Compilation on

AGRICULTURAL SCIENTIFIC
SERVICE RULES
of ICAR

M. Suresh Kumar
P.P. Brahmanjil
M. Narasimha Rao

NATIONAL ACADEMY OF AGRICULTURAL
RESEARCH MANAGEMENT
Rajendranagar, Hyderabad 500 030
The three initial letters in the word "Management" indicate the place of man therein. The days of opportunism and rubber stamp decision in management are over. It is the era of the 'Sociological Man' and hence management by 'elite' 'elan' and 'ethos' is being increasingly practised for attaining the set goals. The manager is the dynamic and life giving factor in a competitive economy, and responsible for major motivation processes in any organisation. Considerable care therefore needs to be taken in the selection of research managers.

In the present era of science and technology, Agricultural sector plays a decisive role in providing basic resilience to the national economy for the country. This is why we have the largest research and development networks in agriculture in the World. ICAR, an apex body at the centre, plans, undertakes, aids, promotes and coordinates agricultural education and research. In the research endeavours for production and productivity augmentation, research managers play a pivotal role since they are responsible for formulating programmes, planning projects and implementing systematically through scientific management approach. The Council had introduced new scientific personnel policy to suit the requirement of 6000 scientific personnel and researchers. With an interest of keeping the research managers of ICAR institutes updated, a comprehensive handbook incorporating all the changes that have been issued for the original ARS rules from time to time, a comprehensive and timely publication entitled 'Agricultural Scientific Service Rules' has been compiled. The preparation of this compendium reflects the combined efforts and interpretive diligence of M. Suresh Kumar and his team. They all deserve commendation.

Place: Hyderabad
Date: 10.10.1996

JAGDEESH C. KALLA
Director
ICAR is an apex body for promoting coordinating research in all the areas of agriculture including animal husbandry, fisheries, and agricultural resource management. It is autonomous scientific society which has the concurrent responsibility for promoting research and extension education throughout the country. ICAR had introduced new scientific personnel policy to suit the requirement of 6000 scientific personnel and researchers located in different ICAR institutes. The agricultural Research Service system which came into existence from January, 1975 was reverted back to the post centered system with the introduction of UGC package from January, 1986. Shri G.C. Sharma, currently OSD at ICAR had brought out the first volume on ICAR Scientific Services in 1985.

The rules and orders on Agricultural Research Service, and allied matters, are at present found in numerous instructions, decisions and clarifications, most of them not codified so far. This volume brings all of them in one place, presented in a masterly style. Although the basic aim of the new edition is to provide the scientists as well as the institutes of ICAR with a concise yet comprehensive, purposeful and realistic picture of various aspects covering the entire field of Agricultural Research Services in one integrated publication. It is hoped that the book in its new form would serve the needs of its users better than before.

In this edition, we have tried to make the subject matter more meaningful and accessible in practical point of view. The work has been substantially revised and restructured so as to present a better arrangement of topics in sequence and give fuller treatment of some of the topics in separate chapters. The book now consists of 22 Chapters. We are sure that this compilation is found to be a treasure house not only for the departments of the ICAR which have to apply these orders, but also for every scientist in the system, for the lucid appreciation of the entitlement to career advancement.
ICAR is an apex body for promoting coordinating research in all the areas of agriculture including animal husbandry, fisheries, and agricultural resource management. It is autonomous scientific society which has the concurrent responsibility for promoting research and extension education throughout the country. ICAR had introduced new scientific personnel policy to suit the requirement of 6000 scientific personnel and researchers located in different ICAR institutes. The agricultural Research Service system which came into existence from January, 1975 was reverted back to the post centered system with the introduction of UGC package from January, 1986. Shri G.C. Sharma, currently OSD at ICAR had brought out the first volume on ICAR Scientific Services in 1985.

The rules and orders on Agricultural Research Service, and allied matters, are at present found in numerous instructions, decisions and clarifications, most of them not codified so far. This volume brings all of them in one place, presented in a masterly style. Although the basic aim of the new edition is to provide the scientists as well as the Institutes of ICAR with a concise yet comprehensive, purposeful and realistic picture of various aspects covering the entire field of Agricultural Research Services in one integrated publication. It is hoped that the book in its new form would serve the needs of its users better than before.

In this edition, we have tried to make the subject matter more meaningful and accessible in practical point of view. The work has been substantially revised and restructured so as to present a better arrangement of topics in sequence and give fuller treatment of some of the topics in separate chapters. The book now consists of 22 Chapters. We are sure that this compilation is found to be a treasure house not only for the departments of the ICAR which have to apply these orders, but also for every scientist in the system, for the lucid appreciation of the entitlement to career advancement.
Research Management Positions were brought under Agricultural Research Service cadre with effect from 13.01.1988 and hence they were not discussed separately but all relevant matters were suitably incorporated in three sections, namely, Appointments on tenurial basis, Appointments of Heads of Divisions/Regional Stations, and Revised Pay Rules.

We wish to express our profound gratitude to Dr. Jagdeesh C. Kalla, Director for giving us this excellent opportunity, encouragement and constant guidance. We record our appreciation of the help and cooperation that we have received from the Personnel Policies Section at the ICAR Headquarters, and Shri R.V.V.S. Prakasa Rao, Shri P. Namdev, Ms. G. Aneja, and other colleagues of NAARM in bringing out this edition. We would also like to thank the colleagues of sister organisations located in Hyderabad for their friendly and helpful suggestions.

Suggestions for improvement and rectification of errors & omissions will be gratefully accepted.

M. SURESH KUMAR
# CONTENTS

## SECTION 1
**Recruitment**

1. Agricultural Research Service Rules 1
2. Appointment of Heads of Departments/Regional Stations 13
3. Revised Qualifications 16
4. Career Advancement Scheme 23
5. Transfer Policy 30
6. ARS Disciplines 38
7. Arrangements during the absence of the Director 40
8. Appointments on tenural basis 42

## SECTION 2
**Regulations of Pay**

9. Revised Pay Rules 45
10. Non-Practising Allowances 68

## SECTION 3
**Other Service Matters**

11. Study Leave 73
12. Sabbatical Leave 83
13. Reporting and Reviewing Authorities 88
14. Forwarding of applications 100
15. ARS Forum 109
16. Training of ARS Scientists 111
17. Past Service Benefits 117
18. Disciplinary and Appellate Authorities 126
19. Scientific Assignments 131
20. Cadre Strength of ARS 136
21. Patents 145
22. Awards 148

INDEX
have the option to induct them into the ARS on permanent basis, in consultation with the Board, and with the approval of the President of the Council.

6(b) The present incumbents of the Research Management Positions as defined in the Recruitment Rules of the Higher Scientific posts may be inducted into the ARS permanently in consultation with the Board, and with the approval of the President of the Council on completion of their first tenure of five years. This will be effective from 13 January, 1988.

6(c) The Scientists who were holding the Research Management Positions as defined in the Recruitment Rules of the Higher Scientific Posts in regular basis in the Council on or before 1st April, 1976 and who could not be given five yearly assessment benefit under the ARS may now be given that benefit with effect from the 1st October, 1980.

7. Authorised strength

The authorised strength of the service shall be fixed by the Controlling Authority from time to time in accordance with the provisions of these rules. The permanent strength of the service will be based on the following principles:

(1) It will be assumed that eighty per cent of the total number of scientists under the Council are likely to be continued indefinitely in one form or the other, and will be provided for the permanent strength.

(2) The cadre shall comprise four broad categories of scientific disciplines - agricultural sciences, animal sciences, social sciences and technology.

(3) The cadre strength will specify a maximum number for S grade and for the Grades of S-1 to S-3 as a whole.

(4) To ensure proper manpower planning and avoidance of imbalance, the Controlling Authority shall prescribe a cadre strength of scientists also for each individual or group of disciplines for each institute for a period of five years at a time, synchronising with Five-Year Plan periods.

(No.1-1/88-Par.IV/ dated 22.12.1988)
(5) The Controlling Authority shall also prescribe a norm for the ratio of posts among various grades or groups with a view to ensure a proper balance of manpower at various levels.

8. Controlling authority

The President assisted by a Committee known as the Committee on Agricultural Research Service shall be the Controlling Authority. The Committee will be presided over by the Director General, ICAR and will, in addition, consist of six members nominated by the President, of which three members shall be the Secretary, ICAR, the Director, IARI and one Director of another Institute of the Council.

9. Appointing authority

The President shall be the Appointing Authority for the service.

10. Initial constitution of the service

(1) The Agricultural Scientists' Recruitment Board shall constitute a Selection Committee with the Chairman or his nominee as President with not more than three scientists as core members and not more than three other scientists as additional members (to be determined according to the background of the scientists to be assessed) to assess the suitability of the Council's candidates in the grades included in the cadre.

(No.614174/R(A)/Per dated 06.12.76)

(2) On receipt of recommendation of the Selection Committee, the Board shall forward its recommendation to the Secretary, ICAR.

(3) Council's candidates who are not absorbed in the initial constitution of the service will continue to work as at present.

(4) Notwithstanding anything contained in rule 11, the candidates referred to in sub-rule 3 may be considered by the Controlling Authority for appointment to the Service at a subsequent stage or stages in consultation with the Board and suitability of such candidates for appointment to various grades of the service shall be determined by a Selection Committee in the manner specified in sub-rule 1.
[5] To the extent that the authorised permanent strength of various grades is not filled at the time of the initial constitution by the Council’s candidates, it shall be open to the Controlling Authority to decide whether, and if so, to what extent recruitment of the candidates from the open market is necessary. If any recruitment is considered necessary after the appointment of Council’s candidates is over, the Controlling Authority shall decide the qualifications of candidates and mode of selection of such candidates in consultation with the Board.

[6] Any candidate of the Council referred to in sub-rule 1 who does not desire to be absorbed in the service, may continue to hold the position already held by him, provided that he informs the Council in writing accordingly within a period of six months from the date of his selection for inclusion in the service.

11. Future maintenance of the service

[1] After the initial consultation of the Service, by appointment of the Council’s candidates or otherwise recruitment to grade S-1 shall be made by any of the following methods:

(a) a competitive examination and interview through the ASRB in accordance with the provisions of Schedule I (not printed; and

(b) Promotion from grade S. The controlling authority shall determine method or methods of recruitment to be employed for the purpose of filling in a particular vacancy in the Service or such vacancies therein as may be required to be filled during any particular period and the number of candidates to be recruited by each method.

[2] Vacancies arising in grade S, as a result of promotion envisaged in sub-rule 11(1)(b), shall be filled by selection, on the basis of performance during the last 5 years by the Board, from amongst persons serving in positions recognised from time to time for this purpose by the Controlling Authority. (Applicable only for a period of five years from the date from which these rules are brought into force).
ARS RULES

[3] A scientist may be appointed to Grade S-1, S-2 and S-3 on position on the basis of merits determined by appropriate assessment in the manner specified in rule 19.

[4] The vacancies that cannot be filled up under sub-rule (3) shall be filled by direct recruitment through the Board in the manner prescribed in Schedule II (not printed). The scientists so selected in Grades S-2 and S-3 shall be required to join the posts in the specific places/institutes for which they are selected and shall have to serve in those positions for a minimum period of four years. Scientists holding permanent posts in other organisations may, however, be initially appointed under the Council on deputation against the ARS posts for a period not exceeding five years, without excluding the posts from the purview of the Service.

[5] The Director General, ICAR may in consultation with the Board and with the approval of the Controlling Authority invite any highly qualified Indian Scientist who is not an employee of the Council for an appointment in the Service.

[6] Candidates selected by the ASRB for posts of S-3 Grade (Project Co-ordinators) shall be initially given charge of the positions of Project Co-ordinators for a period of five years extendable for a further period of five years. On the expiry of the tenure or prior to that, the Scientist may be shifted to any suitable matching position under the ARS. The sub-rule will be effective from 05.09.84.

[7] The vacancies which cannot be filled up under sub-rule(4) of this Rule, including the posts in disciplines approved for making recruitment to the ARS, may be filled on deputation basis by recruiting persons from other Scientific Organisations, Agricultural Universities and Departments of the State/Central Governments, through the ASRB.

[not printed]
13. Training

[1] Candidates selected on the basis of the competitive examination shall be required to undergo an intensive course of study and training for a period of one year.

[2] Every trainee shall be required to execute a bond to serve the Council for a minimum period of three years after successfully completing the training course. Failure to serve the Council for the stipulated period will render the candidate liable to refund fifty per cent of the salary paid to him during the training period.

ICAR'S DECISIONS

(1) No specific amount of surety bond be specified in the Bond. The Council in their letter No. 8-8/85-Per.IV dated 18.07.85 fixed the bond amount of Rs. 12,000 with effect from 01.04.1985 for the Scientist recruited through the ARS examination. It has now been decided that henceforth no specific amount of the surety bond will be specified in the bond out Rule 13(2) of the ARS Rules will be specified, which stipulated the bond terms.

