

Annexure 1 to Schedule I

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

No. 7-2/77-Estt. I

Dated the 14 March 1977

OFFICE ORDER

With a view to ensure speedy disposal of work at the ICAR Headquarters and to linking accountability and authority at different levels, it is proposed to assign specific powers to the various senior officers at the ICAR Headquarters. The enclosed organizational chart of the ICAR indicates the revised allocation of responsibilities to the DDGs and the Secretary, ICAR.

It would be observed that a number of Institutes and Co-ordinated Projects have been shown under the DDGs. In respect of Institutes and Projects allocated to a DDG, he shall perform the following functions:

1. To assist in the effective working of the Institute through periodic visits to the Institute and discussions with the Director and Staff Members.
2. To help in linking effectively programmes and budget. Since most Institutes are multi-disciplinary in nature, the DDG who has the primary responsibility for ensuring that the investments from Public funds made in the Institute yields a good return in terms of scientific work, may consult other concerned DDGs whenever necessary while taking decisions on technical matters.
3. To serve as the Reporting Officer for the CRs of the Directors of the Institutes.
4. To serve as the Reviewing Officer in respect of CRs of Scientists in S-3 in the Institutes.
5. To issue sanction for creation/continuance of posts.
6. To grant leave of all kinds to scientists other than the Directors.
7. To sanction increments.
8. To grant permission for the sale and disposal of property under Conduct Rules to the Institute and Project staff.
9. To deal with cases of fixation of pay in respect of Institute and Project staff.
10. To grant all kinds of advances, including house-building advance to Institute and Project staff.
11. To grant permission to get honorarium/fees to scientists.
12. To grant permission to scientists to become members of professional agencies/bodies (not commercial organizations)
13. To grant permission to the staff of the Institute for air-travel.
14. To grant permission for taking over/handing over charge at places other than the Headquarters.
15. To grant no demand/no objection certificates.
16. To pass orders regarding accommodation problems of the Institute.
17. To approve Management Committee Proceedings and submit them to DG for information.

The Deputy Secretaries concerned shall submit files relating to these matters to the DDGs concerned and the orders of the DDGs shall be final. However, where any rule or instructions are to be relaxed or discretion to be exercised, the files shall be submitted by the DDG concerned to the DG for his orders, through Secretary, ICAR.

No orders regarding creation/continuance of the posts shall be passed without consultation with the Director (P) and Director (Finance). Similarly, orders regarding financial matters such as grant of advances, honorarium, fees, etc. shall be passed with the previous concurrence of Director (Finance). The Deputy Secretaries shall submit such files to the DDGs in consultation with the Directors concerned.

All other files relating to the functions allocated to the Secretary shall be submitted by the Deputy Secretaries and the Directors to the Secretary, who will, wherever necessary, obtain the orders of the DG.

All matters in respect of IARI, IVRI, NDRI, CIFE and NAARM shall be submitted by the Deputy Secretaries and Directors concerned to the DG for orders through the Secretary in case of administrative matters and through the DDG concerned in case of technical and educational matters. Management Committee Proceedings in respect of these four Institutes shall be submitted to DG by the DDG who represents ICAR Headquarters on the concerned Committee.

Sd/-
(K.P. SINGH)
Secretary, ICAR

Annexure 2 to Schedule I**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

No. 7(2)/94-E. I

Dated 26 October 1994

OFFICE ORDER

In order to improve the quality of servicing of Council's Institute's affairs from the Headquarters and to make the Deputy Directors-General responsible and accountable for successful implementation of research profile of the Institutes, towards fulfillment of their approved mandate, it has been decided to place the Institute's Administration Sections under the concerned Deputy Directors-General.

