementary, additional, excess and exceptional grant and votes of credit shall be regulated by the same procedure as is applicable in the case of Demands for Grants subject to suitable adaptations.
Budget proposals LSR 205 RSR 181(2)	7.1.4 While presenting the budget at 11.00 hours on the scheduled day in the Lok Sabha, the Finance Minister makes a speech giving <i>inter alia</i> details of the proposals for the new financial year regarding taxation, borrowings and expenditure. The budget is laid on the Table of the Rajya Sabha soon after the Finance Minister has completed his budget speech in the Lok Sabha. No discussion takes place on the day the budget is presented.
General discussion LSR 207 RSR 182(2)	7.1.5 In consultation with the Ministry of Finance, the Ministry of Parliamentary Affairs fixes dates for general discussion on the budget. The discussion is confined to the budget as a whole or any question of principle involved therein. The Finance Minister has a right to reply to the general discussion in both the Houses. No vote is, however, taken at this stage.
Demands for Grants Cut Motion	7.1.6 After the general discussion, the Demands for Grants of individual departments are taken up in the Lok Sabha for discussion according to a time table as decided at the meeting of the Business Advisory Committee of the House and voted upon. When a demand is taken up for discussion, any member may seek reduction in the amount of the demand by moving any of the following types of cut motions, a notice of which having been given by him earlier:
LSR 209(a)	(a) 'Disapproval of Policy Cut' by moving "that the amount of the demand be reduced to Re. 1", thus representing disapproval of the Policy underlying the demand.
LSR 209(b)	(b) 'Economy Cut', by moving "that the amount of the demand be reduced by a specified amount" representing the economy that can be effected.
LSR 209(c)	(c) 'Token Cut', by moving "that the amount of the demand be reduced by Rs. 100" in order to ventilate a specific grievance, which is in the sphere of the responsibility of the Government of India.
PRO 9.1	(d) Subject to the availability of time and the convenience of the Ministers, the Minister while replying to the discussion on Demands for Grants may also deal with such other points made by members in the course of general discussion on General Budget as had not been replied to by the Minister of Finance in his reply to the general discussion on the General Budget.
Guillotining of demands LSR 208(2) PRO 9.2	7.1.7 The demands that are not passed by the Lok Sabha on the last day fixed for the purpose are "guillotined". The Presiding Officer calls for vote for the remaining demands one after the other and thus all the demands are voted upon within the allotted time. Ministers concerned with the departments whose Demands for Grants have not been discussed in the Lok Sabha and are to be guillotined should be present in the House at the time of guillotine so that they may answer any points which may be raised by members.
Appropriation Bill LSR 218 RSR 186	7.1.8 After the voting on the demands has been completed, an Appropriation Bill is introduced in the Lok Sabha seeking "to authorise payment and appropriation of the sums so voted, as well as those required for meeting the charged expenditure from and out of the Consolidated Fund of India for the services during the financial year." After the Bill has been passed by the Lok Sabha, it is transmitted to the Rajya Sabha for consideration and return.

7.1.9 The Finance Bill is then considered and passed by Parliament as a Money Bill.

7.2.1 Departments are expected to prepare annual reports well in advance of the discussion on their Demands for Grants. The purpose of the annual reports is to enable the members to appreciate the performance of each department.

7.2.2 The section entrusted with the task of co-ordinating action in this regard will:

- (a) initiate action for the preparation of the report in the first week of December of the year to which the report relates;
- (b) watch the progress through a rigid time schedule;
ensure that the time limits fixed by the Ministry of Urban Development and Poverty Alleviation (Directorate of Printing) (having regard to the programme of business in Parliament) for the transmission of the report in manuscript form (both in Hindi and English) to the press, checking of proofs and the placing of final print order are scrupulously adhered to, so as not to upset the time schedule according to which the printing presses are required to work;
- (d) ensure that what is finally printed represents the latest position by distributing to the sections concerned portions of proofs relating to their respective materials for careful scrutiny and correction and updating before return within the time limits to be fixed for the purpose;
- (e) ensure that the stipulated number of copies of the report are made available to the LS/RS Secretariat for circulation to members at least one week before the adjournment of both the Houses for recess during budget session; and
- (f) ensure that the report of the department may be released only after the presentation of the budget, as the reports sometimes give indication of the future plan together with reasons therefore, but in no case, their delivery to the Lok/Rajya Sabha Secretariat be delayed beyond the period stipulated above in para 7.2.2(e).

7.2.3 The type of information that might go into an annual report may be based broadly on the lines indicated in Annex 2 subject to such modifications as may be intimated by the Ministry of Parliamentary Affairs from time to time. It will, of course, be open to the departments concerned to modify the broad model format to meet their special needs.

No. of copies of annual
report to be supplied

7.2.4 The number of copies of the annual report to be sent to the various authorities is as follows:-

	<i>English</i>	<i>Hindi</i>	<i>Bilingual</i>
*(a) LS Secretariat	470	260	620
*(b) RS Secretariat	235	35	250
*(c) Press Information Bureau	900	300	1000
(d) Ministry of Parliamentary Affairs	05	05	05
(e) State Governments (including Governments of Union territories)	02	02	02
(f) State/Union territory Legislatures	02	02	02

** No. of copies may be ascertained from the Lok/Rajya Sabha Secretariat before sending.*

While sending the copies to the Press Information Bureau, they should be informed that the annual reports should not be made public till they are circulated to the Members of Parliament.

7.2.5 In an election year, or otherwise, when instead of a regular General Budget, an interim budget seeking Vote on Account is presented before the two Houses of Parliament, Ministries/Departments may send prescribed number of copies of the Statement containing in brief the activities of the department for the preceding calendar year, to the LS/RS Secretariat immediately after presentation of the interim budget. In such a year, the annual report should contain information regarding the activities of the department from the 1 January of the preceding year till 31 March of the year in which Vote on Account is taken and the prescribed number of copies thereof (as in para 7.2.4) should be sent to various authorities after presentation of General Budget.

Annual reports of
societies/organisations

7.2.6 The societies/organisations receiving one time assistance of Rs. 50 lakh or above are required to lay their Annual Reports and Audited Accounts before Parliament. In case of societies receiving one time assistance of Rs. 10 lakh and more but less than Rs. 50 lakh, the departments concerned are required to include in their own annual reports a statement showing the quantum of funds provided to each of these societies and purpose for which the funds were utilized, for the information of the Members of Parliament.

Role of Parliament Unit
in regard to budgetary
discussions in
Parliament

7.3 To assist the Minister in replying to the various discussions that take place in both the Houses following the presentation of budget, the Parliament Unit will see that:

- (a) a concise brief on the broad lines to be indicated by the Joint Secretary/Secretary is prepared in advance giving the Minister a synoptic view of the working of the department to enable him to answer the criticism that might be voiced during the discussions;
- (b) standing notes on important topics which are prepared by each section are kept up to date for reference at short notice;
- (c) the department deputed, by rotation, an officer to be present in the official gallery to take note of the points, relevant to the department, made during the general discussion on budget and consideration of Finance and Appropriation Bills, so that action as required in para 2.9 is taken; and
- (d) the concerned branch officers and other higher officers are present in the official gallery when the demands for grants for the departments are discussed.

Cut Motions

7.4 The admissibility of the cut motions is regulated by LSR 210, 211 and 212. On receipt of the notice of these motions, a suitable brief will be prepared on each of the more important of the specific points covered by the cut motions for the use of the Minister, to supplement the general overall brief already referred to in para 7.3 (a).

Assurances

Definition

8.1 During the course of reply given to a question or a discussion, if a Minister gives an undertaking which involves further action on the part of the Government in reporting back to the House, it is called an 'assurance'. Standard list of such expressions which normally constitute assurances and as approved by the Committees on Government Assurances of the Lok Sabha and the Rajya Sabha, is given at Annex 3. As assurances are required to be implemented within a specified time limit, care should be taken by all concerned while drafting replies to the questions to restrict the use of these expressions only to those occasions when it is clearly intended to give an assurance in these terms.