(No. 8-4/87-Per.IV/ dated 28.05.90)

(2) Recovery of bond money rests with the Institutes concerned. Under Rule 13(2) of the ARS Rules, a candidate recruited through ARS is to execute a bond to serve the Council for a minimum period of four years after successfully completing the training course. Failure to serve the Council for the stipulated period will render the candidate liable to refund 50 per cent of the salary paid to him during the period. Under the provisions of the above rule, each candidate is required to execute a bond of Rs. 12,000. However, some scientists of the Council had to leave the Council due to their appointment in the higher scale in some other organisations or due to termination of their services on account of one reason or the other, and thus, are liable to refund the amount of bond money. In the above circumstances the Director of the Institute should ensure that the entire bond money is recovered from the scientist concerned.

(No. 14(2)/89-Cdn. [A&A]/ dated 26.10.91)

(3) Recovery of money on discharge on the grounds of unbecoming conduct. 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 during the period of training.
14. Probation

[1] Candidates appointed to the Service either by selection through competitive examination, by promotion or otherwise, shall be on probation for a period of two years, provided that the Controlling Authority may, for counting the said period of two years, at its discretion, count any period of service in posts of equivalent or higher responsibility.

[2] The Controlling Authority may extend the period of probation specified in sub-rule (1).

[3] If on the expiry of the period of probation referred to in sub-rule (1) or of the extended period under sub-rule (2), as the case may be, the Controlling Authority is of the opinion that a scientist is not fit for permanent, or if at any time during probation or extension, is satisfied that he will not be fit for permanent appointment on the expiry of such period of probation or extension, the scientist may be discharged or reverted to his substantive post or subjected to such orders as may be passed by the Controlling Authority.

ICAR'S DECISION

(1) Clearance of probation and confirmation in respect of ARS Scientists at the level of Institutes. Revised composition of the Selection Committees/Departmental Promotion committees for various categories of posts existing under the ICAR system was circulated vide Council's letter No.1-2/81-Per.IV dated 10.09.87. However, it has been observed that a number of cases of clearance of probation period and confirmation of ARS Scientists at the ICAR Research Institutes have been delayed for one reason or the other. With a view to overcome this problem, for feasibility of holding DPC meetings for clearance of probation and confirmation of Scientists recruited through ARS examination in the respective ICAR Institutes has been considered. Now, the Competent Authority of the Council has approved the following Committee for the purpose of clearance of probation period and confirmation in service in all cases of Scientists working in the ICAR Institutes.

1. Chairman: Director or his nominee

2. Member: One Senior officer not lower in status than Principal Scientist nominated by the Director

3. Member: An outside Expert nominated by the Director
15. Powers of the controlling authority

Without prejudice to the generality of the powers conferred on it, the Controlling Authority shall be competent,

(1) to exclude a post or posts in any grade mentioned in Rule 6 from the purview of the Service.

(2) to decide in consultation with the Board that any particular vacancy or vacancies shall be filled by direct recruitment through the Board.

(3) to prescribe the minimum qualification for induction into the S grade as envisaged in rule 11(2) above.

(4) to make temporary arrangements to fill any vacancy for appointment of a scientist outside the service for a period not exceeding six months, provided that the Controlling Authority may delegate the power at its discretion to the Director-General, ICAR.

(5) to fill any vacancy in any grade of the service by temporary appointment of a qualified scientist from outside the Council for a period not exceeding 2 years at a time, provided that
   
   (a) the total number of vacancies so filled shall not exceed at any time 5 percent of the authorised strength of the service;

   (b) no such appointment shall be made except in consultation with the board.

16. Deputation

The Controlling Authority may, in the interest of agricultural research and education and development work, depute from time to time the
scientists from the service to work in posts under the Central or any State Government, Agricultural University or elsewhere (including assignment abroad) for a prescribed period or periods.

17. Reservation for scheduled castes, scheduled tribes, etc.

Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

ICAR'S DECISION

(1) Reservation for SC/ST. The reservation orders of Government of India are not applicable in respect of posts of Sr. Scientists (Rs.3700-5700) and Principal Scientists (Rs.4500-7300) even after adoption of UGC Pay Package. The reservation orders are applicable only in respect of posts of Scientists (Rs.2200-4000).

18. Pay fixation

The pay of a scientist appointed to any Grade in the service shall be fixed in accordance with such orders as may be applicable to Council's employees from time to time.

19. Merit promotion and advance increments

[not printed]

20. Transfer

(1) A scientist shall be liable to transfer to any place in India.

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

21. Tenurial appointment

Any member of the service, appointed to a post in the Council on tenure basis, may be given such grade as may be recommended by the ASRB. On completion of the tenure, he will return to a matching position in research work which may be in any area or any Institute depending on the Council's needs.
22. Other conditions of service

The conditions of service as members of the service in respect of matters such as classification, control and appeal, etc., for which no provision is made in these rules shall be the same as are applicable from time to time to the employees of the Council.

22A A member of the service appointed to a scientific post under the Council on a regular basis after 31.03.1960 will be eligible to add to his service qualifying for superannuation pension (but not for any other class of pension) the actual period not exceeding one-fourth of the length of the service or the actual period by which his age at the time of recruitment exceeded 25 years or a period of 5 years, whichever is less, on fulfilment of the conditions prescribed in rule 30 of the CCS (Pension) Rules, 1972, as amended from time to time.

(No.B-7/77-Per.IV dated 09.05.79)

22B A scientist who is recruited at the age of 35 years or more may, within a period of three months from the date of his appointment, elect to forego his right to pension whereupon he will be eligible to subscribe to a contributory provident fund.

(No.B-7/77-Per.IV dated 09.05.79)

23. Relaxation

The Controlling Authority may relax the provisions of these rules to such extent as may be necessary to ensure satisfactory working or for removing inequitable results.

24. Interpretation

In any question of interpretation of these rules arises, it shall be decided by the President of the Council.
Chapter 2
APPPOINTMENT OF HEAD OF DIVISIONS AND REGIONAL STATIONS

The positions of Heads of Divisions in the Institute, except those which are held by the permanent incumbents, are at present, filled up on rotation basis, from amongst the eligible scientists of Division/Institute in accordance with the guidelines formulated for the purpose. According to the existing delegation, such appointments can be made with the approval of Management Committee of the Institute.

The ICAR Review Committee, in its recommendation, contained in Chapter 7 sub-para 7.23 has observed that the Head of Division should not only be a leader in his discipline but also a Scientist who contributes to manage the Research Division for achieving the excellence of the Division, and there is a clear responsibility on him to build the Division to a higher level. The review Committee has felt that the present system of rotational leadership within the existing scientists of the Division/Institute is not conducive for this objective. It has, therefore, recommended that the existing system should be dispensed with. The Committee has further felt that the Head of Division should be a Scientist of stature in the area covered by the Division, and the position of Head of Division should be filled by direct recruitment on a tenure basis for 5 years, renewable for another tenure of five years subject to the incumbent's interest and effective performance.

The specific recommendation of Review Committee has been accepted by the Governing Body for implementation and by President, ICAR. The manner and the level at which the position of Head of Division should be filled up has been considered in the Council, and it has now been decided with the approval of President, ICAR, that in supersession of the existing procedure the position of Head of Division should be filled up by direct recruitment at the level of Principal Scientist. As the Head of Division is a functional designation, one of the existing posts of Principal scientist in the Division would be designated as Head of Division. The selected person would be appointed as Head of Division on a tenure of five years, renewable by another tenure subject to incumbent's interest and effective performance.
the performance. On completion of the tenure, the individual would be adjusted against any other vacant position of Principal Scientist in the same discipline at the same Institute and if no such vacancy is available in the Institute, in any other Institute. This stipulation would be clearly indicated in the advertisement and in the offer of appointment to avoid any chance of representation by the individual at a later stage. Action for recruitment would be initiated well in advance of the expiry of the tenure of the existing incumbent to ensure that the position does not remain vacant for an unduly long time. This procedure would also apply for filling up the positions of Heads of Regional Stations of the Institute.  
(DO.No.2-53/89-RC.Cell dated 12.02.1991)

GUIDELINES

The guidelines formulated for the position of Heads of Divisions/Regional Stations to be filled up by the direct recruitment through ASRB are given below. These guidelines may be followed scrupulously for filling up the existing and future vacancies of Heads of Divisions/Regional Stations. Requisitions may be sent directly to ASRB with a copy to the Council.

1. The position will be filled up by selection through the ASRB on a tenure of 5 years in the pay scale of Rs.4500-7300.

2. The field of selection will be open to the Principal Scientists and Professors (or equivalent), in the relevant discipline. The existing incumbent will also be eligible to apply for the re-ad assisted post of Head of division to take chance with others for a fresh tenure of 5 years.

3. Action for recruitment will normally be initiated one year before the date on which the vacancy is likely to arise.

4. On completion of the tenure, the incumbent may be posted anywhere in the ICAR as Principal Scientist, depending upon the requirement and availability of a vacancy. However, if an individual has joined service from outside the ICAR system and holds a lien on his original post or service in the parent organisation and does not want to get absorbed in the ICAR service, then his services will be placed back at the disposal of his parent organisation.
HEADS OF DIVISIONS / REGIONAL STATIONS

5. The efforts should be made to complete the selection of a successor well in advance. If for any reasons, selection of a successor is not possible in time, an interim arrangement can be made by the Director of the Institute as indicated below:

(a) If the old incumbent is still in service, he may be allowed to continue for a period not exceeding six months.

(b) If the old incumbent is not available or is not interested in continuing further or is considered unfit or ineligible for further retention, the reasons to be recorded, the senior most Principal Scientist in the discipline, whether in the same division or in any other division of the Institute, may be appointed. The date of appointment to the post of Principal Scientist in the equivalent grade in ICAR shall be the criterion for determining the seniority in the grade. If, however, there are more than one Principal Scientist with the same date of appointment, the person older in age would be considered the senior most Principal Scientist for this purpose.

(c) If the senior-most Principal Scientist is unwilling or is not found fit by the reasons to be recorded, the next senior most Principal Scientist identified by the same principles would be considered.

6. The model qualifications for the Head will be similar to that prescribed for the post of Project Co-ordinator (See Chapter 3 on the Qualifications).

7. A Unit can be classified as a Division if (a) It has at least 10 scientist position (b) It has at least one post of Principal Scientist either on original sanctioned strength or through redeployment. If these conditions are not satisfied, the unit should form part of some other Division. The concept of Divisions is not to be applied to the National Research Centres.

8. The above procedure of selection would also apply to the appointment of Heads of Regional Stations of the Institutes.

9. The Incumbent will not be permitted to join or apply for another excellent position, within ICAR or outside, during the first four years of tenure.

(No. 21531/89-RC Cell dated 02.06)
Chapter 3

REVISED QUALIFICATIONS

Consequent upon the introduction of UGC Pay Package for Scientists in the ICAR system, the model qualifications and experience for recruitment to the posts of Scientists/Research Management positions of ICAR were prescribed vide ICAR letter No. 8.1/89-Per.IV dated 08.11.1989. The qualifications were reviewed by an Expert Committee and the recommendations of the Committee have been approved by the Governing Body. In supersession of all previous orders on the subject, the revised qualifications for various categories of scientific positions are as under:

1. Scientist (Rs.2000-4000)

(i) Master's degree in the relevant subject.

2. Senior Scientist (Rs.3700-5700)

(i) Doctoral degree
(ii) 5 years experience (excluding the period spent in obtaining the Ph.D. degree during service, subject to a maximum of three years) in research/teaching/extension education as Scientist (Rs.2200-4000) or in an equivalent position in the relevant subject.

Relaxation for Engineering Disciplines: Master's degree in the case of Engineering disciplines with 8 years experience in research/teaching/extension education as Scientist (Rs.2200-4000) or in an equivalent position in the relevant Engineering subject.

(iii) Evidence of contribution to research/teaching/extension education as supported by published work/innovations.
(iv) Specialisation (to be defined)

3. Principal Scientist (Rs.4500-7300)

(i) Doctoral degree in the relevant subject
(ii) 10 years experience excluding the period spent in obtaining the Ph.D. degree (subject to a maximum of 3 years) in research/teach-
REVISED QUALIFICATIONS

17

I. Evidence of extension education provided 3 years experience as a Senior Scientist (Rs.3700-5700) or in an equivalent position.

(ii) Evidence of contribution to research/teaching/extension/education as supported by published work/innovations.

(b) Specialisation (to be specified).

4. Head of Division/Head of Regional Stations, Project Coordinators Zonal/Regional Coordinators and Joint Directors at Institute other than Institute with Deemed University Status/NAARM (Rs.4500-7300)

(i) Doctoral degree in the relevant subject

(ii) Principal Scientist in the scale of (Rs.4500-7300) or in an equivalent position (or) 8 years of experience as a Senior Scientist (Rs.3700-5700) or in an equivalent position (or) An eminent Scientist having proven record of scientific contribution working in a reputed organisation/institute having at least 13 years experience in the relevant subject.