Organizationally, the Scheme Sections will be linked with the concerned IA Sections at functional level without immediate administrative merger. The Section Officers of the Scheme Sections as well as the concerned IA Sections will submit their papers to the Deputy Secretary/Under Secretary of the SMD who will function as the Branch Officer. In matters of IA Division which all for technical input, the ADGs will be consulted by the DS/US and thereafter matters which cannot be decided at the level of DS/US will be submitted to the concerned DDG for decision. During absence of DDG on leave or tour, the cases will be put up to the senior most ADG in the division. Allocation of Institutes among various SMDs is as per Enclosure 1.

In order to enable them to discharge this function, necessary administrative and financial powers will be re-delegated to them separately. In order to secure a uniformly high level of quality in the process of decision making in various divisions, it will be imperative that the officers concerned will strictly follow rules, instructions, decisions and guidelines as adopted and formulated by the Council from time to time. In grey areas, where policies or guidelines are either not available or not clear, as the case may be, the matter will be placed to the Secretary and/or the DG for decision. The matters in the processing of which input from Personnel Division, Finance Division, Works Division or Hindi Division is required will be referred by the Deputy Secretary/Under Secretary of the SMD to the Dir. (P), Dir.(F), Dir.(W) and Dir. (H), as the case may be, who after giving their contribution will submit the case file to the DDG.

The distribution of work will be as per Enclosure 1. The annual confidential reports of the staff working in Scheme Sections as well as IA Sections will be reported by the Section Officer and reviewed by Deputy Secretary/Under Secretary. The CR of Section Officer of Scheme Section will be reported by Deputy Secretary/Under Secretary and reviewed by the concerned ADG. The CR of Section Officer of IA Section will be reported by Deputy Secretary/Under Secretary and reviewed by DDG. The CR of Deputy Secretary/Under Secretary will be reported by the DDG and reviewed by the DG. In cases where the DS/US is reporting to two or more officers, the senior among them will write the report after consulting others in writing and reviewed by the DG.

Sd/-
SECRETARY

Allocation of Institutes Among Various Subject matter Division/ADGs

Institute/NRC/PD	Institute's code	Designation
Agricultural Education	10000	
*NAARM, Hyderabad	11010	ADG-UNDP
Agricultural Engineering	20000	
CIAE, Bhopal	21010	ADG-Engg
CIFHET, Ludhiana	21020	ADG-FE
CIRDOT, Bombay	21030	ADG-FE
ILRI, Ranchi	21040	ADG-FE
JTRL, Calcutta	21050	ADG-FE
Agricultural Extension	30000	
NRC on Women in Agriculture, Bhubaneswar	32010	ADG-Extn
Animal Sciences	40000	
CIRB, Hisar	41020	ADG-AN&P
CIRG, Makhdoom	41030	ADG-AN&P
NIAN&P, Bangalore	41090	ADG-AN&P
NRC, Camel, Bikaner	42030	ADG-AN&P
NRC, Miihun, Jharnapani	42060	ADG-AN&P
NRC, Yak. Dirang	42070	ADG-AN&P
*NDRI, Karnal	41070	ADG-D&APT
NRC, Meat & Meat Products, Izatnagar	42050	ADG-D&APT
*IVRI, Izatnagar	41050	ADG-AH
NRC, Equines, Hisar	42040	ADG-AH
CARI, Izatnagar	41010	ADG-AP&B
CSWRI, Avikanagar	41040	ADG-AP&B
NBAGR, Karnal	41060	ADG-AP&B
NIAG, Karnal	41080	ADG-AP&B
PD, Cattle, Modipuram	43010	ADG-AP&B
PD, Poultry, Hyderabad	43020	ADG-AP&B
IASRI, New Delhi	91020	ADG-ESM
NRC, Agri. Eco. & Policy Res., New Delhi	92010	ADG-ESM

*Guidelines on matters concerning these Institutes which will be decided at the level of DDG & DC to be issued separately.