8.2 When an assurance is given by a Minister or when the Presiding Officer directs the Government to furnish information to the House, it is extracted by the Ministry of Parliamentary Affairs from the relevant proceedings and communicated to the department concerned normally within 10 working days of the date on which it is given.

Deletion from the list of assurances

8.3.1 If the administrative department has any objection to treating such a statement as an assurance or finds that it would not be in the public interest to fulfil it, it may write to the Lok/Rajya Sabha Secretariat direct with a copy to the Ministry of Parliamentary Affairs within a week of the receipt of such communication for getting it deleted from the list of assurances. Such action will require prior approval of the Minister.

8.3.2 Departments should make request for dropping of assurances immediately on receipt of statement of assurances from the Ministry of Parliamentary Affairs and only in rare cases where they are fully convinced that the assurances could not be implemented under any circumstances and there is no option left with them but to make a request for dropping. Such requests should have the approval of their Minister and this fact should be indicated in their communication containing the request. If such a request is made towards the end of the stipulated period of three months, then it should invariably be accompanied with a request for extension of time. The department should continue to seek extension of time till a decision of the Committee on Government Assurances is received by them. Copy of the above communications should be simultaneously endorsed to the Ministry of Parliamentary Affairs.

Time limit for fulfilling and assurance

8.4.1 An assurance given in either House is required to be fulfilled within a period of three months from the date of the assurance. This time limit has to be strictly observed.

Extension of time for fulfilling an assurance

8.4.2 If the department finds that it is not possible to fulfil the assurance within the stipulated period of three months or within the period of extension already granted, it may seek further extension of time direct from the respective Committee on Government Assurances under intimation to the Ministry of Parliamentary Affairs as soon as the need for such extension becomes apparent, indicating the reasons for delay and the probable additional time required. Such a communication should be issued with the approval of the Minister.

Registers of

8.5.1 The particulars of every assurance will be entered by the Parliament Unit of

the department concerned in a register as at [Annex 4](#) after which the assurance will be passed on to the concerned section.

8.5.2 Even ahead of the receipt of communication from the Ministry of Parliamentary Affairs, the section concerned should take prompt action to fulfil such assurances and keep a watch thereon in a register as at [Annex 5](#).

8.5.3 The registers referred to in paras 8.5.1 and 8.5.2 will be maintained separately for the Lok Sabha and the Rajya Sabha assurances, entries therein being made session wise.

Role of Section Officer and Branch Officer

8.6.1 The Section Officer incharge of the concerned section will:

- (a) scrutinise the registers once a week;
- (b) ensure that necessary follow-up action is taken without any delay whatsoever;
- (c) submit the registers to the branch officer every fortnight if the House concerned is in session and once a month otherwise, drawing his special attention to assurances which are not likely to be implemented within the period of three months; and
- (d) review of pending assurances should be undertaken periodically at the highest level in order to minimise the delay in implementing the assurances.

8.6.2 The branch officer will likewise keep his higher officer and Minister informed of the progress made in the implementation of assurances, drawing their special attention to the causes of delay.

Procedure for fulfilment of an assurance

8.7.1 Every effort should be made to fulfil the assurance within the prescribed period. In case only part of the information is available and collection of the remaining information would involve considerable time, an implementation report containing the available information should be supplied to the Ministry of Parliamentary Affairs in part fulfilment of the assurance, within the prescribed time limit. However, efforts should continue to be made for expeditious collection of the remaining information for complete implementation of the assurance at the earliest.

8.7.2 Information to be supplied in partial or complete fulfilment of an assurance should be approved by the Minister concerned and 15 copies thereof (bilingual) in the prescribed proforma as at [Annex 6](#), together with its enclosures, along with one copy each in Hindi and English duly authenticated by the officer forwarding the implementation report, should be sent to the Ministry of Parliamentary Affairs. If, however, the information being furnished is in response to an assurance given in reply to a question etc., asked for by more than one member, an additional copy of the completed proforma (both in Hindi and English) should be furnished in respect of each additional member. A copy of this communication should be endorsed to the Parliament Unit for completing column 7 of its register.

8.7.3 The implementation reports should be sent to the Ministry of the Parliamentary Affairs and not to the Lok/Rajya Sabha Secretariat. No advance copies of the implementation reports are to be endorsed to the Lok/Rajya Sabha Secretariat either.

Laying of the implementation

8.8 The Ministry of Parliamentary Affairs, after a scrutiny of the implementation

report on the Table of the House	report, will arrange to lay it on the Table of the House concerned. A copy of the statement, as laid on the Table, will be forwarded by the Ministry of Parliamentary Affairs to the member as well as the department concerned. The Parliament Unit of the department concerned and the concerned section will, on the basis of this statement, make a suitable entry in their registers.
Obligation to lay a paper on the Table of the House vis-à-vis assurance on the same subject	8.9 Where there is an obligation to lay any paper (rule/order/notification, etc.) on the Table of the House and for which an assurance has also been given, it will be laid on the Table, in the first instance, in fulfilment of the obligation, independent of the assurance given. After this is done, a report in formal implementation of the assurance indicating the date on which the paper was laid on the Table will be sent to the Ministry of Parliamentary Affairs in the prescribed proforma (<u>Annex 6</u>) in the manner already described in para 8.7.2.
Committees on Government Assurances LSR 323,324 RSR 211-A	8.10 Each House of Parliament has a Committee on Government assurances nominated by the Speaker/Chairman. It scrutinises the implementation reports and the time taken in the fulfilment of Government assurances and focuses attention on the delays and other significant aspects, if any, pertaining to them. Instructions issued by the Ministry of Parliamentary Affairs from time to time are to be followed strictly.
Reports of the Committees on Government Assurances	8.11 The department will, in consultation with the Ministry of Parliamentary Affairs, scrutinise the reports of these two committees for remedial action wherever called for.
Effect on assurances on dissolution of the Lok Sabha	8.12 On dissolution of the Lok Sabha, all assurances, promises or undertakings pending implementation are scrutinised by the new Committee on Government assurances for selection of such of them as are of considerable public importance. The Committee then submits a report to the Lok Sabha with a specific recommendation regarding the assurances to be dropped or retained for implementation by the Government.

Scheme of the Central Govt. for Incentives for Hindi

INCENTIVES FOR 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.

Cash Awards to employees passing the examination, through training classes, under Hindi Teaching Scheme.—Cash Awards will be granted to Gazetted and non-Gazetted Central Government employees on the basis of the marks obtained in the examination as given below—

Effective From 21-6-2007

Prabodh Examination

70% or more marks	Rs. 800
60% and above but less than 70%	Rs. 400
55% or more but less than 60%	Rs. 200

Pragya / Praveen Examination

70% or more marks	Rs. 1,200
60% or more but less than 70%	Rs. 800
55% or more but less than 60%	Rs. 400

Conditions for grant of Cash Awards.— 1. An employee who has already passed the primary, equivalent or higher examination, conducted by a School authority / Government agency or a private body, with Hindi as a subject or as medium of examination or whose mother tongue is Hindi or who belongs to Category 'B' or 'C' under the Hindi Teaching Scheme, viz., whose mother tongue is Punjabi, Urdu, Kashmiri, Sindhi (Category 'B'), Marathi, Gujarati, Bengali, Oriya, Assamee (Category 'C') or other allied language, will not be eligible for grant of cash awards.

2. The cash awards will be sanctioned by the Administrative Ministries / Departments of the Government of India and the Heads of Departments under them if they have been delegated such powers, in terms of this Ministry's O.M. No. 15/9/70-H.I, dated the 16th July, 1970.

3. In the case of employees of Union Territories, the cash awards will be sanctioned by the Union Territories administrations and expenditure thereon will be met by the respective Union Territories administrations.

4. In the case of employees of the Autonomous Organizations, Corporate Bodies, Public Sector Undertakings, etc., the Administrative Ministries / Departments of Government of India concerned may suggest to such bodies to introduce

the scheme of cash awards on the same lines and sanction the awards themselves. The expenditure should be met by those bodies.

5. The cash awards will be granted in addition to grant of lumpsum awards to which an employee may be eligible in accordance with the instructions issued in this regard from time to time.