(iii) Evidence of contribution to research/teaching/extension education as supported by published work/innovations.

(iv) Specialisation and experience (to be specified).

5. Directors of ICAR Institutes (other than IARI/IVRI/NDR/ICIF/NAARM), Project Directors; Joint Directors at IARI/IVRI/NDR/ICIF/NAARM, Assistant Director General (Rs.4500-7300)

(i) Doctoral degree in the relevant subject

(ii) At least 5 years experience as a Principal Scientist (Rs.4500-7300) or in an equivalent position (or) An eminent Scientist having proven record of scientific contribution working in a reputed organisation/institute having at least 18 years experience in the relevant subject.

(iii) Evidence of contribution to research/teaching/extension education as supported by published work/innovations.

(iv) Specialisation (to be specified)

Desirable: Experience in a research management position.

6. Dy. Director General/Directors of IVRI/IARI/ICIF/GNAARM & NDR (Rs.7600 fixed)

(i) A Doctoral degree in the relevant subject.

(ii) An eminent Scientist/Teacher having at least 8 years experience in the grade of Principal Scientist (Rs.4500-7300) or in an equivalent
position out of which 3 years experience should be in a research management position (or) An eminent Scientist having proven record to scientific contribution working in a reputed organisation/institute having 21 years experience in the relevant subject, out of which 3 years experience should be in a research management position or in an equivalent position.

(iii) Evidence of contribution to research/teaching/extension education/Management as supported by published work/innovations.

(iv) Specialisation (to be specified)

(No.835/95-Per.IV dated 06.02.1995)

REQUISITION FORM

Name of the Institute/Office

I. Requisition for recruitment to the post of

II. Brief particulars of the post

<table>
<thead>
<tr>
<th>Designation</th>
<th>Pay scale*</th>
<th>Class and service</th>
<th>Number of posts sanctioned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientist</td>
<td></td>
<td>Agricultural</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research Service</td>
<td></td>
</tr>
</tbody>
</table>

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

III. Number of vacancies for which this requisition is being sent

IV. Break-up of the vacancies in Column III above

(a) (1) Reserved for SC and not to be treated as unreserved if no such suitable candidates are available

(b) Reserved for SC but to be treated as reserved for ST if no suitable SC candidates are available

(c) Reserved for SC but to be treated as unreserved if no suitable SC/ST candidates are available

(d) Reserved for ST but not to be treated as unreserved if no such suitable candidates are available
REVISED QUALIFICATIONS:

(5) Reserved for ST but to be treated as reserved for SC if no suitable ST candidates are available..

(6) Reserved for ST but to be treated as unreserved if no suitable SC/ST candidates are available.

Total

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 may 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 words, not by dashes and dots. No column should be left blank.

(b) Unreserved vacancies

Total of (a) and (b) above

[should tally with column III (a) above]

V. Mode of recruitment (whether on deputation basis through circulation or by open advertisement).

VI. Particulars of persons who last held the post(s) regularly against the vacancies in Column III (a) above.

(a) Name

(b) Reference number and date of the Board's letter

VII. (a) Is the post pensionable or non-pensionable

(b) Are there any provident fund or other benefits, and if so, please specify?

(c) Any special concession, such as free quarters, light, water, etc.

VIII. Period of probation

Two years. The selected candidate will be governed by the provisions of rule 14 of Agricultural Research Service Rules.
X. Duties
(a) Place or places where the officers will be required to serve

The selected candidates will for the present be posted at ...............
but he may be posted to any other Institute/Research Station of the ICAR or may be deputed to work in posts under the Central or any State Government/Agricultural University or elsewhere (including assignment abroad) for a prescribed period or periods.

XI. When is/are the selected candidates required to join?

Immediately

XII. Prospects of promotion to higher posts or time scale if provided in the approved recruitment rules. (Please indicate if it is desired to bring this information to the notice of candidates)

Yes, as per provisions of Agricultural Research Service Rules as amended from time to time.

XIII. Qualifications required
(a) Essential
(b) Desirable
(c) Are the qualifications at (a) and (b) above in accordance with the approved recruitment rules? If not, please state reasons for the deviation

XIV. Age limits, if any
(a) Are the age limits relaxable for SC/ST and other special categories?

(b) Are the limits and the relaxation under (a) and (b) above in accordance with the prescribed recruitment rules? If not, please state reasons for the deviation

XV. Any other requirements/conditions not covered by the above columns
REVISED QUALIFICATIONS

XV. If this requisition is being sent in response to any reference from the Board, please quote their latest reference.

XVI. Name, address and telephone number of the representative of the ICAR/Department who will be deputed to assist the ASRB at the Interview.

It is certified that the number of vacancies reserved for SC and ST mentioned in column IV above is in accordance with the reservation quota fixed by the Council for these communities.

Place. Date.

Signature and designation of the officer sending the requisition (No.3(2)/87-WS dated 05.11.89)

ICAR'S DECISIONS

(1) Filling up of 5-2 posts through lateral entry. The requisitions for recruitment be sent after the efforts are made to fill up such vacancies on transfer basis by circulating the vacancies to the sister institutes. In case a scientist become available for appointment by transfer, his name may be sent to the Council for issuing necessary orders. The requisitions for filling up the post through ASRB may be sent to the Council only after the above exercise is completed, and the efforts to fill up the vacancy through transfer fail through. (No.34(522)/84-Per.II dated 04.11.1988)

(2) Direct recruitment after redeployment efforts. Vacancies of Sr. Scientists and Principal Scientists remaining unfilled as a result of relaxation of cadre strength, will be filled by re-deployment and only such vacancies of Senior Scientists and Principal Scientists will be filled by direct recruitment which cannot be filled by re-deployment. For this purpose, Directors of the Institute will send proposals to the Secretary, ICAR with detailed justification. (No.8(1)/93-Per.IV(Per) dated 02.05.1994)

(3) Relaxation of upper age limit for inservice candidates in the ARS examination. With the approval of the Governing Body it has been decided to increase the upper age limit for inservice candidates in the
ARS examination up to 45 years. There will, however, be no relaxation in
the examination standards. This will come into effect with effect from
01.01.1995.

It is further clarified that the word 'inservice candidates' mentioned
above refers to the inservice employees of the ICAR, and not employees
belonging to SAUs/Government/State Government/Public undertaking.

(No.14(6)/94-Estt.IV dated 01.02.1995 and
No.14(6)/94-Estt.IV dated 31.05.95)

(4) Enhancement of age limit for Ph.D. holders and restriction of
number of chances for appearing in ARS examination. With the
approval of the Governing Body, it has been decided to enhance the
upper age limit for ARS examination up to 33 years for those candidates
who hold Ph.D. degree. Consequently, the upper age limit for SC/ST and
OBC candidates holding Ph.D. degree will be further relaxable by a
period of three years. The maximum age limit for SC/ST candidates
holding Ph.D. degree would, thus, be 35 years and in case of OBC
candidates holding Ph.D. degree the maximum age limit would be 36
years. It is reiterated that this relaxation is only for Ph.D. degree holders.

The Governing Body has also decided that the number of attempts for
appearing in the ARS examinations will be limited to three for all candi-
dates (Whether M.Sc./Ph.D) including the inservice candidates of ICAR.
However, this restriction will not apply to SC and ST candidates who are
otherwise eligible. The following guidelines are applicable for counting
the number of attempts made by the candidates.

1. The attempts made by the candidates prior to the issue of these orders
will not be taken into account for counting the number of attempts
made.

2. Appearing even in one paper would be treated as one attempt for the
purpose of counting the number of attempts.

These orders will come into force with immediate effect. Further, these
orders will not be applicable for NET and SRF Examinations conducted by
ASRB.

(No.8(7)/95-Per.IV dated 22.01.96)
Chapter 4
CAREER ADVANCEMENT SCHEME

In para 16 of the Revised Pay Scales for the scientists of ICAR, it was envisaged that a modified Career Advancement Scheme for Scientists would be issued shortly. The matter has been considered by the Council in consultation with the Ministry of Finance and a comprehensive scheme for Career Advancement for Scientists working in the ICAR system came into effective from 01.01.1986 as shown below.

1. Scientist (Senior Scale)

Every Scientist in the pay scale of Rs. 2200-4000, will be placed in the Senior Scale of Rs. 3000-5000 if he/she has:

(a) completed 8 years of service after regular appointment as Scientist in the pay scale of Rs. 2200-4000.
(b) made a mark in the area of Research/Teaching as evidenced in Research Publications in reputed journals, variety/product/technology developed and innovations in teaching/extension education; and has
(c) consistently satisfactory Performance Appraisal Reports.

2. Scientist (Selection Grade)/Senior Scientist

Every Scientist in the Senior Scale of Rs. 3000-5000 will be eligible promotion to the post of Scientist (Selection Grade)/Senior Scientist in the pay scale of Rs. 3700-5700 if he/she has:

(a) completed 8 years of service in the Senior Scale provided requirement of 8 years will be relaxed if his total service as Scientist is not less than 16 years.
(b) obtained Ph. D Degree or an equivalent published work.
(c) made a mark in the area of Research/Teaching as evidenced in Research Publications in reputed journals/variety/product/technology developed and innovations in teaching/extension education and
(d) consistently good Performance Appraisal Reports.
AGRICULTURAL SCIENTIFIC SERVICE RULE

3. Procedure. (1) Suitability for promotion to the next Higher Grade will be adjudged by the Departmental Promotion Committee (DPC) to be constituted at the Institute level with the following composition.

(a) Chairman to be nominated by the ASRB.
(b) One Expert to be nominated by the DG, ICAR.
(c) DDG concerned with the Institute or his nominee.
(d) Director of the Institute or his nominee.

(2) The recommendation of the DPC shall normally be made within one year of completion of requisite years of service and promotion, if awarded, shall take place from a date following the date of completion of prescribed years of service.

(3) The recommendations made by the DPC shall be submitted by the Director of the concerned Institute to ICAR for seeking the approval of the competent authority.

(4) The posts will stand created for this purpose by upgrading the number of Scientists / Senior Scientists in the respective Institutes / ICAR Headquarters.

(a) The Scientists in the Senior Scale of Rs. 3000-5000 who do not have a Ph.D. degree or an equivalent published work, or who do not meet research standards of Senior Scientists but fulfill other criteria mentioned above, and have a good record of research or participation in research/ teaching activities will be placed in the grade of Rs. 3700-5700 on the recommendations of the Departmental Promotion Committee. They will be designated as Scientists (Selection Grade). Scientists in the Selection Grade will be created for this purpose by upgrading the posts held by them. They could offer themselves for a fresh assessment after obtaining a Ph.D. degree and/or fulfilling the other requirements for promotion as Senior Scientists, and if found suitable, could be re-designated as Senior Scientists.

(b) Scientists in the revised scale of Rs. 2200-4000 for promotion as Scientist (Senior Scale) Rs. 3000-5000 and/or Scientist (Selection Grade) Rs. 3700-5700 will also be entitled to the relaxation in the service by three years and one year respectively, if they hold an M.Phil. degree.

(No. 1[164]/87-Trav IV, dated 28.10.91)
(1) Decision regarding change of designation from Scientist (SG) to Senior Scientist. It has been decided by the Council that all the existing (S2 & S-3) Scientists, who got the replacement scale of Rs. 3700-5700, as on 1.1.1986 may be designated as Senior Scientist, if they hold Ph. D. Degree and Scientist (Selection Grade) in other cases.

(No. 51-1/92-Per.IV, dated 24.02.1992)

(2) Clarifications on career advancement scheme. The points raised and clarifications of ICAR regarding career advancement scheme are as shown below.

Point raised: (1) Whether the existing Scientists who possess Ph.D./M.Phil degree as on 1.1.86 or obtain the same thereafter are eligible for relaxation of service benefits of three years and 1 year respectively for the purpose of computing 8/16 years service for placement in the grade of Scientist Senior Scale i.e., Rs. 3000-5000 and Scientists (Selection Grade)/Sr. Scientist (Rs. 3700-5700).

Clarification: The existing Scientists who possess Ph.D or M.Phil degree are entitled to the service benefits of three years and one year respectively.

Point: (2) Whether the separate DPCs are required to be constituted for each discipline of ARS as there are multi-disciplinary divisions in the Institute.

Clarification: Only one DPC is to be constituted for considering cases of eligible Scientists in all the disciplines.

Point: (3) What will be the periodicity for DPCs meetings at the Institutes/ICAR Headquarters?

Clarification: The meetings of DPCs are to be convened by the Institutes as and when necessary depending upon eligibility of the Scientists. But at least one meeting may be convened in one financial year.

Point: (4) Whether proforma may also be devised by the Council to maintain uniformity in the system. Suggestions have also been made for giving an opportunity to Scientists for personal appearance/presentation...
of research work before the team of experts for proper assessment of the work done by the Scientists, by treating DPCs as Assessment Committee.

