



भारतीय कृषि अनुसंधान परिषद्
Indian Council of Agricultural Research

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F. No.1 (5) / 2023 – Per. IV

Dated: the 4th August' 2026

OFFICE MEMORANDUM

Subject: Revised consolidated instructions on Deputation / Foreign Service and Forwarding of Applications of ICAR Scientific Personnel for employment outside ICAR – reg.

The undersigned is directed to refer to the Council's guidelines / instructions of even number dated 16th August, 2023 on strict adherence to the Govt. of India rules / guidelines while applying for deputation. In this context, several references have been received in the Council from the ICAR Scientists seeking clarifications / relaxation of the mandatory cooling off period prescribed between two deputation / foreign service tenures under the aforesaid Circular due to the functional exigencies and urgent requirements of Agricultural experts by Central / State Government Departments, PSUs, Universities and other institutions seeking ICAR's domain expertise. The matter has been examined in the Council in the light of prevailing ICAR guidelines on the issue read with the applicable DoPT / GoI instructions and in order to ensure proper implementation and uniformity in application of deputation guidelines it has been decided with the approval of the 266th Governing Body of the ICAR that henceforth, the following instructions / guidelines shall strictly be adhered to by all concerned as detailed below:

A. General Instructions for Forwarding of Application (Direct Recruitment or Deputation / Foreign Service):

- The applications of RMPs i.e. DDGs / ADGs / Directors / Project Directors / Joint Directors of National Institutes and all the Scientists (Pr. Scientists / Sr. Scientists / Scientists) who are posted in ICAR HQs shall be forwarded by the ICAR Hqrs.
- The applications for employment in National organizations from ICAR Scientists who are holding Non-RMP tenurial positions i.e. HoDs / PCs / HORSs and other Scientific positions i.e. Pr. Scientists / Sr. Scientists / Scientists shall continue to be forwarded by the concerned Institute with the approval of Director of the concerned Institute under intimation to Council (Personnel Division).

Sushil Singh
4th August 2026

c. In case of applicants applying against any advertisement which is in a foreign organization / institution (either in India or abroad), including for any part time or voluntary assignment shall be mandatorily forwarded to the ICAR HQs in respect of all grades of Scientists and any such approval shall be granted through the DARE / ICAR only. Such approvals shall be subject to fulfillment of all the stipulated criteria / conditions given above and that too after duly examining the status of foreign institution and it shall not confer any right to the applicant for forwarding of such applications.

d. Before forwarding any application, the examination of request may be carried out on following aspects:

I. Eligibility: The eligibility of applicants may be examined with respect to following parameters as per conditions / criteria of advertisement for the vacancy(ies) / posts:

- i. Whether the applicant meets essential Qualifications?
- ii. Whether the applicant possesses requisite experience in relevant field / position?
- iii. Whether the applicant meets the prescribed age limit as per advertisement?

II. Age Limit: To streamline the deputation process and avoid administrative issues relating to leave salary and pension contribution settlements, an upper age limit of 58 years is prescribed to apply for deputation / foreign service from ICAR. This age shall be reckoned as on the closing date of application for the deputation post. However, there is no age limit for those who wish to apply for Direct Recruitment as in their case, their relieving may be considered on submission of Technical Resignation.

III. Bond Obligation: The incumbent should be free from any bond obligations as on closing date of receipt of application.

IV. Vigilance Clearance: The applicant should be free from Vigilance / disciplinary angles.

V. Number of Applications: A maximum of four applications can be forwarded in a calendar year to apply for outside posts, in respect of each applicant. However, those who are above the age of 60 years (as on the closing date) may be permitted to apply for a maximum of 06 number of positions in a calendar year and there shall be no limit once the applicants are left with less than 03 months of service before their due date of superannuation.

VI. Public Interest: As per general principles, the primary consideration for forwarding an application is the convenience of the Government / ICAR in sparing the Scientist / Officer, keeping in view the management of the service cadre and exigency of public service, with public interest being the overriding consideration and therefore applications may be forwarded except where withholding of any application is considered by the Competent Authority to be justified in the public interest (with due recording of reasons). An applicant cannot justly complain of hardship or harsh treatment if her / his application for any other post or employment is withheld.



VII. Cooling Off: The condition of cooling off period, as prescribed by the Government of India / Council, has to be satisfied by the applicant before applying for another position. For any dispute with regard to counting of past service or realization of LSPC or necessary entries in the Service Book etc. from previous employer / department where the Scientist was on deputation / foreign service, onus of the same shall lie on the applicant. This aspect may be carefully checked before forwarding any application for outside employment.

VIII. Higher Post: In case of deputation, the application should be forwarded for higher post only*.

(*Note: The term *higher post* shall mean any post which may be in same / similar or higher pay scale and involves higher duties and responsibilities.)

IX. Online Applications: If the applications are required to be filled up online, the applicant must seek prior permission from the Competent Authority before submitting their application.

X. Timeline: All requests for NOCs / forwarding of applications should be submitted well in advance preferably at least 15 days in advance.