[G.I., M.H.A., O.M. No. 15/1/69-H (I), dated the 14th May, 1969; amended from time to time including O.M. No. 21034/34/2007-O.L., (Trg.), dated the 16th August, 2007.]

Lumpsum awards to employees for passing the examination through own efforts.— Lumpsum awards are granted in the following scale, in addition to the cash awards as above on passing the examination (through one's own efforts) of the Hindi Teaching Scheme and such Hindi examinations conducted by the recognized Voluntary Hindi Organizations. This award is admissible, in addition to the operational staff, to only those who are posted at places where there are no training centres under the HTS or where there are no arrangements for imparting training in the concerned classes.

Effective from 21-6-2007

1. Prabodh and Praveen examinations of the Hindi Teaching Scheme (for each)	Rs. 1,000
2. Pragya examination of the HTS	Rs. 1,200
3. Hindi Typewriting examination of the HTS	Rs. 800
4. Hindi Stenography Examination of the HTS	Rs. 1,500
5. Such Hindi examination conducted by the Voluntary Hindi Organizations recognized by the Government of India as equivalent to or higher than the Matriculation examination	Rs. 1,200
6. Hindi Praman Patra (Hindi Diploma Course) examination of the Central Hindi Directorate	Rs. 1,200

Conditions for grant of Awards.— The following conditions are applicable for granting the award for passing Hindi examinations:—

1. Employees who have passed Matriculation or equivalent examination or a higher one with Hindi as a subject in any form or through Hindi medium or whose mother tongue is Hindi or who have been exempted from the in-service training in Hindi will not be eligible for the cash award for passing any Hindi examination.

2. Those who have passed the Middle (Class VIII) or equivalent or higher examination with Hindi as a subject in any form or through Hindi medium will not be eligible for the award for passing the Prabodh/Praveen examination.

3. Those who have passed the Primary (Class V) or equivalent or higher examination with Hindi as a subject in any form or through Hindi medium will not be eligible for the award for passing Prabodh examination.

4. An employee will not be eligible for the award on passing the Hindi Typewriting examination, if—

- (a) before joining Government service he had a speed of 25 w.p.m. or more in Hindi Typewriting;
- (b) received training in Hindi Typewriting from an institution recognized by the Government and has passed a test therefrom; or
- (c) training in Hindi Typewriting is not obligatory.

5. An employee will not be eligible for the award on passing the Hindi Stenography examination, if—

- (a) before joining Government service he had a speed of 80 w.p.m. or more in Hindi Stenography; or
- (b) received training in Hindi Stenography from an institution recognized by the Government and has passed a test therefrom; or
- (c) training in Hindi Stenography is not obligatory.

6. The employees who pass an examination higher than the one prescribed for them as the final examination, will not be granted lumpsum award therefor.

7. The lumpsum award will be granted in addition to the personal pay and the cash award to which an employee may be eligible in accordance with the instructions issued from time to time in this regard.

8. The prescribed examinations should be passed within a period of 15 months from the date of their first appearance at the said examinations.

9. The employees, who had at any time received training at any centre of the HTS, for howsoever small a period, will not be eligible for the grant of lumpsum award on passing the examination pertaining to the said training. However, this condition will not apply to operational staff if they occasionally attend the training class.

10. The lumpsum award will be sanctioned by the Ministry / Department and the expenditure will be borne by them. The Heads of Departments may be delegated with the power of sanctioning these awards.

[G.I., M.H.A, O.M. No. 12011/5/83-OLE, dated the 29th October, 1984 amended from time to time including O.M. No. 21034/34/2007-O.L., (Trg.), dated the 16th August, 2007.]

Cash awards to employees acquitting creditably in Hindi Typewriting and Hindi Stenography examinations under the Hindi Teaching Scheme.—

The Cash awards which are sanctioned to non-Gazetted Central Government employees for acquitting creditably in Hindi Typewriting and Hindi Stenography examinations under the Hindi Teaching Scheme will be sanctioned by the Administrative Ministries / Departments of the Government of India and expenditure on this account will be borne by them. In case of Employees of the

Union Territories, the cash awards will be sanctioned by the Union Territories administrations and expenditure will be met by the respective Union Territories administrations.

2. The Cash awards will be granted to the employees on the following scales:—

Effective from 21-6-2007

Hindi Typing	Hindi Stenography	Cash prize of each
		Rs.
For securing 97% or more marks	For securing 95% or more marks	1,200
For securing 95% or more marks but less than 97% marks.	For securing 92% or more marks but less than 95% marks	800
For securing 90% or more marks but less than 95% marks.	For securing 88% or more marks but less than 92% marks.	400

3. The following categories of employees are not eligible for the grant of the cash awards on passing Hindi Typewriting or Hindi Stenography test, as the case may be:—

- (i) An employee who has already stated before joining the employ of Central Government that he knows Hindi Typewriting or Hindi Stenography;
- (ii) An employee who has received training from an institution recognized by the Government or passed the Hindi Typewriting or Hindi Stenography test therefrom; and
- (iii) An employee for whom training in Hindi Typewriting/Stenography is not obligatory.

4. The cash awards will be granted in addition to grant of lumpsum awards and/or grant, of personal pay to which an employee may be eligible in accordance with the instructions in this connection from time to time.

5. The Directorate of Education (Examination Branch, Old Secretariat, Delhi) who conduct the examinations under the Hindi Teaching Scheme will supply the merit lists of the successful candidates along with a copy of the results to all the Ministries / Departments of the Government of India. On receipt of these lists, the Ministries / Departments of the Government of India, etc., may obtain particulars of their meritorious candidates in the enclosed pro forma

(*not printed*) for deciding the eligibility or otherwise for the grant of cash awards and issue sanctions in favour of the eligible candidates.

[G.I., M.H.A., O.M. No. 15/5/69-H (I), dated the 14th May, 1969 amended from time to time including O.M. No. 21034/34/2007-O.L., (Trg.), dated the 16th August, 2007.]

NOTE 1.— The above Scheme has been extended up to 31st December, 2000 for Regions 'A' and 'B', and up to 31st December, 2003 for Region 'C'.

[G.I., M.H.A., O.M. No. 12013/1/98-OL (Trg.), dated the 7th August, 2000.]

NOTE 2.— All orders issued by the Department of Official Language regarding the financial incentives, such as personal pay, cash awards and lumpsum awards payable to Central Government employees on passing the Hindi Typewriting and Hindi Stenography examinations conducted by the Hindi Teaching Scheme shall also be applicable to those employees who qualify in the Hindi Typewriting and Stenography examinations conducted by the Hindi Teaching Scheme by making use of Electronic Typewriters, Computers / Word Processors.

This order will become effective from Hindi Typewriting / Stenography examinations to be conducted in January, 1996 onwards.

[G.I., M.H.A., O.M. No. 22011/44/95-KHPS/4342 (Cir. No. 6/95), dated the 22nd November, 1995.]

Private Candidates.— The employees preparing privately for appearing in the examinations conducted by the HTS will be provided with text books free of cost as in the case of trainees attending Hindi classes during office hours. However, this concession is not admissible to those preparing for the recognized examinations of the Voluntary Hindi Organizations or the Parichaya examination of the Central Hindi Directorate.

The employees preparing privately for the examinations will be entitled only for the lumpsum award. The conveyance charges incurred or the fees paid by them to the institutions will not be reimbursed.

Grant of advance for payment of fees for acquiring training in Hindi Typewriting / Stenography at private institutions.— Employees for whom training in Hindi Typewriting / Stenography is obligatory and who are eligible for grant of lumpsum award on passing the concerned examination after the completion of the training may be granted advance of Rs. 100/200 respectively on the following terms and conditions for acquiring training in Hindi Typewriting / Stenography in private institutions:—

1. Advance will be limited to the actual amount of fees paid. (Fees for six months in respect of Typewriting and fees for 12 months in respect of Stenography should be taken for this purpose.)

2. The advance will be granted for after three months of admission in the said institution provided the Head of Office is satisfied with the training acquired by the employee. For this purpose, the training institution may be asked to furnish a certificate that the employee is regularly attending the classes and his progress is satisfactory.