**Clarification:** The usual DPC procedure may be followed. For the purpose of evaluation of performance of Scientists, no separate proforma is required to be submitted to the DPC. The cases may be considered on the basis of Annual Assessment Reports and other relevant records.

**Point:** (5) What procedure is to be followed in the cases of Scientists who are not found suitable for placement/promotion?

**Clarification:** Such a Scientist will be eligible for reconsideration next financial year.

(No.1-14/87-Per.IV dated 05.08.1992)

(3) **Change of designation from Scientist (SG) to Senior Scientist.** The points raised and clarifications of ICAR in this regard are as given below.

**Point raised:** (1) Whether the existing S-2 and S-3 Scientists who got the replacement scale of Rs.3700-5700 as on 1.1.86, but have acquired/obtained Ph.D degree after 1.1.86 can also be designated as Senior Scientist or not.

**Clarification:** Yes, but they are to be designated as Sr. Scientist from the date they acquire Ph.D degree.

**Point:** (2) Whether the existing S-2 Scientists who have been placed in the lower revised pay scale of Rs.3000-5000 as on 1.1.1986 and possessed Ph.D qualifications on that crucial date, and in whose cases higher revised scale of Rs.3700-5700, has been allowed subsequent to 1.1.86, can also be designated as Sr. Scientist or not. [This is in respect of those scientists, who have been placed in the higher pay scale in terms of orders contained in Council's Notification No.1-14/87-Per.IV dated 09.08.89 subsequent to 01.01.86. Orders for placement in higher pay scale subsequent to 01.01.86 were withdrawn. However, orders for withdrawal of said orders have been stayed and as such the Scientists who were allowed placement in higher pay scale subsequent to 01.01.86 are continuing on higher pay scale]

**Clarification:** In view of the fact that the relevant matter is sub judice, no action need to be taken in respect of such Scientists for the present.
**Point**: (3) Whether in the cases of Project Co-ordinators appointed against S-3 positions prior to 1.1.86, and have been placed in the revised scale of Rs.3700-5700 by virtue of their total length of service and also having Ph.D qualifications, can also be designated as Senior Scientist, or will continue as such.

**Clarification**: Since now, Project Co-ordinator is a Research Position. So, the incumbent is not required to be designated as Senior Scientist or Sr. Scientist, so long as he continues as Project Co-ordinator.

**Point**: (4) Whether it is necessary to maintain the seniority separately for Senior Scientist (one for Senior Scientist with Ph.D degree, the other for Scientist Selection Grade) at the Institute level for the purpose of determining their seniority required for various purposes.

**Clarification**: There is no concept of seniority among Scientists; however, notional seniority lists of Scientists (SG) and Sr. Scientists are maintained separately.

**Point**: (5) Requests for designating Scientists as Sr. Scientists have been placed in the pay scale of Rs.3700-5700 as on date, irrespective of their holding Ph.D degree or M.Sc. degree on the date.

**Clarification**: The request is not tenable as designation of Scientist is to be allowed only to those Scientists in the scale of Rs.3700-5700 who hold Ph.D. degree.

(No.8-1/92-Per IV dated 11-6-86)

(4) **Eligibility of Senior Scientist for applying for higher positions**: The various points raised and clarifications given by the ICAR are as below.

**Point raised**: (1) Provision under UGC scheme for career advancement in respect of Readers for placing them in the higher pay grade of Professor in the pay scale of Rs.4500-5700 has not been implemented in the ICAR.

**Clarification**: It is clarified that orders contained in Ministry of Human Resources Development, Dept. of Education letter No.1-21/87-UD dated 17.6.87 providing for eligibility of Reader for promotion to the grade of Professor in the pay scale of Rs.4500-5700 was subsequently withdrawn by that Ministry vide their letter No.1-21/87-UD dated 22.11.87. Under the circumstances, there is no provision for promotion of
to the Higher pay scale of Rs. 4500-5700 even under the UGC system. Thus, it is not correct to say that ICAR has not implemented UGC pay package in respect of its Senior Scientist in the matter of career advancement.

**Point:** (2) Assessment policy for career advancement in operation under the ICAR system before adoption of UGC pay package should continue till 9.3.89 i.e., the date on which the ICAR had issued notification about adoption of UGC pay scales for its scientists with effect from 1.1.86.

**Clarification:** It is clarified that ICAR has adopted UGC pay package for its scientists with effect from 1.1.86 as a substitute to the recommendations of the Central Pay Commission for the employees of Central Government Other than scientific employees, all categories of the employees have been given revised pay scales with effect from 1.1.86 on the basis of recommendation of the IV Pay Commission as implemented by the Govt. of India for its employees. In view of this it is not possible to fix a cut-off date for revision of pay scales of ICAR Scientists other than 1.1.86. The career advancement policy now under implementation in ICAR is also made effective with effect from 1.1.86, and benefits have already been given to large number of scientists accordingly.

**Point:** (3) Sr. Scientist may be made eligible to apply for higher posts in the pay scale of Rs. 4500-7300 viz., Head of Division, Project Coordinator, Directors of the Institute, etc., and criterion of experience in the grade of Principal Scientist for the said post may be waived off.

**Clarification:** The Council has prescribed model qualifications for the posts of Project Co-ordinators, Directors of Institute, Zonal Coordinators, etc., based on UGC pay package wherein experience in the grade of Principal Scientists for higher positions is essential. It has not been considered necessary or advisable to change this.

**(No. 1/2/94-Pers IV dt. 17.03.1994)**

**Point:** (4) Change of designation from Scientist (SG) to Senior Scientist. It has come to the notice of the Council that in certain cases the Scientists who acquired Ph.D. qualifications after 1.1.86 have been designated as Senior Scientist on the basis of these letters without obtaining recommendations of the DPC as required under the career advancement rules. It is clarified that S-2 and S-3 Scientists who had been placed in the pay scale of Rs. 3700-5700 w.e.f. 1.1.1986 and were possessing Ph.D. degree as on 31.12.85 could be designated as Senior Scientist.
CAREER ADVANCEMENT SCHEME

without obtaining recommendations of the DPC. However, the scientists who were designated as Scientists (SG) with effect from 1.1.1986 and had acquired Ph.D. degree from a date subsequent to 1.1.1986 and also those scientists (SG) who have been given the designation of Scientist (SG) after 01.01.86 under the provisions of new career advancement scheme can be designated as Sr. Scientist only after obtaining the recommendations of the DPC as provided in para 3 of the new career advancement scheme. The Council’s letters of 24.2.92 and 14.8.92 have to be read along with the career advancement scheme, and not in isolation.

(No.8111/92-Per.lV dated 28.06.94)

(6) DPC shall include one expert of the discipline(s) to which the Scientist(s) to be considered. The procedure to be followed for promotion of the ARS Scientists as indicated in the scheme for career advancement of the ARS Scientists introduced in the Council with effect from 1.1.1986 as circulated vide Council’s letter No.1(14)/87-Per.IV, dated 28.10.91 provides for the composition of the DPC to be constituted to each Institute as under.

(A) Chairman to be nominated by the ASRB
(B) One Expert to be nominated by DG, ICAR
(C) DDG concerned with the Institute or his nominee
(D) Director of the institute or his nominee

As per the UGC guidelines, the performance of a scientist is to be examined by the DPC critically regarding his/her scientific achievements during the period of his/her eligibility for promotion to the next higher grade. With the present composition, the DPC may find itself handicapped in this function for want of an expert of the discipline to which the scientist being considered by the DPC belongs. To overcome this situation it has been decided that the DPC shall include one expert of the discipline(s) to which the Scientist(s) to be considered by the DPC belongs and that expert shall be the nominee of the DG, ICAR. In other words, the DG’s nominee on the DPC shall be different for different disciplines. You are, therefore, requested to suggest names of three experts in each of the disciplines to which the Scientists to be considered by the DPC belong. The expert should be of the rank of at least Principal Scientist in an ICAR Institute/Deemed University or Professor in State Agricultural University (either in active service or retired) where the Institute is located for nominating one of them on the DPC for considering Scientists belonging to that discipline. The clarification furnished vide item 2 in the Council’s letter No.1-14/87-Per.IV, dt. 5.8.92 stands modified accordingly.

(No.4(4)/94-AU, dt. 24.11.1994)
Chapter 5
TRANSFER POLICY

According to Rule 20 of the Rules for Agricultural Research Service, a scientist is liable to transfer to any place in India. A scientist is also required to serve a minimum period of time in backward or comparatively less developed area of the country, as may be determined and decided by the Controlling Authority. The question of evolving suitable guidelines for making transfers of scientists of ARS from one place to another has been considered, and it has been decided with the approval of the SFC/GB and the President, Indian Council of Agricultural Research that the following revised guidelines will be observed for making transfers of ARS Scientists from one Institute to another, and within the Institute with effect from 17.11.1980.

1. Criteria. The transfers of scientists will be made:
   (a) to correct imbalance in the cadre strength of scientists in various disciplines at different Institutes, and also within an Institute including regional stations.
   (b) to fill positions in high priority projects where direct recruitment through the Agricultural Scientists Recruitment Board may result in delay in the implementation of programmes.
   (c) to utilize the experience of scientists in appropriate fields.
   (d) to post scientists in backward or comparatively less developed areas in accordance with the provisions of Rule 20 (2) of the ARS Rules.
   (e) for administrative reasons.

2. Categorisation of Stations

   The stations in which the ICAR Institutes and centres are located have been categorised as A, B, C, D and E. For purposes of transfer A and B will form one group, C in second group, and D and E in third group.

3. Tenure of posting

   The tenure of posting will normally be five years in the first group, four years in the second group, and three years in the third group. The scientist on completion of tenure of five years in the first group will be transferred to the third group, and on completion of three years tenure in that group to the second group and then to the first group and so on. If
TRANSFER POLICY

any scientist working in second and third group i.e. category C, D
stations does not want to be disturbed he may be allowed to con-
those stations. A scientist is required to spend at least a minimum
years in group three stations i.e. Category D or E station during
his career. Scientists over 55 years in age may not be disturbed from
existing places of work without their consent, as far as possible.

ICAR'S DECISIONS

(1) Transfer from difficult areas to a more favourable
public interest. A scientist should be allowed to have a tenure
years in difficult areas. He may be considered for transfer from the
areas after completion of four years to a more favourable area in
categories A, B or C. The period of tenure for Category D and E
has been increased from 3 to 4 years as for continued research the
minimum period of four years will be necessary. The transfer of a
scientist from a difficult area after he completes his tenure of 4 years,
considered as in public interest. He will, therefore, be entitled to
TA, Joining Time etc.

4. Time of transfer

As far as possible transfers should normally be made by the
March when the academic session of the schools and colleges will
close so as not to disturb the education of the children.

5. Mode of transfer

Transfer will be made in the order of length of stay at a place, i.e.
the scientists who have served longest in a station will be
ferred first. The scientists who have served for a long period in
include in the second and the third groups will be considered for
transfer. While computing the length of service for transfer the
already rendered in B, C and other areas should be taken into
of Inter-Institutional transfer, Directors should be
cycled in advance. While transferring the scientists, consideration
be given to its effect on research programmes so that no progress
is disrupted. Transfer not of a routine nature according to pattern,
administrative/disciplinary grounds should be ordered by the
Director General after getting the prior approval of the
Director General, ICAR.

ICAR'S DECISIONS
AGRICULTURAL SCIENTIFIC SERVICE RULE

(1) Institute may develop guidelines for intra-institutional transfers. There is preconceived notion that in some Institutes transfers are being made for reasons other than the needs of the research programme. It has been decided by the Controlling Authority that, in the interest of uniformity of treatment, the Directors of the Institute who have Regional Station/Centres outside the headquarters of the Institute may develop guidelines for intra-institutional transfers in consultation with the Management Committee at the Institute. The guidelines evolved will be sent to the Council. (No. 8-16/76-Per.N dated 28.02.1979)

(2) Transfers should be kept to the minimum, and resorted to only in the interest of work and in public interest. The question of transfer of scientists from one Institute to its Regional Stations/Centres should be taken care of by the respective Institutes themselves. In accordance with the prescribed guidelines, in pursuance of Rule 90 of the ARS rules, scientists have to be posted in backward or less developed areas of the country where the Regional Stations/Centres of these Institutes are located. Sufficient emphasis has to be laid by the Research Institutes on the necessity for bringing about intra-institutional transfers of scientists with research experience from the main to Regional Stations/Centres located in backward areas. As per para 5 of the guidelines, while transferring the scientists, consideration should be given to its effect on research programmes so that no programme is disrupted. The idea is that transfers should be kept to the minimum and resorted to only in the interest of work and in Public Interest. For this purpose each Institute shall prepare a list of scientists, who can be transferred to outstations or from one station to another. Within this group, length of stay at a research station should be the criterion for determining the list for transfer. It is obvious that Directors will have to use discretion despite guidelines in first preparing the list of scientists and then considering for transfers in a particular year and secondly to their posting. It would be advisable to have a committee at this level to advise the Director in such matter and to ensure a better decision making. In our transfer policy priority should be given to posting of scientists in backward areas, out of those who have spent period in backward/tribal/remote areas at any time in their career. (No. 8-16/76-Per.N dated 18.07.1981)
ment about the scientific staff transfers. The policy of the ICAR is to keep transfers of scientific staff to the minimum, to enable a scientist to advance in his/her career while continuing to work on problems relating to a particular crop, animal or area of agricultural study over an extended period of time. The cardinal principle is to let the scientist grow in their respective fields subject to administrative requirements. It has been noted that in spite of the above principles, in certain cases, scientists have been transferred quite frequently and at times have been asked to look after non-scientific jobs. As a result that their scientific output has suffered. Such a tendency should be discouraged and the above principles should be followed to the extent possible, commensurate with administrative exigencies. The Directors are competent to order intra-institutional transfers of scientific and technical staff, but DG would like to be apprised through a quarterly statement about the scientific/technical staff transferred from one place to the other within the Institute. In giving the statement, the place of previous posting and the length of posting at the station should also be indicated.