B. Other General Conditions, Relaxations and Clarifications:

1. ICAR scientists shall not proceed on deputation / foreign service nor any request may be considered as approved with regard to resignation / technical resignation except without approval of the Competent Authority by following due process.
2. Upon final selection, request of all scientific cadre for approval of the deputation must be sent to the ICAR Hqrs along with the prescribed checklist and latest Vigilance Clearance Certificate after due examination.
3. Merely forwarding of application doesn't confer any right on the applicant to be mandatorily considered for his / her relieving in the event of selection.
4. Applications for another deputation / foreign service while already being on an existing deputation / foreign service shall be considered only if the Scientist fulfills the below conditions:
 - a. He / She is below 58 years of age as on the closing date of application.
 - b. He / She has completed less than 02 years on deputation as on closing date of application.
 - c. The total combined period of all deputations / foreign service shall not exceed five (05) years under normal circumstances & seven (07) years in total with the approval of Competent Authority (Hon'ble Union Minister of Agriculture & Farmers Welfare & President, ICAR) only under the exceptional circumstances.



5. Relaxation of Cooling Off Period:

- i. The 'cooling off' period is prescribed as three years between two deputations / foreign services up to Joint Secretary / equivalent level (i.e. deputation post carrying pay in Level-14 of the Pay Matrix) posts and one year for Additional Secretary / equivalent level posts (i.e. deputation post carrying pay in Level-15 of the Pay Matrix).
- ii. For incumbents holding non-RMP Tenurial posts and those upto the level of Principal Scientists at the ICAR Headquarters, Institutes, Regional Stations and KVKs, the power to waive the cooling-off period has been delegated to the Director General, ICAR, in exceptional circumstances, based on justifiable reasons duly recommended by the concerned Director / ADG and DDG of the respective Subject Matter Division (SMD).
- iii. For all incumbents of Research Management Positions (RMPs) such as the DDGs, the Directors, the ADGs, etc., the power to waive off the cooling-off period shall rest with the Hon'ble Union Minister of Agriculture & Farmers Welfare and President, ICAR, on the recommendations of the Director General, ICAR, for justifiable reasons.

6. Any Scientist / Officer failing to return to the parent cadre on completion of the sanctioned tenure (or total of 5/7 years) shall *suo motu* be liable for departmental actions without further notice. Overstay beyond the approved period shall attract disciplinary and other civil / service consequences, including the period of unauthorized overstay not being counted as qualifying service for pension and any increments due during such period being deferred with cumulative effect until the officer rejoins his / her parent cadre.

7. It shall be the personal responsibility of the concerned Scientist who is on deputation / foreign service / lien to ensure that Leave Salary and Pension Contributions / Leave Salary and NPS subscriptions (as per rules) are remitted by the borrowing organization in a timely manner. The ICAR shall not be responsible for any delay or shortfall in such remittances and its liability as an organisation shall be restricted to the undisputed amount and period only.

8. Categories of Deputations:

- i. On Own Request: The instructions mentioned in above paragraphs 1 to 7, shall be applicable.
- ii. Deputation on the basis of appointment by Search-cum-Selection Committee / ACC: The conditions mentioned in above Paras 4 and 5 regarding age limit & cooling off period respectively shall not be applicable.
- iii. Deputation on inter-ministerial demands for special assignments in India / abroad in Indian missions / International organizations duly endorsed by the MEA: The conditions mentioned in Paras 4 and 5 regarding age limit and cooling off period respectively shall not be applicable.



iv. Deputation in foreign institutions / organization (UN / CGIAR / SAARC, etc.): In the cases of deputation with foreign institutions / organizations viz. the UN bodies / CGIAR Institutions / SAARC, etc., lien shall be retained only for a maximum of 05 years (3+2 years). Continuance beyond 05 years in total even for a single day may lead to *suo moto* termination of service without any notice leading to forfeiture of all service benefits. In case of other foreign institutions (if permitted), the applicant shall be mandatorily required to resign or opt for voluntary retirement from the Council's service.

8. General Applicability: Any condition not specifically covered in this Office Memorandum shall continue to be governed *mutatis mutandis* by the relevant DoP&T (GoI) instructions / guidelines issued from time to time.

This may be brought to the notice of all concerned for information, guidance & strict compliance and is issued with the approval of the Competent Authority.


04/08/2026

(SUSHIL KUMAR SINGH)
DIRECTOR (PERSONNEL)

Copy for information and / or further needful to:

1. All Scientists of ICAR through e-Office.
2. All the DDGs / ADGs, ICAR Headquarters.
3. All the Directors / Project Directors of ICAR Institutes, National Research Centres, National Bureaux and Project Directorates.
4. All the Heads of Administrative Sections of ICAR Institutes, NRCs, NBs and PDs.
5. PS to the Hon'ble Union Minister of Agriculture and Farmers Welfare, GoI.
6. APS to the Hon'ble Minister of State for Agriculture and Farmers Welfare, GoI.
7. PPS to the Secretary, DARE & Director General, ICAR.
8. PPS to the Additional Secretary, DARE & Secretary, ICAR.
9. PPS to the Additional Secretary & Financial Advisor, DARE/ICAR.
10. The JS (Pers. & TS) / JS (Finance) / Director (Admn.) / Director (GAC) / Legal Advisor, ICAR HQs, New Delhi.
11. The US (Pers. - I / II) US (Pers. - III) / US (Pers. - IV), ICAR HQs, New Delhi.
12. Information Systems Officer, DKMA for uploading on ICAR website.
13. Guard File.

Note: Copies of this OM may be downloaded as per need, as it is not being circulated separately.

(Hindi Version will follow)

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