3. The advance is recoverable from the lumpsum award admissible to the employee on passing the examination. If he does not pass the Typewriting examination within one year and Hindi Stenography examination within one and half-years from the date of drawal of advance, the same will be recovered in four equal instalments. The number of instalments in no case be extended.

[G.I., M.H.A., O.M. No. 12016/3/76-OL (D), dated the 31st August, 1977.]

Hindi Personal Pay.— Personal pay equal to one increment for a period of twelve months is granted for passing the Hindi/Hindi Typewriting/Hindi Stenography examination of the HTS if the Government servants concerned secure marks as indicated below, in the examination prescribed as a final course of study—

Grade of employee	Prescribed Examination	Minimum percentage marks prescribed
Gazetted and non-Gazetted	Pragya	Mere Pass
Gazetted	Praveen	60% or more
Non-Gazetted	"	55% or more
Non-Gazetted	Prabodh	55% or more
Non-Gazetted	Hindi Typewriting	Mere Pass
Gazetted	Hindi Stenography	90% or more
Non-Gazetted	"	Mere Pass

Rules regarding grant of Personal Pay.— 1. The conditions governing the grant of cash award are applicable for grant of personal pay also.

2. The Steno-typists and Stenographers (both Gazetted and non-Gazetted) whose mother tongue is not Hindi will be granted personal pay equal to two increments on passing the Hindi Stenography examination. These increments are absorbable in future increments.

3. An employee to whom personal pay has been sanctioned for passing any one of the above examinations may forgo the same from a day of his choice without assigning any reasons on a written request.

4. The date from which the personal pay is granted will be one of the following as opted by the official concerned:—

- (a) the first of the month following the month in which the results of the examination are announced; or
- (b) the date of annual increment which falls due after the announcement of the results of the examination (which means an advance increment over and above the normal increment).

The option has to be exercised by the official within a period of three months from the date of declaration of results or the date of rejoining duty if the official has been on leave when results are declared. If no option is exercised

within the said period of three months, no personal pay will be granted. Extension of time-limit for option can be granted by the Administrative Ministry/Department concerned in special circumstances.

5. In case an employee passes all the examinations in quick succession, personal pay should be granted to him separately for each examination, for a period of twelve months.

6. In the case of LDCs who are promoted as UDCs during the period of their training in Hindi Typewriting or after they have appeared in the Hindi Typewriting examination but before the results are declared or after the results are declared but before the date they start drawing the personal pay, the personal pay will be granted at the rate of and for the period they would have drawn, had they not been promoted as UDCs.

7. On promotion from a non-gazetted post while drawing personal pay to a non-gazetted higher post, the personal pay will be continued at the old rate and for the full period. On promotion from a non-gazetted post to a Gazetted post he will continue to draw the personal pay for the remaining period only, if he would have drawn it in the Gazetted post. However, the rate and the period will be as if he had not been promoted to the higher post.

8. An employee who has been granted personal pay while holding a higher post will draw the same, on reversion, at the rate equal to his increment in the lower post for the period he would have drawn it in the higher post but for his reversion, subject to the condition that the total of pay *plus* personal pay does not exceed the maximum of the lower post.

9. When an employee is at the maximum of his grade pay, personal pay equal to the last increment may be granted for twelve months or till he/she gets promotion to the higher grade. However, in special cases, the personal pay at the old rates may be continued on such promotion for the full period. Similarly, the personal pay granted to non-Hindi speaking English Stenographers for passing Hindi Stenography Examination will cease to be drawn on promotion to higher post.

10. Personal pay is also granted for passing such Hindi examinations conducted by the Voluntary Hindi Organizations recognized by the Government as equivalent to or higher than the Matriculation examination and the Parichaya examination of the Central Hindi Directorate.

11. The personal pay will be sanctioned by the respective Ministries/Departments/Offices and the expenditure on this account will be borne by them. In respect of Union Territories, it will be sanctioned by the respective UT Administrations.

[Section III, Appx. 7, Swamy's Compilation of FR & SR]

Incentive Scheme for doing work in Hindi.—(a) *Scope.*—Officers/Employees of all categories who do their official work wholly or partly originally in Hindi can participate in this Scheme. All Ministries/Departments/Attached and Subordinate Offices of the Central Government may

introduce this Scheme independently for their officers/employees with effect from 1-4-1988.

(b) *Eligibility*.— Officers/Employees of all categories who do their official work wholly or partly originally in Hindi can participate in this scheme. Only those officers/employees will be eligible for award who write at least twenty thousand words in Hindi in a year in regions 'A' and 'B' (i.e., Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan, Uttar Pradesh, Gujarat, Maharashtra and Punjab States and the Union Territory of Andaman and Nicobar Islands, Union Territories of Delhi and Chandigarh) and at least ten thousand words in Hindi in a year in region 'C' (which comprise all other States and Union Territories except regions 'A' and 'B'). In addition to original noting and drafting, this will also include such other items of work done in Hindi which can be verified, such as entry in the registers, preparation of lists, accounting work, etc.

Stenographers/Typists who are covered under some other scheme for encouraging the use of Hindi in official work will not be eligible to participate in this scheme. Hindi Officers and translators who generally do their work in Hindi will not be eligible to participate in this Scheme.

(c) *Prizes*.— The following cash awards will be given to the participants every year according to the work done by them in Hindi:—

(i) Independently for each Ministry/Department/Attached Office of Central Government.

First Prize	(2 Prizes)	Rs. 1,000 each.
Second Prize	(3 Prizes)	Rs. 600 each.
Third Prize	(5 Prizes)	Rs. 300 each.

(ii) Independently for each Subordinate Office of any Department of Central Government.

First Prize	(2 Prizes)	Rs. 800 each.
Second Prize	(3 Prizes)	Rs. 400 each.
Third Prize	(5 Prizes)	Rs. 300 each.

A Head of Department/Office can sanction the prizes on the recommendation of the Assessment Committee and the expenditure on operating this Scheme will be met from the Budget provision. Mention of winning a prize will also be made in Service Records of the Officer/Employee concerned. A list of the prize winners will be endorsed to the Home Ministry.

For purposes of this Scheme, every Geographically separated Office may be treated as an independent unit. For instance, an Office of an Assistant Commissioner, etc., under Commissioner of Income Tax or Area Superintendent's Office, etc., under Divisional Railway Manager of the Railways will be treated as independent units for operation of this Scheme. Same will be in the case of Subordinate and Attached Offices of the Ministry of Defence or the Departments of Posts/Telecom., etc.

(d) *Criteria for awarding Prizes.*— For facilitating assessment a total of 100 marks will be allotted. Out of this 70 marks will be earmarked for the quantum of work done in Hindi and 30 for clarity in expression of thoughts.

The competitors whose mother tongue is Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya or Assamese may be given additional weightage up to 20%. The exact weightage to be given to such an employee will be determined by the Assessment Committee. While doing so the Committee will also keep in view the standard of work of those Officers/Employees who otherwise rank higher to him/her.

The competitors will maintain a record of the words written by them every day in the pro forma (see *Annexure* at the end of this chapter). Each week's record will be verified and countersigned by the next higher officer. If Section Head himself keeps a record, then it would not be necessary for the employees to maintain such record.

At the end of one year, every competitor will submit the record of his/her work done in Hindi to the Assessment Committee through the countersigning officer. If countersigning officer or Section Head himself keeps an overall watch and account of the work, then this would not be necessary and he would furnish details.

(e) *Assessment Committee.*— The Assessment Committee in the Ministries/Departments may consist of the Joint Secretary in-charge of Hindi, the Under Secretary in-charge of O & M and the Senior Hindi Officer/Hindi Officer. In the Attached and Subordinate Offices it may comprise of the Head of Department/Office, Hindi Officers and one more Gazetted Officer or Rajbhasha Adhikari and the composition of these Officers may suitably be modified according to the availability of officers in various offices concerned.

[G.I., M.H.A., O.M. No. II/2013/3/87-OL (A-2) (Circular No. 21/88), dated the 16th February, 1988 and No. II/2013/18/93-OL (Policy-2), dated the 16th September, 1998.]