(4) Transfer of the officers/staff in Co-ordination Cells. In order to maintain continuity in respect of staff working in the Co-ordination Cells of the All India Co-ordinated Research Projects located at the Institutes and to avoid disruption of work due to frequent change of staff in Coordination Cells, the transfer of the officers/staff engaged on the work of the Co-ordination Cells may be resorted to only in exceptional circumstances. Even in such cases, the transfer may be done in consultation with the Project Co-ordinator.

(No. 8(16)/76-Per IV dated 09.09.1984)

6. Discipline of the Scientist on transfer

The discipline of the scientist transferred shall be the same. Transfer of scientist engaged in extension work will be made in accordance to their knowledge of the local language.

7. Retention of accommodation

Scientists transferred to a station may be allowed to retain their residential accommodation at their place of posting before their transfer for a period of two months from the date of relief. Such scientists should also be allotted residential accommodation in the new Institutes within two months from the date of their joining.

8. Postponement of assessment for scientist not proceeding on
transfer.

If a scientist transferred in accordance with this pattern to a station included in any of the Groups does not proceed on transfer or delays it for some reason or the other, his assessment for merit promotion or advance increments shall be deferred till he complies with the transfer orders. The period by which he delays the transfer will not be taken into account for computing the five years period of service for assessment.

9. Transfer committee

The transfer committee for inter Institute transfer as approved by Director General will have the following officers at the Council's Headquarters.

(1) Director General, ICAR ... Chairman
(2) Secretary, ICAR ... Member
(3) Deputy Director General (5), ICAR ... Member
(4) Deputy Director (Personnel), ICAR ... Member

The transfer committee shall consider the question of transfers according to the above mentioned pattern and on the recommendations of the Committee. The orders of transfer will be issued at least two months in advance to enable the scientists to make preparations for their movement. Representations received from the scientists or from the Directors on this matter will be considered by the Council. For considering cases of transfers from Institute to regional stations and vice-versa a similar committee will be set up the Director of each Institute. Representations against transfers received from the scientists will be considered by the Institute.

(No.8-16/76-Per.IV dated 23.02.1981)

10. List of scientists eligible for transfer

By the 31st March every year, the Directors of the Institutes shall forward the Headquarters a list of scientists who have become eligible for transfer. The list need not contain the names of the scientists who can be transferred according to this pattern by the Directors themselves from the Regional Station/Centres to the Headquarters of the Institute and vice versa. There should, however, be uniformity in intra-institutional transfers.
TRANSFER POLICY

ICAR'S DECISIONS

(1) **Proformae for list of eligible scientists for transfer**

To consolidate the required information for submission to the Committee for consideration, two proformae have been developed are given at the end of this Chapter. Proforma-I relates to the participation of scientists who are eligible for transfer on the basis of the guidelines. Proforma-II relates to grade/discipline wise cadre wise respect of scientific posts as on 31st December of the year and then the number of positions against these posts in each category as per para 2.

(2) **Restricting the number of scientists belonging to the ICAR Institute located**

It has been decided by the approval of the GB and the president, ICAR that the number of scientists posted at an Institute/Centre/Station should be as under:

(a) Scientists belong to the state where the Institute/Centre/Station is located

(b) Scientists belonging to the state neighboring the state in which the Institute etc., is located

(c) From other states

It has been decided that the above mentioned percentage maintained subject, of course, to the availability of scientists in various disciplines at an Institute/Centre/Station.

11. Extraneous and outside pressures

Extraneous and outside pressures if brought upon the administration against the transfers made according to the pattern, shall provision of CCS(Conduct) Rules as applied to the Council's service.

PROFORMA (I)
AGRICULTURAL SCIENTIFIC SERVICE RULE

Statement showing the list of Scientists who are eligible for inter-institutional transfer on the basis of the revised guidelines

<table>
<thead>
<tr>
<th>No</th>
<th>Name of the Scientist</th>
<th>Grade to which belongs</th>
<th>Discipline</th>
<th>Present place of posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Length of service rendered by the Scientist at various Institutes/Stations/Centres categorised as A,B,C,D and E. This period will also include the period of the Non-ARS service

<table>
<thead>
<tr>
<th>Group One</th>
<th>Group Two</th>
<th>Group Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;B stations</td>
<td>C station</td>
<td>D&amp;E station</td>
</tr>
</tbody>
</table>

Recommendations of the Director

It is clear that no Research Programmes will be disrupted in case the scientist is transferred to the other states

Remarks

This statement may be prepared in the order of length of service put by the scientist concerned i.e. to say that the scientist having larger period of posting will be shown first and so on.
## TRANSFER POLICY

### PROFORMA (II)

Statement showing grade/discipline wise cadre strength and the number of scientists who are in position as on 31st January 2022.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Discipline</th>
<th>Sanctioned posts as per cadre strength</th>
<th>Sanctioned posts &amp; not included in cadre strength</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>S-1</td>
<td>S-2</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

* (ii) Category A&B
* (iii) Category C
* (iv) Category D&E

<table>
<thead>
<tr>
<th>Total posts sanctioned (Col. 3&amp;4)</th>
<th>Posts filled</th>
<th>Posts vacant</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1</td>
<td>S-2</td>
<td>S-3</td>
<td>S-1</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

*Note: Information may be given Centre/Station wise separately for each category indicated in the proforma as per the revised guidelines.*
Chapter 6
ARS DISCIPLINES

A list of approved disciplines for purposes of recruitment to the Agricultural Research Service is given below. With all the changes, the number of approved disciplines have become 61 in total.

01 Agricultural Chemistry
02 Agricultural Entomology
03 Agricultural Meteorology
04 Agronomy
05 Bio-Chemistry (Plant Sciences)
06 Bio-Technology (Plant Sciences)
07 Economic Botany
08 Geography
09 Genetics
10 Horticulture
11 Microbiology (Agriculture)
12 Nematology (Agriculture)
13 Plant Breeding
14 Plant Pathology
15 Plant Physiology (Agrl/Hort.Crops)
16 Seed Technology
17 Soil Science-Pedology
18 Soil Science-Soil Chemistry/Fertility/Microbiology
19 Soil Science-Soil Physics & Soil and Water Conservation
20 Animal Genetics and Breeding
21 Animal Nutrition
22 Animal Physiology
23 Animal Reproduction/Gynecology
24 Bio-Chemistry (Animal Sciences)
25 Bio-Technology (Animal Sciences)
26 Dairy Chemistry
27 Dairy Microbiology
28 Dairy Technology
29 Livestock Production and Management
30 Livestock Products Technology
ARS DISCIPLINES

31 Poultry Science
32 Veterinary Medicine
33 Veterinary Microbiology
34 Veterinary Parasitology
35 Veterinary Pathology
36 Veterinary Pharmacology
37 Veterinary Public Health
38 Veterinary Surgery
39 Fish and Fishery Science
40 Fish Processing Technology
41 Agricultural Structure and Process Engineering
42 Chemical Engineering
43 Electrical Engineering
44 Electronics and Instrumentation
45 Farm Machinery & Power
46 Mechanical Engineering
47 Soil and Water Conservation Engineering
48 Textile Chemistry
49 Textile Manufacture
50 Child Development
51 Foods and Nutrition
52 Home Development/Resource Management
53 Home Science Extension
54 Textiles and Clothing
55 Forestry
56 Organic Chemistry
57 Physics
58 Agricultural Economics
59 Agricultural Extension
60 Agricultural Statistics
61 Computer Applications in Agriculture

<Courtesy:
Chapter 7
ALTERNATIVE ARRANGEMENTS
DURING THE ABSENCE OF THE DIRECTOR

In supersession of all previous orders, the following guidelines are issued for making interim arrangements during the absence of Director for short term or long term basis.

When Director is on leave or on deputation etc., for less than 45 days

(i) Where a Joint Director is in position, the charge will be handed over to him. If there are more than one Joint Director, the senior most will hold charge, unless the Director, for the reasons to be recorded, feels that the charge should be held by any other Joint Director.

(ii) In other cases, the Director will prepare a panel of at the most four senior-most Principal Scientists available at the Institute’s Headquarters, who could be entrusted with the responsibility of holding charge of the post of Director during his absence on leave or deputation. For this purpose, the Project Directors and Project Co-ordinators in the scale of Rs. 4500-7300 posted at the Institute’s headquarters will also be considered as Principal Scientists. Only those Principal Scientists should be empanelled who possess the prescribed qualifications, and are considered suitable for being appointed as Director on regular basis. The panel will contain names in order of seniority, and charge will be handed over to the senior most empanelled Principal Scientist available during the relevant period.

(iii) Although the panel will generally be prepared from out of the senior-most Principal Scientists eligible to be appointed as Director, in cases where the Director does not consider a Principal Scientist eligible otherwise for empanelment, as fit to hold the charge, he may exclude him from the panel by recording reasons thereof in the file. Principal Scientists not willing to hold charge on short term basis may also be excluded.

(iv) The notional seniority of the Principal Scientists appointed after 1.1.86 may be determined on the basis of their date of appointment to the grade of Rs. 4500-7300. The notional
ARRANGEMENTS DURING THE ABSENCE OF THE DIRECTOR

seniority of other Principal Scientists who were appointed as Scientist S-4 before 1.1.86 and have been placed in the grade of Principal Scientist with effect from 1.1.86 may be determined on the basis of their date of appointment to S-4 grade. Similar criteria may be observed where two scientists were holding S-3 posts prior to their placement as Principal Scientists. However, S-4 scientists will be treated as seniors than S-3 scientists irrespective of their dates of appointments. In case of two scientists having the same date of appointment to a particular grade, the older will be considered senior.

(vi) If there is no Principal Scientist at the Institute’s headquarters considered fit and eligible to be appointed as Director on short-term basis, the Director may consider names of eligible and willing Principal Scientists from other Regional Stations failing which he should seek advice of the DDG concerned for advice or for getting a name from some other institute.

(vi) During casual leave and tour within the country, the charge of the Director is not required to be handed over, but the Director may nominate the senior most Scientist at the headquarters to look after the current duties.

2. Where the absence of Director is likely to be for more than 45 days.

Orders regarding interim arrangements to be made in cases, where the regular Director is likely to be absent for a period more than 45 days, will be issued by the ICAR Headquarters. For this purpose, the Director of the Institute will send proposals to the Council at least one month in advance along with a panel of names as prepared by him for short-term interim arrangement. A decision in this regard will be taken by the ICAR Headquarters.

It is emphasized that if the charge of Director is held by a person not appointed on regular basis as Director, he should use the designation "Acting Director".

(No.8-9/77-Per IV dated 17.07.1982)
Chapter 8

APPOINTMENTS ON TENURIAL BASIS

According to the ARS, the higher scientific posts, known as Research Management positions namely Directors of Institutes/ Project Directors/ Joint Directors, Assistant Directors General, Deputy Directors General and Project Coordinators, are filled on tenurial basis initially for a period of five years with a provision for extension up to maximum period of another five years. With a view to consider the cases of renewal of tenure in respect of such scientists on uniform basis, the following procedure or guidelines have been prescribed.

1. The Institutes/ICAR headquarters where the scientist working, are required to process the case of renewal of tenure immediately on completion of four years of tenure. For this purpose, they will send a letter in a routine manner to the scientist concerned to indicate whether he would like to apply for renewal of tenure. A copy of the application form (as given at the end of this Chapter) devised for this purpose may also be sent to the scientist concerned with the request to return it duly filled within a month from the date of receipt of the letter, if he wishes to be considered for renewal of tenure.

2. The scientist concerned is required to furnish the details about resume of his activities and curriculum vitae in the prescribed Application Form if he wishes to be considered for renewal of tenure before his case is processed by the Office.

3. Eight sets of application form completed in all respects by the concerned RMP scientist working at the Research Institutes/Centres for renewal of tenure may please be forwarded along with the CR Dossier of the respective scientist to Director (Personnel) by name. It may be ensured that such proposals for renewal of tenure of scientists are sent to the Council at least six months in advance of the date of completion of the existing tenure.