Enclosure 1 (continued)

Institute/NRC/PD	Institute's code	Designation
Crop Sciences	50000	
CRRI, Cuttack	51030	ADG-FC I
PD, Rice, Hyderabad	53030	ADG-FC I
PD, Wheat, Kamal	53040	ADG-FC I
IGFRI, Jhansi	51060	ADG-FC II
NBPGR, New Delhi	51090	ADG-FC II
VPKAS, Almora	51110	ADG-FC II
NRC, Sorghum, Hyderabad	52050s	ADG-FC II
CICR, Nagpur	51010	ADG-CC
CRIJAF, Barrackpore (W. Bengal)	51020	ADG-CC
CTRI, Rajahmundry	51040	ADG-CC
IISR, Lucknow	51080	ADG-CC
SBI, Coimbatore	51100	ADG-CC
*IARI, New Delhi	51050	ADG-PP
NRC, IPM, Faridabad	52010	ADG-E&BC
PD, Biological Control, Bangalore	53010	ADG-E&BC
IIPR, Kanpur	51070	ADG-OS&P
NRC, Groundnut, Junagadh	52030	ADG-OS&P
NRC, Rapeseed, Bharatpur	52040	ADG-OS&P
NRC, Soybean, Indore	52060	ADG-OS&P
PD, Oilseed, Hyderabad	53020	ADG-OS&P
Fisheries Sciences	60000	
CICFRI, Barrackpore	61020	ADG-IN.FY
CIFA, Bhubaneshwar	61030	ADG-IN.FY
CIFE, Bombay	61040	ADG-IN.FY
*NRC, Coldwater Fisheries, Haldwani	62010	ADG-IN.FY
CIBA, Madras	61010	ADG-M.FY
GIFT, Cochin	61050	ADG-M.FY
CMFRI, Cochin	61060	ADG-M.FY
NBFGR, Lucknow	61070	ADG-M.FY

*Guidelines on matters concerning these Institutes which will be decided at the level of DDG & DG to be issued separately.

Enclosure 1 (concluded)

Institute/NRC/PD	Institute's code	Designation
Horticulture	70000	
CIHNP, Lucknow	71010	ADG-Hort
CITH, Srinagar	71020	ADG-Hort
IIHR, Bangalore	71070	ADG-Hort
NRC, Banana, Tiruchirappalli	72020	ADG-Hort
NRC, Citrus, Nagpur	72040	ADG-Hort
NRC, Grapes, Pune	72050	ADG-Hort
CPRI, Shimla	71040	ADG-Veg Crp
CTCRI, Trivandrum	71050	ADG-Veg Crp
NRC, Mushroom, Solan	72070	ADG-Veg Crp
NRC, Onion and Garlic, Nasik	72090	ADG-Veg Crp
NRC, Orchids, Gangtok	72100	ADG-Veg Crp
PD, Vegetables, Varanasi	73010	ADG-Veg Crp
CPCRI, Kasaragod	71030	ADG-PC
ICAR Research Complex, Goa	71060	ADG-PC
NRC, Cashew, Puttur	72030	ADG-PC
NRC, Medicinal & Aromatic Plants, Anand	72060	ADG-PC
NRC, Oilpalm, Pedavegi, West Godawari (AP)	72080	ADG-PC
NRC, Spices, Calicut	72110	ADG-PC
NRC, Arid Horticulture, Hisar	72010	ADG
Soil & Agronomy	80000	
CAZRI, Jodhpur - Rajasthan	81020	ADG-Soils
CS&WCR&TI, Dehradun	81040	ADG-Soils
IISS, Bhopal	81070	ADG-Soils
NBSS&LUP, Nagpur	81080	ADG-Soils
CARI, Port Blair	81010	ADG-Agron
CRIDA, Hyderabad	81030	ADG-Agron
ICAR Complex NEH Shillong	81060	ADG-Agron
NRC, Weed Science, Jabalpur	82030	ADG-Agron
PD, Cropping Systems Research, Meerut	83010	ADG-Agron
CSSRI, Karnal, Haryana	81050	ADG-WM
NRC, Water Technology, Bhubaneshwar	82020	ADG-WM
PD, Water Management, Rahuri	83020	ADG-WM
NRC, Agroforestry, Jhansi	82010	ADG-Agrofo