Incentive to officers for giving dictation in Hindi.— With a view to encouraging officers to give more and more dictation in Hindi, Ministries/Departments were advised *vide* this Department's O.M. No. II/20015/62/88-OL (A-2), dated the 27th September, 1988 (*not printed*), to choose one of their officers every year for grant of an award who may have given maximum dictation in Hindi during the year. Some Ministries/Departments have requested that they be further guided for actually introducing such a scheme. Some guidelines are, therefore, being given below on the basis of which Ministries/Departments may introduce such a scheme.

(1) All officers who have been provided Stenographer assistance or who generally give dictation may participate in the scheme.

(2) The scheme may be operated on financial year basis.

(3) The officers who participate in the scheme will maintain a record of dictation given by them in Hindi. This could be maintained by their Stenographers/PAs; but the responsibility for their verification would be that of the officer concerned. The record may be maintained in pro forma prescribed by the Ministry/Department (*specimen attached*) or the officer himself may maintain a folder in which name of the officer giving dictation, date of dictation and name of the Stenographer who has taken dictation may be indicated and copies of the dictated material kept with relevant file number(s).

(4) An award of, say Rs. 500, may be prescribed under the scheme. The number of awards may be two as well — one for officers having their declared home town in Regions 'A' and 'B' and the other for those who have their declared home town in Region 'C'.

(5) Ministries/Departments/Offices may operate this scheme independently and prescribe the minimum limits of dictation in Hindi for grant of an award. 'Office' for this purpose will mean an office whose seniormost local officer has been declared as Head of the Department or Head of the Office.

(6) Award may be given on the recommendations of a senior officer nominated as assessment officer for this purpose or a Committee may be constituted for this purpose.

Since the actual scheme is to be prepared by the Ministries/Departments of the above lines, they should themselves decide about details of the operational aspects, e.g., account head to which expenditure under the scheme would be debited, etc. Ministries/Departments are, therefore, requested to take further action expeditiously in pursuance of the Department of Official Language, OM of 27th September, 1988.

[G.I., M.H.A., O.M. No. II/12013/1/89-OL (A-2), dated the 6th March, 1989.]

PRO FORMA

Specimen pro forma for maintaining record under the incentive scheme for awards to officers for giving maximum dictation in Hindi

Sl. No.	Date	No. of words dictated	File No.	Remarks

Conveyance charges/T.A. for attending Hindi classes.— Non-gazetted Government servants attending Hindi classes should be allowed actual bus fare/tram/train fare between the office and the classes, if they actually travel

more than 1.6 km by bus/tram/other public transport system for attending the classes. The charges should be paid from the office contingencies on production of a certificate obtained from the Instructor of the training class. The claim will be by the shortest route and by the cheapest mode of conveyance available. Where public transport like bus/tram/train are not in operation, two trainees may hire a rickshaw or four trainees may hire a tonga and claim the proportionate charges at the rates fixed by the local authorities at that place.

Non-gazetted employees undergoing training under Hindi Teaching Scheme who (1) proceed direct to the training class from their residence as the training classes start at the opening hours of the office and (2) who return direct to their residence without going back to their office after attending the classes as the time of closing of the office happens to be the same as that of the training class shall be allowed conveyance charges by public conveyance as follows:—

(a) The fare from office to training centre or the difference of fares for the journeys between (1) residence to training centre and (2) residence to place of duty and also fare for return journey from training centre to place of duty, if the place of duty is situated on the way to training centre from residence and the distance from residence to training centre exceeds the distance from residence to place of duty by more than 1.6 km.

(b) Fare from residence to training centre and back if the place of duty is not situated on the way to training centre from residence and the distance between the residence and training centre exceeds 1.6 km.

[G.I., M.H.A., O.M. No. 3/27/68-Hindi, dated the 1st September, 1969 and O.M. No. 3/27/68-Hindi, dated the 10th November, 1970.]

Conveyance charges/T.A. for attending Hindi examinations.—Where both the office and the residence are at a distance of more than 1.6 km but less than 8 km and when the officials do not actually attend office on the examination days and reach examination hall direct from their residence, they may be allowed actual conveyance charges by public conveyance from office to examination centre limited to the actual expenses incurred from residence to the examination centre subject to other prescribed conditions.

Where the distance between the office and the examination centre is more than 8 km and the distance between the residence and the examination centre is more than 1.6 km but less than 8 km, the officials will be entitled to actual conveyance charges by public conveyance.

Where the distance between the examination centre and the office and the distance between the examination centre and the residence both exceeds 8 km, T.A. will be regulated under SR 130.

[G.I., M.H.A., O.M. No. 3/22/60-H (B), dated the 20th June, 1964.]

Conveyance charges for attending Hindi examinations while on leave.—When both the office and the residence are at a distance of more than

8 km from the examination centre, T.A. will be regulated under SR 130. In other cases, actual charges by Public Conveyance system is allowed, if the distance between the examination centre and the office/residence is more than 1.6 km.

[G.I., M.H.A., O.M. No. 7/45/64-H, dated the 2nd April, 1965.]

Attending Hindi examination treated as on duty.— Government servants appearing for Hindi examinations may be treated as on duty during the day or days of examinations and during the reasonable time required for the journey, if any, to and from the place of examination, and where—

- (a) the examination is held in a day both in the forenoon and in the afternoon, the Government servant need not be required to attend office either before or after the examination;
- (b) the examination is held only in the forenoon or afternoon, the Government servants must attend the office in the afternoon/forenoon, as the case may be, unless the Head of Office/Department specifically exempts any or all Government servants from such attendance, having regard to the time-schedule of the test and the distance between the places of duty and examination.

[G.I., M.H.A., O.M. No. 5/1/65-H, dated the 8th June, 1965.]

ANNEXURE

**Weekly statement of the original work done in Hindi
by Shri/Smt./Kum. for the week ending**

Sl. No.	Date	Total No. of Files and Registers wherein work was done in Hindi	No. of words used in Note/Draft written in Hindi	Other items of work done in Hindi		Signature of Senior Officer (once in a week)
				Brief descrip- tion	No. of words	
1	2	3	4	5	6	7

Rules for display of National Flag**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 reproduced below—

I. General

On all occasions for official display, only the Flag conforming to specifications laid down by the Indian Standards Institution and bearing their standard mark shall be used. On other occasions also, it is desirable that only such Flags of appropriate size should be flown.

II. Size

The standard sizes of the National Flag are given below—

Flag Size No.			Dimensions in mm		
1	6,300	x	4,200
2	3,600	x	2,400
3	2,700	x	1,800
4	1,800	x	1,200
5	1,350	x	900
6	900	x	600
7	225	x	150

The appropriate size should be chosen for display. The smallest size (225 x 150 mm) is intended for motor cars.

III. Correct Display

1. Wherever the Flag is flown, it should occupy the position of honour and be distinctly placed.

2. When the Flag is flown, it should occupy the position placed on all days including Sundays and holidays from sun-rise to sun-set irrespective of weather conditions. On very special occasions, the flag may be flown on such buildings at night also.

3. The Flag shall always be hoisted briskly and lowered slowly and ceremoniously. When the hoisting and the lowering of the Flag is accompanied by appropriate bugle calls, the hoisting and lowering should be simultaneous with the bugle calls.

4. When the Flag is displayed from a staff projecting horizontally or at an angle from a window-sill, balcony, or front of a building, the saffron band shall be at the farther end of the staff.

5. When the Flag is displayed flat and horizontal on a wall, the saffron band shall be uppermost and when displayed vertically, the saffron band shall be to the right with reference to the Flag, i.e., it may be to the left of a person facing it.

6. When displayed over the middle of a street, running east-west or north-south, the Flag shall be suspended vertically with the saffron to the north, or to the east, as the case may be.

7. When the Flag is displayed on a speaker's platform, it shall be flown on a staff on the speaker's right as he faces the audience or flat against the wall above and behind the speaker.

8. When used on occasions like the unveiling of a statue, the Flag shall be displayed distinctly and separately.

NOTE.—The Flag shall not be used as a covering for the statue or monument.

9. When the Flag is displayed alone on a motor car, it shall be flown from a staff which should be affixed firmly to the car in the middle front of the bonnet.