4. In the case of ADGs and Directors of those Institutes which come under Deputy Directors General, a copy of the application form received from ADG/Director is to be sent to the Deputy Director General concerned by Personnel III Section for his comments within two weeks of receipt of such applications.

5. In the case of Directors of National Institutes (IARI/ IVRI/NDRI/CIFE and NAARM) and DDGs, a copy of the application form is to be submitted to Director General by Personnel III Section before final consideration.
APPOINTMENTS ON TENURIAL BASIS

6. After completing all such formalities, the cases of scientists for tenure would be submitted to the Tenure Committee, constituted for the purpose, for consideration.

No. 1-1/66-Per.IV dated 07.06.199...

APPLICATION FORM

1. Name 
2. Date of birth 
3. Designation and address 
4. Date of appointment to present post 
5. Educational career 

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Degree/Diploma/Certificate</th>
<th>Class/Grade</th>
<th>University/Year</th>
<th>Board/Institute</th>
</tr>
</thead>
</table>

Doctorate
Master's degree/B.Tech. or equivalent
Bachelor's 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 thesis 
(i) Ph.D
(ii) M.Sc

7. Additional qualifications/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

<table>
<thead>
<tr>
<th>Name of Institute</th>
<th>Actual place of work</th>
<th>Designation</th>
<th>Pay Scale</th>
<th>Period from/to</th>
<th>Reasons for leaving</th>
<th>Nature of work</th>
</tr>
</thead>
</table>

9. Membership of societies (indicate also if any position/office held)
10. Awards/Recognition received (give details) 
11. Publications (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/ symposium/ seminars, etc. 
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 implementation 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 project (give details) 
15. Details of projects/centres visited 
16. Contribution 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 institutional/infrastructural development (physical, plant and professional) 
18. Finish a self appraisal in not exceeding 250 words bringing out your achievements and short falls, if any, during the tenure 
19. Whether you faced any constraints in carrying out your work, if so, give details 
20. Finish a write up not exceeding 250 words about the reasons why you want renewal of the tenure, and what are the tasks/objectives you would get in your self if the tenure is renewed 
21. Any other relevant information 

Signature ................. 
Name ................. 
Designation .................
The revision of the pay scales of the ARS Scientists has been under consideration of the Council for sometime past. Later, it has been decided with the approval of Government of India, Ministry of Finance (Department of Expenditure) to revise the pay scales of the Scientists in the grade S-0, S-1, S-2, S-3, S-4, S-5 and S-6 with effect from 1 January, 1986.

2. SCALE OF PAY OF POSTS

The revised pay scales and designation with effect from 1.1.86 are tabulated below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Existing Pay</th>
<th>New Designation</th>
<th>Revised Scales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientist S-0</td>
<td>Rs.550-25-750-</td>
<td>Experimental</td>
<td>Rs.1740-60-2700-EB-75-3000</td>
</tr>
<tr>
<td></td>
<td>EB-30-900</td>
<td>Scientist</td>
<td></td>
</tr>
<tr>
<td>Scientist S-1</td>
<td>Rs.700-40-900-</td>
<td></td>
<td>Rs.2200-75-2800-EB-100-4000</td>
</tr>
<tr>
<td></td>
<td>EB-40-1100-50-1300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scientist S-2</td>
<td>Rs.1100-50-1600</td>
<td>Scientist (Sr. Scale)</td>
<td>Rs.3000-100-3500-125-5000</td>
</tr>
<tr>
<td>(with total service in the ARS as on 31.12.1985 up to 8 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scientist S-2</td>
<td>Rs.1100-50-1600</td>
<td>Scientist (Selection Grade)</td>
<td>Rs.3700-125-4960-150-5700</td>
</tr>
<tr>
<td>(with total service in the ARS as on 31.12.1985 exceeding 8 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ICAR'S DECISIONS

(1) Pay scales for Directors of Institutes/Bureaus and Management Scientists. Pay scales for Directors of Institutes/Bureaus and Management Scientists will also be governed by the revised pay scales circulated vide Council's letter No. 1-14/87-Per.IV dated the 9th March, 1989.

(2) Clarifications on revision of pay scales in respect of ARS scientists of ICAR and its Research Institutes. Subsequent to the notification on adoption of UGC pay scales, a number of points have been raised for clarification. Most of these points have been scrutinised and the clarifications in respect thereof are detailed below.
**Point raised:** (1) Scale of pay to be allowed to Scientists/Heads of division who have not opted for ICAR service, and are continuing service of the ICAR on Notional Foreign Service.

**Clarification:** The benefit of UGC Pay Package will not be allowed to those Scientists/Heads of division, who have not opted for ICAR service on Notional Foreign Service. In these cases the central pay scales will apply.

**Point:** (2) Scales of pay to be allowed to Scientists S-3 who have, granted the scales of 1800-2250 (S-4) and Rs.2000-2500 (S-5) personnel through assessment before 1.1.1986.

**Clarification:** All such scientists are to be placed in the pay scale Rs.4500-7300, and they will be called Principal Scientists.

**Point:** (3) Pay scale of Management Scientists holding posts as DDG/Director/Project Director, etc., should be treated as a separate package because placement of S-3, S-4 and S-5 Scientists in this scale will lower the status of Management Scientists. In the Eager Institutions, Government have granted separate scales of Principal (Rs.6300-7300) and Directors (Rs.7300-7600).

**Clarification:** Clarification already issued vide Council's ltr. 87/Per. IV (Vch). dated 21.03.1983 may be referred to.

**Point:** (4) Whether the weightage for the qualifications of PhD is to be given for purpose of fixation of pay in the Revised Scale for computing the period of 8 or 16 years for purpose of granting higher scale.

**Clarification:** No such weightage is to be given in respect of those recruited before 1.1.1986.

**Point:** (5) The weightage for the length of service may be granted additional increments so that the status of the Scientists is maintained.

**Clarification:** Benefit of the length of service will automatically under the normal fixation of pay.
AGRICULTURAL SCIENTIFIC SERVICE RULE

Point: (6) The ARS (S-1) Scientists who joined the service of the Centre prior to the notification may be passed through the same channel as their predecessors (existing S-2 & S-3 Scientists) as there was no difference in the terms and conditions at the time of joining ARS Service. These Scientists may be provided a pay scale of Rs.3000-5000 after completion of five years of service through assessment by ASRB and then a pay scale of Rs.3700-5700 as and when they complete eight years of total service in ARS as agreed in case of S-2 Scientists and later a scale of Rs.4500-7300 may be provided as and when they complete 16 years of service. This demand is based on the fact that the age strength of Scientists S-1 to S-3 is considered as a whole, and there is no inter-se seniority in ARS amongst the Scientists. Hence the benefit granted to S-2 and S-3 should also be granted to S-1 Scientists.

Clarification: This cannot be agreed as the old scheme ceased to be operative from 1.1.1986.

Point: (7) Persons holding Ph.D. or M.Tech and M.Phil. qualification at the time of their appointment or acquiring the same while in service should also be given 3 and 1 advance increments respectively along with corresponding benefit in years of service.

Clarification: The benefit of 3 and 1 advance increments and corresponding benefit of 3 and 1 years of service will be allowed for holders of Ph.D. and M.Phil. degree respectively on their appointment to the post of Scientist (Rs.2200-4000) in the service of the ICAR on or after 1.1.1986. No such benefit is admissible to those possessing M.Tech and M.E. degree.

Point: (8) The ARS Forum, Izatnagar Unit raised that the new designations prescribed for scientists may be revised to Scientist (S) as Jr. Scientist, Scientist (S-1) as Scientist-cum-Asst.Professor, Scientist (S-2) as Sr. Scientist-cum-Asst.Professor, and Scientist (S-3) and above as Principal Scientist-cum-Professor.

Clarification: Designations as per the orders already issued shall be applied.

Point: (9) Whether the pre-revised designations viz. Project Director/Directors/Dy Director Generals/Asst. Directors Generals, etc., stand abolished consequent to merging of the pay scales of S-5 with that of S-3 and revised S-6 with in UGC pay scales.
REVISED PAY RULES

Clarification: The existing designations such as Project Director, Director/Asst. Director Generals/Jt. Director/Dy. Director General, etc., shall continue as such as per the original appointment even though they have opted for the new scales.

Point: (10) Whether the financial, administrative and other research management powers now being exercised by the Heads of the Institutes will be continued to be exercised by the Principal Scientist or will be shared equally by all the Principal Scientists having same scale and status.

Clarification: The powers are to be exercised by the Directors/Jt. Director or the Heads, etc., as per delegation of powers notified from time to time.

Point: (11) Date of next increment of Scientists in the revised pay scale whose stage of increment in the pre-revised scale is biennial.

Clarification: The cases of Scientists for grant of next increment in the revised pay scale are to be dealt strictly in accordance with the instructions contained in the Ministry of Finance (Department of Expenditure) O.M. No. 5(12)-E-II/87, dated the 23 April, 1987 which provide
(i) Where the biennial increment in the pre-revised scale to a Government servant was due for payment in 1986, it would be payable on the due date of 1986. (ii) Where the biennial increment in the pre-revised scale to a Government servant was due for payment later than 1986, the increment would be admissible on the anniversary of the election for the revised scale of pay.

Point: (12) Instructions regarding revision of pay scales of scientists joined on or after 1.1.1986 should be communicated at the earliest. Decision on the schemes of assessment and recruitment for ARS Scientists to be expedited.

Clarification: The instructions regarding revision of pay scales of scientists who have joined the Council on or after 1.1.1986 are under consideration.

Point: (13) Whether the service bond executed by Scientist S-1 under the existing ARS Rules will stand null and void after 1.1.1986 since no such conditions exist in the UGC package.
Clarification: The service bond executed by the Research Scientists shall continue to remain in force as such.

**Point:** (14) The non-practising allowance (NPA) as already sanctioned by the Ministry of Finance to the Scientists holding basic degree in Veterinary Science should also be granted to ICAR Scientists having the requisite qualification.

**Clarification:** This issue is under consideration in consultation with the Ministry of Finance.

**Point:** (15) Special provision of grant of Rs. 100 for subscription to scientific journals/publications and membership fees or at least to scientific societies/organisations should be made to the ICAR Scientists as existing in the UGC package.

**Clarification:** The policy obtained from the UGC system will be made applicable for the scientists of the ICAR after the position in this regard has been ascertained from the UGC.

**Point:** (16) Whether the benefits of advance increments on account of bunching is to be allowed to S-2 scientists who are placed in the replacement scale of Rs. 3700-5700, and are drawing pay at more than five consecutive stages in the existing scale of Rs. 1100-50-1600.

**Clarification:** The benefit or additional increments on account of bunching is to be allowed strictly in accordance with instructions contained in Note 3 below Rule 5 of CCS (RP) Rules, 1986.

**Point:** (17) A Scientist S-3 who was drawing pay at the stage of Rs. 1800 p.m. i.e., at the 5th stage in the existing scale of Rs. 1500-60-1800-100-2000 is entitled for one advance increment on account of bunching, and his pay is fixed at Rs. 4650 in the replacement scale of Rs. 4500-150-5700-200-7300. However, this benefit is not admissible to S-4 scientist who was senior to S-3 scientist, and was also drawing pay of Rs. 1900 on 1.1.86 in the scale of Rs. 1800-100-2000-125/2-2250 because Rs. 1900 is the second stage of his scale even though it is the 7th stage of the scale of Rs. 1500-60-1800-100-2000. Thus, his pay is fixed at stage lower than that of S-3 Scientist. In order to remove this anomaly, it has been demanded by the various Institutes that all these existing 3 scales viz., S-3 (Rs. 1500-60-1800-100-2000), S-4 (Rs. 1800-100-2000-125/2-2250) and S-5 (Rs. 2000-125/2-2500) may be treated
REVISED PAY RULES

as one notional pay scale of Rs. 1500-2500 which was pay of Professor in the UGC for calculation of stages for granting advance increments taking into consideration (i) replacement Rs. 4500-7300 has been given for S-3, S-4, and S-5 being under ICAR on 31.12.1985. (ii) The existing pre-revised scales 4, and S-5 are only the break-up scales of Professor of Rs. 2500. (iii) Scientists S-3, S-4, and S-5 have been equated for grant of the revised scale of Rs. 4500-7300. (iv) The benefit of pay of senior scientist viz., S-4, S-5 than that in account of bunching advance increments is not admissible.

Clarifications: This cannot be agreed to. The fixation of the revised scale will be in accordance with provisions of Rules, 1986 on the basis of pay of a scientist as on 1.1.86 pre-revised scale.

Point: (18) The length of service put in the particular grade taken into consideration for grant advance increments on account of drawal of increments in the pre-revised scale of more successive stages.

Clarification: The benefit of additional increments on account is to be allowed strictly in accordance with instructions below Rule 5 of CCS(RP) Rules 1986.

(No. 1-7/89-PER IV)

(3) Revised scales for posts of Dy Directors-General of deemed universities and NAARM. It has been the concurrence of Government of India, Ministry of Finance (Expenditure) that the revised pay scale for the posts of Dy Directors-General and Directors of deemed Universities (namely, IAI and NDRF) and NAARM shall be Rs. 7600 (fixed). This revised scale shall come into force with effect from 1.1.86 except in case of Central Institute of Fisheries Education and National Institute In whose case this revised pay scale shall be allowed from the dates on which these institutes were granted deemed University i.e., with effect from 27.3.89 and 21.3.89 respectively. The option to draw salary in the revised pay scale shall be given by the Officers in writing in the prescribed form within 15 days of the issue of this order.

(No. 1-8/89-PER IV)
vision of pay scales to scientists appointed in S-1 posts CAR on or after 1.1.1986. Reference is invited to the stipulation para 15 of the revised pay rules, and it is clarified that the scientists appointed to S-1 post under ICAR on or after 1.1.1986 are entitled to an additional increment of 2200-4000 with effect from 1.1.1986. Those of the scientists with Ph.D. and M.Phil degree on their appointment will be entitled to benefits of 3 and 1 advance increments and corresponding 3 and 1 year of service respectively as already clarified vide the order of even number dated 14.06.1989.

(F.No.1-7/89-Pers/IV/Order/14, dt. 05.10.1989)

Further clarifications on fixation of pay of scientists in the revised scales. The notification (No.1(14)/87-Per.IV) on the adoption of pay package for the scientists of the ICAR from 1.1.1986 was issued on 9.3.1989. Some clarifications were issued on 21.03.1989, 29.03.1989 and 05.10.1989. Further clarifications have been sought in respect of fixation of pay for scientists in the revised scales by the institutes. The points raised have been scrutinized, and the replies in respect thereof are summarised as below:

1. Whether the scientists S-2 and S-3 placed in the replacement scales viz., Rs.3700-5700 and Rs.4500-7300 are entitled to get their normal increment after pay fixation on 1.1.1986 or from the date they have exercised their option on completion of 12 months of service in the revised scales?

The next increment for all scientists placed under the category are to be allowed strictly as per provision contained in notification No.1-14/87-Per.IV dated 9.3.1989, viz., they are entitled to get their normal increment after pay fixation on the due date irrespective of the fact that whether the scientist was placed in the higher or lower replacement scales, and in the case of scientists whose benefit of additional increments in account of bunching/stagnation have been allowed, they are entitled to get their next increment on completion of qualifying service of 12 months after the date of their pay fixation in the revised scale as per the said notification.

2. Whether the stagnation increment as admissible under the 7th Pay Commission is to be allowed in the cases of
scientists placed in the pay scale of Rs. 4500-7300 and above as per the Instructions contained in the Min of Finance dated 3.7.1987.

**Clarification:** The Instructions contained in Min of Finance, Dept of Expenditure O.M.No.7(20)E-3/87 dated 3.7.1987 have no relevance in this regard. The benefit of one additional Increment after pay fixation in the revised pay scales will be admissible if they were stagnating in the pre-revised scale for one year or more on the date of fixation. This will apply to all cases of scientists irrespective of the fact whether they are placed in the revised UGC pay scales viz., Rs. 2200-4000, Rs. 3000-5000, Rs. 3700-5700, Rs. 4500-7300, and Rs. 5900-7300 as the case may be.

**Point:** (3) Whether the scientist S-2 and S-3 who were drawing pay in the pre-revised scales of Rs. 1100-1600 and Rs. 1500-2000 at more than five consecutive stages are entitled to get additional Increments on account of bunching after pay fixation or not.

**Clarification:** The benefit of bunching increment is to be allowed strictly in notification of 9.3.1989. It is clarified that the benefit of bunching increment is to be allowed uniformly in all cases where bunching occurs provided the concerned scientist was drawing pay in the pre-revised scale at more than five consecutive stages. It has no relevance with having a requisite period of service on that crucial date. Keeping this position in view, the benefit of one additional increment on account of bunching is to be allowed in all cases of S-2 scientists who are drawing pay in the pre-revised scale of Rs. 1100-1600 at this stage or stages of Rs. 1350 - Rs. 1550 (i.e., 6th to 9th stages). In the case of scientists who were drawing maximum of scale viz., Rs. 1600 as on 1.1.1986 or from the date on which they opt for revised scale; the benefit of two additional increments is to be allowed on account of bunching because Rs. 1600 is the 10th stage in that scale. Similarly the benefit of one additional increment on account of bunching is also to be allowed to all S-3 scientists who were drawing pay in the pre-revised scale at the stages of Rs. 1800 and Rs. 1900 in the scale of Rs. 1500-2000 (i.e., at the 6th and 7th stage). It is further clarified that the benefit of stagnation increment will not be allowed in addition to the benefit of Increment on account of bunching.

**Point:** (4) Whether the scientists appointed to S-1 posts on or after 1.1.86 prior to issue of the Notification (dated 9.3.89) of UGC pay package, are to get the Revised scale of Rs. 2200-4000 along with other benefits as have been allowed by the ICAR in the cases of scientists appointed to these positions (S-1) on or after the date of the notification.
Clarification: The scientists appointed to S-1 posts under ICAR or alter 1.1.86 are entitled to the pay scale of Rs.2200-4000 with effect from 1.1.86. Those scientists possessing Ph.D and M.Phil degree will be entitled to the benefit of three and one advance increments respectively, and also the corresponding benefit of three and one year of service as already clarified vide para 7 of a letter of even number dated 14.6.1989.

Point: (5) It has been demanded by the scientists that their Notional Seniority prior to the adoption of UGC pay package as on 1.1.86 may be maintained, and they may be granted the higher replacement scales of Rs 3700-5700 and Rs 4500-7300 for S-2 and S-3 scientists respectively from the date their junior scientists have been allowed the above higher scales.

Clarification: It is clarified that for the limited administrative purpose for which seniority is taken into consideration the notional seniority as on 1.1.86 will be the final. The revision of scales on UGC pattern will not have any effect as all S-2 and S-3 scientists will ultimately move to the scales of Rs 3700-5700 and Rs 4500-7300 respectively. Persons recruited after 1.1.86 will be ranked below them in the relevant grade.

Point: (6) Whether the pay of the scientists on their appointments/promotions may be allowed to be fixed under normal rules, consequent upon the adoption of UGC pay package from 1.1.86.

Clarification: The pay fixation is to be regulated under the provisions of normal rules.

Point: (7) Procedure to be followed for fixation of pay and drawal of increments in the revised scale on 1.1.86 in the cases of those scientists who went on study leave or other kinds of leave.

Clarification: The fixation of pay in the revised scale and grant of increments in all such cases of the scientists will be done on notional basis. The financial benefit will be allowed with effect from the date(s) the scientists resumed duty on the expiry of the study/other kinds of leave.

(6) Applicability of revised scale of pay as applicable to Central Government officers for scientists who are not members of ARS. Scientists who are not members of ARS but are holding the posts of Heads
REVISED PAY RULES

of Divisions in the pre-revised scale of Rs.1800-2000 w/o Rs.2000
normal revised scale of pay as applicable to Central Government,
viz. Rs.4100-125-4850-150-5300. (ii) The ARS scientists opting for the UGC package will continue in the pre-revised career progression then obtaining (before adoption of the UGC package for the scientists of ICAR) as a package.

(7) Crucial date for deciding the eligibility for the advance increments to the scientists holding Ph.D. or M.Phil degree. The crucial date for deciding the eligibility for the advance increments to the scientists holding Ph.D. or M.Phil degree has been re-examined. After careful consideration of the issue, the Council decided to withdraw its letter No.35(2)/91-Pen dated 25.09.85. As a result of this decision, three or one advance increments would be admissible to those scientists who possessed or possess Ph.D. or M.Phil the time of joining the post of scientist in the grade of Rs.221-450 of ICAR on or after 01.01.86.

(8) Revisions pay scales to all scientists appointed to S-2 and S-3 grades on or before 1.1.1986. In pursuance of instructions, and in the light of the judgements of the Hon'ble above two cases, all scientists who were appointed to erstwhile S-2 grades on or before 1.1.1986 have become eligible for the pay scale of Rs.4500-7300 and Rs.3700-5700 resp. from 1.1.86. In cases where appointment of scientists to erstwhile grades was made after 1.1.86, but on or before 1.7.1986, placed in the higher pay scales of Rs.4500-7300 and Rs.3700-5700 respectively with effect from 1.7.1986.

(9) Supply of newspapers/magazines at the residences of the officers. The Officers working at the ICAR Institutes/Directorate/ Bureaus/PC Units to get newspaper(s) or magazine(s) at their residences in the following manner with effect from 01.01.87:

Officers of the rank of Assistant Administrative Officers in the pay scale of Rs.2000-3500 and above in all the categories including Directors. Newspaper subject to ceiling of 1 month.
AGRICULTURAL SCIENTIFIC SERVICE RULE

38

...
REVISED PAY RULES

Provided that

(a) if the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale;
(b) if the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Explanation. For the purpose of this clause "Existing emoluments" shall include:

(a) the basic pay in the existing scale;
(b) the dearness pay, additional dearness allowance and adhoc dearness allowance appropriate to the basic pay admissible at index average 608 (1960=100); and
(c) the amounts of first and second instalments of interim relief admissible on the basic pay in the existing scale.

(B) In the case of employees who are in receipt of special pay in addition to pay in the existing scale where the existing scale with special pay has been replaced by a scale of pay without any special pay, the pay shall be fixed in the revised scale in accordance with the provisions of Clause (A) above except that in such cases "existing emoluments" shall include:

(a) the basic pay in the existing scale;
(b) existing amount of special pay;
(c) dearness pay, additional dearness allowance and adhoc dearness allowance appropriate to the basic pay and special pay admissible at index average 608 (1960=100) under the relevant orders; and
(d) the amount of first and second instalments of interim relief admissible on the basic pay in the existing scale, and special pay under the relevant orders.

(C) In case of employees who are in receipt of special pay in addition to pay in the existing scales and in whose case special pay continues with the revised scale of pay either at the same rate or at a different rate, the pay in the revised scale shall be fixed in accordance with the provisions of Clause (A) above with reference to existing emoluments calculated in accordance with the Explanation there to, after excluding the existing special pay and the amounts admissible thereon with reference to dearness pay,
The concerned officers may obtain newspaper(s) or magazine(s) of their choice from the local hawkers against proper receipt and claim reimbursement subject to the maximum ceiling of Rs.100 per month. Ten percent of the bill amount will be deducted towards the residual cost of old newspaper(s) or magazine(s).

The reimbursement of the cost of newspapers/magazines, purchased by the eligible scientists/officers at their residence during study leave/earned leave/medical leave, is admissible to them as they draw leave salary while on study leave/earned leave/medical leave.

(10) Revision of pay scales of scientists recruited directly during the period 1.1.1986 to 17.09.1990. In modification of Council's letter of even number dated 17.9.90 it has been decided with the approval of the Competent Authority that scientists recruited directly in S-2 and S-3 grades on or after 1.1.86 but before 17.9.90 in the pre-revised scales of Rs.1100-1600 and Rs.1500-2000 are to be placed in the revised scales of Rs.3700-5700 and Rs.4500-7300 respectively.

(11) Change of designation from Scientist (Selection Grade) to Senior Scientist. It has been decided with the approval of the Governing Body of ICAR that all those scientists who were appointed to the post of erstwhile S-2 grade of Scientists until 17.09.90 either by assessment promotion or by direct recruitment as per pre-revised qualifications where candidates without Ph.D degree were also eligible for appointment as scientists S-2 should be designated as Senior Scientist (Rs.3700-5700) with effect from 01.01.86 or the date of their joining as Scientist S-2, irrespective of having Ph.D. degree. However, scientists in the Senior Scale (Rs.3000-5000) not having Ph.D. degree and getting the next grade of Rs.3700-5700 under the Career Advancement Scheme will continue to be designated as Scientist (Selection Grade). Consequently, ICAR letters No.8-1/92-Per.IV dated 14.08.92, 24.02.92 and 28.06.94 stand modified to this extent.

3. DRWAAL OF PAY IN THE REVISED PAY SCALES

The revised scales will come into force with effect from 1 January, 1986, and the pay of the scientists with effect from April, 1989 may be
REVISED PAY RULES

drawn and disbursed in the revised pay scales. The arrears from January 1986 to March 1986 shall be credited to the Fund Accounts, and arrears accruing from April 1986 to March 1986 shall be paid in cash. Those who voluntarily make a special deposit of arrears of pay beyond March 1986, into the CPF/GPF account, are allowed to do so. The deposit made in the CPF account for the period January to March 1986 will, however, not be considered as corresponding contribution from the Council. However, ensured that prior to drawal of pay of any scientist in the revised scale, his/her option therefore is obtained in accordance with the

4. EXERCISE OF OPTION

(1) The option to draw salary in the revised scale shall be written in the form given within three months from the date of this letter,

provided that:

(i) In the case of a Council's employee who is, on the date of this letter, out of India on leave or deputation or for active service, the said option shall be exercised within three months of taking charge of his post in India;

(ii) Where the Council's employee is under suspension of service at the date of this letter, the option shall be exercised within the prescribed time of the date of his return to duty if that date is later prescribed.