10. When the Flag is carried in a procession or a parade, it shall be either on the marching right, that is the Flag's own right, or if there is a line of other Flags, in front of the centre of the line.

IV. Incorrect Display

1. A damaged or dishevelled Flag shall not be displayed.

2. The Flag shall not be dipped in salute to any person or thing.

3. No other flag or bunting shall be placed higher than or above or, except as hereinafter provided, side by side with the National Flag; nor shall any object including flowers or garlands or emblem be placed on or above the Flag-mast from which the National Flag is flown.

4. The Flag shall not be used as a festoon, rosette or bunting or in any other manner for decoration; nor shall other coloured pieces of cloth be so arranged as to give the appearance of the National Flag.

5. The Flag shall not be used to cover a speaker's desk nor shall it be draped over a speaker's platform.

6. The Flag shall not be displayed with the "saffron" down.

7. The Flag shall not be allowed to touch the ground or the floor or trail in water.

8. The Flag shall not be displayed or fastened in any manner as may damage it.

V. Misuse

1. The Flag shall not be used as a drapery in any form whatsoever except in State/Military funerals hereinafter provided.

2. The Flag shall not be draped over the hood, top, sides or back of a vehicle or a train or a boat.

3. The Flag shall not be used or stored in such a manner as may damage or soil it.

4. When the Flag is in a damaged or soiled condition, it may not be cast aside or disrespectfully disposed of but shall be destroyed as a whole in private, preferably by burning or by any other method consistent with the dignity of the Flag.

5. The Flag shall not be used as a covering for a building.

6. The Flag shall not be used as a portion of a costume or uniform of any description. It shall not be embroidered upon cushions or handkerchiefs or printed on napkins or boxes.

7. Lettering of any kind shall not be put upon the Flag.

8. The Flag shall not be used in any form of advertisement nor shall an advertising sign be fastened to the pole from which the Flag is flown.

9. The Flag shall not be used as a receptacle for receiving, delivering, holding or carrying anything.

VI. Display on National Days or on Special Occasions

1. The display of the National Flag shall be unrestricted throughout the country on the following occasions:—

- (1) Republic Day — during the period from the commencement to the close of the celebrations;
- (2) National Week — 6th April to 13th April — in memory of the martyrs of Jallianwala Bagh;
- (3) Independence Day;
- (4) Mahatma Gandhi's birthday; and
- (5) any other particular day of national rejoicing as may be specified by the Government of India.

2. The Government of India may authorize the unrestricted display of the National Flag on any specified day in any local area on account of local celebrations.

NOTE.— Even on the occasions mentioned above, the provisions of this Code regarding the display of National Flag on motor cars shall not be regarded as relaxed.

VII. Salute

During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all persons present should face the Flag and stand at attention. Those present in uniform should render the appropriate salute. When the Flag is in a moving column, persons present will stand at attention or salute as the Flag passes them. A dignitary may take the salute without a head dress.

VIII. Display with Flags of other Nations and of United Nations

1. When displayed in a straight line with Flags of other countries, the National Flag shall be on the extreme right; i.e., if an observer were to stand in the centre of the row of the Flags facing the audience, the National Flag should be to his extreme right.

Flags of foreign countries shall proceed as from the National Flag in alphabetical order on the basis of English versions of the names of the countries concerned. It would be permissible in such a case to begin and also to end the row of Flags with the National Flag and also to include the National Flag in the normal countrywise alphabetical order. The National Flag shall be hoisted first and lowered last.

2. In case Flags are to be flown in an open circle, i.e., in an arc or a semi-circle, the same procedure shall be adopted, as is indicated in the preceding paragraph. In case Flags are to be shown in a closed, i.e., complete circle, the National Flag shall mark the beginning of the circle and the Flags of other countries should proceed in a clockwise manner until the last flag is placed next to the National Flag. It is not necessary to use separate National Flags to mark the beginning and the end of the circle of Flags. The National Flag shall also be included in its alphabetical order in such a closed circle.

When the National Flag is displayed against a wall with another Flag from crossed staffs, the National Flag shall be on the right, i.e., the Flag's own right and its staff shall be in front of the staff of the other staff. (For the observer the National Flag will be on the left.)

3. When the United Nations' Flag is flown along with the National Flag, it can be displayed on either side on the National Flag. The general practice is to fly the National Flag on the extreme right with reference to the direction which it is facing (i.e., extreme left of an observer facing the masts flying the Flags.)

IX. Display of United Nations Flag and National Flag on UN Day

The United Nations Day is observed on 24th October every year. The United Nations Flag should be flown every year on this day along with the National Flag in Delhi and capitals of States/Union Territories on all public

buildings on which the National Flag is regularly flown, as a standing practice. United Nations Flag, however, should not be flown on the Rashtrapathi Bhavan, Parliament House and Supreme Court Building.

[G.I., M.F., O.M. No. F. 12/104/91-Co-ord., dated the 23rd October, 1991.]

X. Rules for Official Display

1. Public buildings.— (a) Normally the National Flag should be flown only on important public buildings such as High Courts, Secretariats, Commissioners' Offices, Collectorates, Jails and Offices of the District Boards, Municipalities, Zilla Parishads and Departmental/Public Sector Undertakings.

(b) In frontier areas the National Flag may be flown on the border customs posts, check posts, outposts and at other special places where the flying of the Flag takes on special significance. In addition, it may be flown on the camp sites of border patrols.

2. Official residences.— (a) The National Flag should be flown on the official residences of the President, Vice-President, Governors and Lieutenant-Governors when they are at Headquarters and on the building in which they stay during their visits to places outside the Headquarters. On the days mentioned in Section VI the Flag should be flown on such official residences irrespective of whether the dignitary is at Headquarters or not.

(b) The National Flag should be flown on the residences at Headquarters of the Heads of Missions/Posts abroad in the countries where it is the custom for diplomatic and consular representatives to fly their National Flags over their residences. They may also, in similar circumstances, fly the Flag on their offices where they are separate from residences.

3. Institutions.— (a) When the President, the Vice-President or the Prime Minister visits an institution, the National Flag may be flown by the institution as a mark of respect.

(b) On the occasions of the visit to India by foreign dignitaries, namely, President, Vice-President, Emperor/King or Heir Prince and the Prime Minister, the National Flag may be flown along with the Flag of the Foreign country concerned by such private institutions as are according reception to the visiting foreign dignitaries and on such public buildings as the foreign dignitaries intend to visit on the day of visit to the institution.

4. Motor Cars.— (a) The privilege of flying the National Flag on motor cars is limited to the —

- (1) President;
- (2) Vice-President;
- (3) Governors and Lieutenant-Governors;
- (4) Heads of Indian Missions abroad in the countries to which they are accredited;

- (5) Prime Minister and other Cabinet Ministers;
Ministers of State and Deputy Ministers of the Union;
Chief Minister and other Cabinet Ministers;
Ministers of State and Deputy Ministers of State;
Ministers of State and Deputy Ministers of Union Territories;
Chief Executive Councillor and other Executive Councillors, Delhi;
- (6) Speaker of the Lok Sabha;
Deputy Chairman of the Rajya Sabha;
Deputy Speaker of the Lok Sabha;
Chairman of Legislative Councils in States;
Speakers of Legislative Assemblies in States and Union Territories;
Deputy Chairman of Legislative Councils in States;
Deputy Speakers of Legislative Assemblies in States and Union Territories;
Chairman and Deputy Chairman of Metropolitan Council in Delhi;
- (7) Chief Justice of India;
Chief Justices of High Courts.

The dignitaries mentioned in Clauses (5) to (7) may fly the National Flag on their cars, whenever they consider it necessary or advisable.

(b) When a foreign dignitary travels in a car provided by Government, the National Flag will be flown on the right side of the car and the Flag of the foreign dignitary will be flown on the left side of the car.

5. Trains.— When the President travels by special train within the country the National Flag should be flown from the driver's cab on the side facing the platform of the station from where the train departs. The Flag should be flown only when the special train is stationary or when coming into the station where it is going to halt.

6. Aircraft.— (a) The National Flag will be flown on the aircraft carrying the President, the Vice-President or the Prime Minister on a visit to a foreign country. Alongside the National Flag, the Flag of the country visited should also be flown but, when the aircraft lands in countries *en route*, the National Flag of the countries touched would be flown instead, as a gesture of courtesy and goodwill.

(b) When the President goes on tour within India, the National Flag will be displayed on the side by which the President will embark the aircraft or disembark from it.

XI. Half-masting

1. In the event of the death of the following dignitaries the National Flag shall be half-masted at the places indicated against each on the day of the death of the dignitary:—

Dignitary	Place or places
President Vice-President Prime Minister	Throughout India
Speaker of the Lok Sabha Chief Justice of India	Delhi
Union Cabinet Minister	Delhi and State Capitals
Minister of State or Deputy Minister of the Union	Delhi
Governor Lt.-Governor Chief Minister of a State Chief Minister of a Union Territory Chief Executive Councillor, Delhi	Throughout the State or Union Territory concerned
Cabinet Minister in a State	Capital of the State concerned

NOTE.—“*Delhi*” means the areas under the jurisdiction of the Delhi Municipal Corporation, the New Delhi Municipal Committee and the Delhi Cantonment Board.

2. If the intimation of the death of any dignitary is received in the afternoon, the Flags shall be half-masted on the following day also at the place or places indicated above, provided the funeral has not taken place before sunrise on that day.

3. On the day of the funeral of a dignitary mentioned above, the Flags shall be half-masted at the place where the funeral takes place.

4. If State mourning is to be observed on the death of any dignitary, the Flags shall be half-masted throughout the period of the mourning throughout India in the case of the Union dignitaries and throughout the State or Union Territory concerned in the case of a State or Union Territory dignitary.

5. Half-masting of Flags and, where necessary, observance of State mourning on the death of foreign dignitaries will be governed by special instructions which will issue from the Ministry of Home Affairs in individual cases.

6. Notwithstanding the above provisions in the event of a half-mast day coinciding with a day mentioned in Clause (1) of Section VI, the Flags shall not be flown at half-mast except over the building where the body of the deceased is lying until such time as it has been removed and that Flag shall also be raised to the full-mast position after the body has been removed.

7. If mourning were to be observed in a parade or procession where a Flag is carried, two streamers of black crepe shall be attached to the spear-head, allowing the streamers to fall naturally. The use of black crepe in such a manner shall be only by order of Government.

8. When flown at half-mast, the Flag shall be hoisted to the peak for an instant, then lowered to the half-mast position, but before lowering the Flag for the day, it shall be raised again to the peak.

NOTE.—By half-mast is meant hauling down the Flag to one half the distance between the top and the guy-line and in the absence of the guy-line, half of the staff.

9. On occasions of State and Military funerals, the Flag shall be draped over the bier or coffin with the saffron towards the head of the bier or coffin. The Flag shall not be lowered into the grave or burnt in the pyre.

10. In the event of death of either the Head of the State or Head of the Government of a foreign country, the Indian Mission accredited to that country may fly the National Flag at half-mast even if that event falls on a day mentioned in Section VI. In the event of death of any other dignitary of that country, the National Flag should not be flown at half-mast by the Missions except when the local practice or protocol (which should be ascertained from the Dean of the Diplomatic Corps, where necessary) requires that the National Flag of a Foreign Mission in that country should also be flown at half-mast.

XII. General

1. The above provisions are not applicable to Defence installations who have their own rules for the display of the National Flag.

2. The use of the National Flag or any colourable imitation thereof for the purpose of any trade, business, calling or profession or in the title of any patent or in any trade mark or design without the prior permission of the Central Government is an offence under the Emblems and Names (Prevention of Improper Use) Act, 1950.

3. Whoever in any public place or in any other place within public view burns, mutilates, defaces, defiles, disfigures, destroys, tramples upon or otherwise brings into contempt (whether by words, either spoken or written or by acts) the National Flag or any part thereof, is liable to be punished under the Prevention of Insults to National Honour Act, 1971.

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.—References to the Attorney-General of India can be made only by the Ministry of Law, Justice and Company Affairs.

2. References to Constitutional / Statutory Authorities.—References to constitutional and statutory authorities such as Election Commission of India will normally be made in the letter form addressed to Principal Secretary / Secretary. In no case office memorandum will be sent to such authorities by the Ministries / Departments.

3. References to the Comptroller and Auditor-General of India.—References to CAG of India for his views or advice can be made only by or through the Ministry of Finance. In matters of day-to-day administration, Ministries / Departments may however, correspond direct with the CAG of India at their discretion.

4. References to the Union Public Service Commission.—References to UPSC, will be in the form of letters addressed to the Secretary. In certain matters, e.g., recruitment, etc., formal references should be preceded by informal discussions at appropriate levels.

5. Correspondence with Union Territory Administration.—All communications of a routine nature clearly related to the business of a particular department will ordinarily be addressed to the Secretary in the appropriate department. Other communications may be addressed to the Chief Secretary or the Administrator.

6. Correspondence with State Governments.—Ordinary communications relating to departments will be addressed to the Secretary of the department. Other communications including those of special nature or importance warranting attention of higher officers may be addressed to the Chief Secretary.

7. Correspondence with Lok Sabha and Rajya Sabha Secretariats.—Communications meant for Lok Sabha Secretariat or the Rajya Sabha Secretariat and requiring urgent or high level attention may be addressed to the Secretaries concerned and not to the Speaker or the Chairman direct.

8. Correspondence with the Members of Parliament.—Communications received from Members of Parliament should be attended to promptly.

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 be issued by an officer of the rank of a Secretary only.

Where, however, a communication is addressed to the Head of an Attached or Subordinate Office, it should be replied to by the addressee himself. In routine matters not involving questions of policy, he may send an appropriate reply on his own. In matters involving questions of policy, the officer should have prior consultation with higher authorities before sending a reply.

Normally information sought by the member 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.

When corresponding with members of Parliament, pre-printed or cyclostyled replies should be avoided.

In all official correspondence where the name of an MP is to appear along with others, the names should be listed according to the position assigned to the MPs in the Warrant of Precedence. Care should also be taken to address each of them as Member of Parliament (or MP) and not as Member of Rajya Sabha or Member of Lok Sabha. If it is desired to be more specific about the House to which they belong, they may be addressed as Member of Parliament or MP (Rajya Sabha)/(Lok Sabha).

[G.I., Dept. of Per. & Trg., O.M. No. 11013/2/92-Estt. (A), dated the 21st November, 1992.]

9. Correspondence with Foreign Governments.— Communications can be addressed to a foreign Government or Commonwealth country only if India is not represented by a Mission in that country. Such communications can be directly made by the Ministry of External Affairs.

All communications involving negotiation or question of policy, with Governments of foreign countries where India is represented should be made through the Ministry of External Affairs. Other communications may be addressed directly to the Representatives of the Government of India in the country for onward transmission or communication and a copy sent to the Ministry of External Affairs.

Ministries of the Government of India may correspond directly with the non-official organizations in foreign and Commonwealth countries, provided that copies of all such correspondence are endorsed to the Indian Diplomatic or Consular Representatives concerned and to the Ministry of External Affairs to make them aware of the relations between such organizations and the Indian authorities.

Ministries of the Government of India, other than the Ministry of External Affairs, shall not communicate directly with the representatives of foreign and Commonwealth countries in Delhi.

Direct correspondence between technical officers in the Attached and Subordinate Offices of Ministries of the Government of India with their counterparts or with non-official technical organizations in foreign and Commonwealth countries on purely technical matters is permissible if copies of all such communications are simultaneously endorsed to the Ministry of External Affairs and to the representative of India in the country concerned.

Scientific information of restricted/sensitive nature shall not be conveyed to any non-official technical organization in a foreign Commonwealth country without the consultation of the concerned Ministry.

10. Correspondence with Indian Missions abroad.— Correspondence on matters involving foreign policy shall be carried on only by the Ministry of External Affairs. Correspondence involving technical matters not involving foreign policy issues may be carried on by the appropriate Ministry of the Government of India with the officer concerned of the Indian Mission abroad. The External Affairs Ministry should be kept fully informed of all such correspondences. All other correspondence will be made by or in consultation with the Ministry of External Affairs.

All correspondence in regard to officers of other Ministries working in the Indian Missions abroad on administrative matters which involve modification of basic principles or raise general issues of wider applications such as period of tenure, terms of deputation, etc., should be addressed by the Missions to the Ministry of External Affairs. On routine matters the Missions may correspond directly with the Ministries concerned.

Correspondence between the Government of India and Delegations of Special Missions may be addressed directly to or by the Ministry of the Government of India concerned to the Delegation or the Mission if copies of all such correspondences are simultaneously endorsed to the Head of the Indian Mission and to the External Affairs Ministry.

Official letters and telegrams on matters other than technical or routine nature emanating from Ministries other than the Ministry of External Affairs will be sent to the Ministry of External Affairs for concurrence and issue. When the Ministry of External Affairs is primarily concerned, it will obtain the agreement of other Ministries before sending such communications.

11. Correspondence with Foreign Missions in Delhi.— All official communications will be handled by the Ministry of External Affairs. However, correspondence on routine or technical matters may be had directly by the Ministries with the Missions in Delhi. The Ministries should decide whether copies of such communications should be endorsed to the Ministry of External Affairs or not.

The External Affairs Ministry should be associated at the earliest possible stage when correspondence on routine or technical matter develops into important or sensitive nature.

In the case of meetings with foreign Missions, the substance of the meeting should be recorded and a copy thereof should be endorsed to the Ministry of External Affairs.

Intimation of intended negotiations or discussions in India with a foreign Mission should be sent in advance to the Ministry of External Affairs which will decide whether it would be represented and if so, at what level.

When communications which ought to be addressed to the Ministry of External Affairs are addressed to the Ministries, the former should be consulted and the reply should be sent either by the Ministry of External Affairs or by the Ministry concerned who should add a request that the Ministry of External Affairs should be addressed in such cases in future.

All matters relating to the negotiation and conclusion of treaties, agreements, exchange of notes, etc., between the Government of India and a foreign Government including the finalization of texts, the signature and ratification of such treaties, etc., shall be dealt with in consultation with the Ministry of External Affairs. Officers of the Government of India should not call at diplomatic Missions in New Delhi. It is the foreign Missions which are accredited to the Government of India and not vice versa. As such the representatives of the foreign Missions are to come and see the officers of the Government of India.

All invitations from foreign Governments/Organizations to individuals / Organizations in India must be routed through the Ministry of External Affairs. In order to enable the Indian Missions abroad to have timely intimation of the intended visits of Ministers or VIPs, it is essential that communications on such matters should be handled by the Ministry of External Affairs. Subsequent telegraphic messages notifying alteration of programme from the visitors in transit may be sent direct to the Missions concerned under intimation to the Ministry of External Affairs.

Foreign Missions including Consulates are authorized to correspond direct with local Police Authorities for verification of antecedents of their staff and persons seeking employment in their Missions.

[Chapter VIII, Notes on Office Procedure.]

12. Correspondence with CAT on pending cases.— Writing letters by the officers of the Central Government directly to the Chairman and the Registry of the Central Administrative Tribunal in connection with the cases pending in the Tribunal is not correct. The Ministries / Department concerned may contact the Counsel appointed for defending the case for all information relating to the pending cases.

[G.I., D.P.T., O.M. No. A. 11019/36/87-AT, dated the 24th March, 1987.]

Instructions on noting and drafting**NOTING AND DRAFTING**

Notes are written remarks recorded on a paper under consideration to facilitate disposal. It contains the precis 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.

Noting on Inter-Departmental References

They broadly fall under two categories, namely,—

- (a) cases where reference is merely for ascertaining factual information; and
- (b) cases in which the reference seeks concurrence, opinion or a ruling from the Ministry referred to.

In cases falling under (a), the Assistant in the receiving Ministry may note the required information on the file itself. In cases falling under (b), the points should be examined in the receiving Ministry. As a general rule, any such examination and noting should take place off the file and the final results only are to be recorded by the officer responsible.

Where a note on file is recorded by an officer after obtaining the orders of a higher officer, the fact should be specifically mentioned.

Noting on files referred to under Single File System

Generally all notings in the Ministry should be on the file of a NSO (Non-Secretariat Office-Attached or Subordinate), opened by them under the Single File System and referred to the Ministry for decision, direction or clarification, etc. However, when sensitive and delicate matters covered by general or special order of the Ministry are involved, noting should be on duplicate files. The final decision only should be suitably recorded on the NSO file.

As a convention, Secretariat noting on a NSO file may start on a new page.

Functional approach to noting

Most of the cases dealt with in Government of India can be divided into the following categories:—

- (a) Planning and Policy cases (Strategic or operational).
- (b) Problem solving cases (requiring examination of issues).
- (c) Correspondence handling (matters relating to simple situations).
- (d) Routine.
- (e) Unnecessary.

The following guidelines are given for dealing with noting on the above types of cases.

Planning and Policy cases:

Though these would form a very small number in a section they require thorough examination. The questions that may be asked in such cases will be as follows:—

Purpose

- (1) What is the problem?
- (2) Who is the originator? Is it worth a detailed examination? Are you the authority to solve it? If not, you should be helpful and give positive guidance.
- (3) Can it be broken into parts? Which are the major ones and which are ancillary? Identify critical factors.

Sequence

- (4) What are the priorities for solution and which should you choose first for solution?
- (5) What is the origin of the problem — political, psychological, human, sociological or administrative?
- (6) What is the background or cause of the problem?
- (7) Is it ripe enough for a solution? Can it be modified?

Date

- (8) If more information is essential for a solution, strike out a pro forma for all required data.
- (9) If the problem is to be solved, what is the 'Rule' position?

Solution

- (10) Are there any precedents to ensure even-handed treatment or to avoid repetition of past mistakes? Find out if any new ground is advanced in case of proposals already rejected and now come up for reconsideration.
- (11) What are the possible alternative solutions?
- (12) Which is the best solution? Why?
- (13) What will be the consequences on the totality of the situation?

In preparing a detailed note for consideration at the top management level, follow the hints given in preparing summary of case for Minister (*please see at the end of this Chapter*).

Problem Solving cases:

In these cases, a short para. in respect of each of the following questions would suffice:—

- (1) What is the problem?
- (2) How has it arisen?
- (3) What is the 'Rule', 'Policy' or 'Precedent' position?
- (4) What are the possible solutions?
- (5) Which is the best solution? Why?
- (6) What will be the consequences of the proposed solution?

Correspondence handling cases:

These do not require detailed noting. It is sufficient if a brief note as indicated below is recorded—

“This is in reply to our letter at S. No. In brief the point is A reply as in the DFA is put up.”

Routine cases:

In respect of these cases, a 'Standard Process Sheet' developed for a repetitive item of work indicating predetermined points of check or aspects to be noted upon should be used; for non-repetitive cases a fair draft should be put up without any noting.

Unnecessary cases:

These should be filed at the dak stage itself recording the reasons in brief. They should be kept in 'O' bundle to be destroyed on 31st December of every year.

Functional noting would greatly facilitate the decision making authority to choose the best alternative in any problem. It would be convenient if the answers to the queries are put in short paras.

If functional noting is practised regularly, it will contribute greatly to an analytical view of things and improve the quality of noting. Such noting should be adhered to only if cases require detailed noting.

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.

Authentication of Government orders:

All orders executed in the name of the President should be signed by an officer authorized to authenticate such orders under the Authentication (Orders and Other Instruments) Rules, 1958.

Where the power to make orders, notifications, etc., is conferred by a statute on the Central Government, such orders and notifications will be expressed to be made in the name of the Central Government.

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, notifications, 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:—

- (1) 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 annexures or appendices, keeping the main summary brief.
- (6) Paragraphs 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 annexures should be page numbered to facilitate location of the particular page to which attention may be drawn.
- (9) Marginal headings will be useful if the summary is lengthy.

[Chapter IX, Notes on Office Procedure.]

Deed Changing name/surname

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 thisday
 of.....

Signed and delivered by the above

named.....

formerly.....

in the presence of:

Witnesses: 1.....

2.....