(2) The option shall be intimated by the Council's employee to his Office.

(3) If the intimation regarding option is not received by the Council within the prescribed time, the Council employee shall be deemed to be governed by the revised scales of pay with effect from January 1986.

(4) The option once exercised shall be final.

Note 1: Persons whose services were terminated on January, 1986 and who could not exercise the option...
AGRICULTURAL SCIENTIFIC SERVICE RULE

additional dearness allowance and adhoc dearness allowance, and in such cases special pay at the new rate shall be drawn in addition to the pay so fixed in the revised scale.

(b) The advance increments granted to the scientists in the pre-revise scale by way of assessment will not be included in the basic pay for fixing of pay in the revised pay scale.

Note 1: Where an employee is holding a permanent post and is holding a higher post on a regular basis, the scales applicable to both posts are merged into one scale. The pay shall be fixed under sub-rule with reference to the officiating post only, and the pay so fixed shall be treated as substantive pay. The provisions of this Note shall mutatis mutandis to Council employees holding in an officiating capacity posts on different existing scales which have been replaced by a revised pay scale.

Note 2: Where the existing emoluments as calculated in accordance with Clause (A), Clause (B) or Clause (C) as the case may be, exceed the revised emoluments in the case of any Council employee the difference shall be allowed as personal pay to be absorbed in future increases in pay.

Note 3: Where in the fixation of pay under Clause (A), (B) and (C), any of the Council employees drawing pay at more than five consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of the Council employees who are drawing pay beyond the first five stages in the existing scale shall be stepped up to the stage at which bunching occurs, as under, by the grant of Increment(s) in the following manner, namely:

1. For Council employees drawing pay from the 6th up to the 10th stage in the existing scale, by one Increment;
2. For Council employees drawing pay from the 11th up to the 15th stage in the existing scale, if there is bunching beyond the 10th stage by two Increments;
3. For Council employees drawing pay from the 16th up to the 20th stage in the existing scale, if there is bunching beyond the 15th stage by three Increments.

By stepping up the pay as above, the pay of a Council employee shall be fixed at a stage in the revised scale which is higher than the stage in
the revised scale at which the pay of a Council employee who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall be stepped up only to the extent by which it falls short of that of the former.

Note 4: Where in the fixation of pay under Clause (A), (B) & (C) the pay of a Council employee who, in the existing scale was drawing immediately before the 1 January, 1986 more pay than another Council employee junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior his pay shall be stepped up to the same stage in the revised scale as that of the junior.

Note 5: Where a Council employee is in receipt of personal pay on the 1 January, 1986, which together with his existing emoluments as calculated in accordance with Clause (A), Clause (B) or Clause (C), is the case may be, exceeds the revised emoluments, then the difference representing such excess shall be allowed to such Council employees as personal pay to be absorbed in future increases in pay.

Note 6: In case of employees who are in receipt of personal pay for passing Hindi Pragya and such other examinations under the "Hindi Teaching Scheme", while the personal pay shall not be taken into account for the purpose of fixation of initial pay in the revised scale, they would continue to draw personal pay after fixation of their pay in the revised scale on and from the 1 January, 1986 or subsequently for the period for which they would have drawn it but for the fixation of their pay in the revised scale. The quantum of such personal pay would be paid at the appropriate rate of increment in the revised scale from the date of fixation of pay for the period for which the employee would have continued to draw it.

Explanation. In this Note, "appropriate rate of increment in the revised scale" means, the amount of increment admissible at and immediately beyond the stage at which the pay of the employee is fixed in the revised scale.

Note 7: In cases, where a senior Council employee promoted to a higher post before the 1 January, 1986 draws less pay in the revised scale than his junior who is promoted to the higher post on or after the 1 January, 1986, the pay of the senior Council Employee should be stepped up to an amount equal to the pay as fixed for his junior in that higher post. The stepping up should be done with effect from the date of
promotion of the Junior Council employee subject to the fulfillment of the following conditions namely:

(a) both the Junior and the senior Council employees should belong to the same cadre and post in which they have been promoted should be identical in the same cadre;
(b) the pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical;
(c) the anomaly should be directly as a result of the application of the provisions of Fundamental Rule 22 C or any other rule or order regulating pay fixation on such promotion in the revised scale. If even in the lower post, the Junior officer was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, provisions of this Note need not be invoked to step up the pay of the senior officer. The orders relating to relaxation of pay of the senior officer in accordance with the above provisions should be issued under the Fundamental Rule 27 and the Senior officer will be entitled to the next increment on completion of his required qualifying service with effect from the date of relaxation of pay.

### STATEMENT OF FIXATION OF PAY

<table>
<thead>
<tr>
<th>1. Name of the ICAR Employee</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Designation of the post in which pay is to be fixed as on 1.1.1986</td>
<td>...</td>
</tr>
<tr>
<td>3. Whether substantive or officiating</td>
<td>...</td>
</tr>
<tr>
<td>4. Existing scale of the Posts (Where there is more than one scale and the scales are merged in a single revised scale, the particular scale in which the officer was drawing pay should be specified)</td>
<td>...</td>
</tr>
<tr>
<td>5. Existing emoluments as on 1.1.1986 (a) Basic pay (excluding ad-hoc increment on account of stagnation at the maximum of the existing scale)</td>
<td>...</td>
</tr>
<tr>
<td></td>
<td>(b) Special pay under para 5</td>
</tr>
<tr>
<td></td>
<td>(c) Dearness Pay, ADA, Adhoc DA appropriate to basic pay and Special Pay under para 5 and NPA at the Index average 608 (1960=100)</td>
</tr>
<tr>
<td></td>
<td>(d) Amount of first &amp; second installment of interim relief admissible on the basic pay Special pay under para 5</td>
</tr>
<tr>
<td></td>
<td>Total existing emoluments (a) to (d)</td>
</tr>
</tbody>
</table>
REVISED PAY RULES

6. 20% of basic pay subject to minimum of Rs.75.
7. Total of items 5 & 6
8. Revised scale corresponding to existing scale shown against Item 4 above
9. (i) Revised Pay fixed under para 5 at the stage in the revised scale next above the amount against Item 7 above;
   (ii) Special pay, if any (para 5 refers)
   (iii) Revised NPA, if admissible (para 5 refers)
10. Revised emoluments (total of Item 9(iii) and (iv))
11. Increase in emoluments (item 10) - item 5
12. Revised emoluments to be shown as
   (i) Revised Pay (para 5 refers)
   (ii) Special Pay (para 5 refers)
   (iii) Personal Pay - [Note 2 under para 5 refers]
   (iv) NPA (Para 5 refers)
13. (i) Number of increments to be allowed on account of bunching (Note 3 below para 5)
   (ii) Stepped up revised pay
14. Stepped up revised pay under Note 4 below Para 5 indicate also the name and pay fixed for the Junior
15. Increment allowed
   (a) Under third proviso to para 6
   (b) Under fourth proviso to para 6
16. Amount of personal pay (if the revised pay is less than the existing emoluments plus personal pay, the difference to be allowed personal pay over and above revised pay (Note 5 under Para 5 refers)
17. Whether the revised pay in the officiating post is less than the revised pay in the substantive post vide para 5
18. If answer to 17 is yes, the final revised pay under para 5
19. Date of next increment under para 5
20. Any other relevant information

Date:
Remarks of the Accounts Officer
AGRICULTURAL SCIENTIFIC SERVICE RULE

OF NEXT INCREMENT IN THE REVISED SCALE

Any increment of an employee whose pay has been fixed in the scale in accordance with para 5 above shall be granted on the date on which he would have drawn his increment, had he continued in the same scale.

Provided that in cases where the pay of a Council employee is stepped up in terms of Note 3 or Note 4 or Note 7 to para 5 above, the next increment shall be granted on the completion of qualifying one of twelve months from the date of stepping up of the pay in the revised scale.

Provided further that in cases other than those covered by the preceding proviso, the next increment of a council employee, whose pay is fixed on the 1st January, 1986 at the same stage as the one had for another Council employee junior to him in the same cadre and drawing pay at a lower stage than his in the existing scale, shall be granted on the same date as admissible to his junior if the dates of increment of the junior happens to be earlier.

Provided also that in the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1st January, 1986, next increment in the revised scale shall be allowed on the 1st January, 1986.

Provided also that in the case of Council employees who were in receipt of an ad-hoc increment on their stagnating for more than two years at the maximum of the existing scale of pay as on the 1st January, 1986, one more increment in the revised scale shall be allowed to them on the 1st January, 1986, under the preceding proviso.

Note 1. Wherever the pay has been fixed under these rules, the same would become operative only with reference to such bars in existing scale, irrespective of whether a Government servant had crossed or had been held up at the efficiency bar in the existing scale.

Note 2. The benefit of additional increment under the fourth proviso would have got an ad-hoc increment on his stagnating for more than two years at the maximum of the existing scale of pay as on the 1st January, 1986 but for his holding higher officiating post, subject to the condition noted scale not being exceeded irrespective of whether in receipt of the ad-hoc increment or not.
Note 3: In case where two existing scales, one being a promotional scale for the other, are merged, and the junior Council employee, now drawing his pay in the lower scale, is receiving personal pay for stagnating in that scale, and happens to draw more pay in the revised scale due to grant of additional increment under proviso 3 and 4 above than the pay of the senior Council employee in the existing higher scale, the pay of the senior employee in the revised scale shall be stepped up to that of his junior from the same date, and he shall draw next increment after completing the qualifying period from the date of such stepping up of pay.

ICAR'S DECISIONS

(1) Anti-dating of increment. It has been decided to extend the benefit of anti-dating the increment of scientist with reference to the date(s) of increment of their juniors in all grades of scientists of the ICAR in the matter of pay fixation in the revised pay scale implemented with effect from 1.1.86. Such anti-dating of increment will be done only in those cases where both the senior and junior scientists belong to the same category i.e., they worked in the same cadre and in the same grade at the same stage prior to 1.1.86 and after 1.1.86. It is requested to take action for anti-dating of increments in the revised pay scale implemented with effect from 1.1.86, accordingly. It is made clear that no anti-dating will be allowed in the pre-revised pay scale.

(FNo.10(15)/90-Per.IV, dated 02.02.1995)

(4) Clarification on bunching of increment. It has been clarified that the grant of the benefit of bunching increment or stagnation increment and the date of drawal of next increment etc., may be sorted out in terms of the Council's letter No.1-7/89-Per.IV dated 6.11.1989. The pending representations may be disposed of accordingly in consultation with the Finance and Accounts Officer at the Institute level.

(FNo.1-7/89-Per.IV, dt. 06.12.1989)

(5) Fixation of pay on 1.1.86. A Government servant whose increment fell on 1.1.86 may be allowed an option to get his pay revised from 1.1.86 as "the pay in the revised scale as on 1.1.86 may be fixed without taking into account the increment due on 1.1.86. After the pay in the revised scale is so fixed, the increment may be allowed on 1.1.86 in the revised scale". The option may be exercised by the concerned employees within a period of 6 months from the date of issue of these orders. In case no option is exercised, it shall be presumed that the Government
employee has opted to get his pay fixed by drawing increment in the
pre-revised scale and thereafter the pay being fixed in the revised scale in
accordance with the provisions of O.M. No.7(21)-E.III/87 dated 4.5.1987.
(Min. of Fin. O.M. No.112-E.III/95 dated 23.3.95)

(6) Clarification on anti-dating of increment. The benefit of
anti-dating of increment may be extended also in those cases of scientists
drawing more pay than their juniors prior to 1.1.1986 provided they
worked in the same cadre and same grade. In no case should the benefit
of stepping up of pay or anti-dating of increment be allowed where the
scientists had drawn less pay than their juniors prior to 1.1.86. While
settling the cases of scientists, cognizance of O.M. No.112-E.III/95 dated
23.3.95 of Min. of Finance (Dept of Expenditure) circulated vide Council's
letter No.10/2/95-Cdn(A&A) dated 5.6.95 may be taken.

(No.1(2)/90-Fin./Vol.II dated 02.11.1995)

7. FIXATION OF PAY IN THE REVISED SCALE SUBSEQUENT TO 1.1.86.

The instructions contained in Ministry of Finance, Department of
Expenditure O.M.No.7(52)-E.III/86, dt. 22.12.86 circulated vide
Council's letter NO.24(1)/86-Cdn.(A&A), dt.15.1.87 will be applicable
mutatis-mutandis to those scientists who opt to come over the revised
scales from the date of next Increment.

8. FIXATION OF PAY ON REAPPOINTMENT AFTER 1.1.86 TO A POST HELD
PRIOR TO THAT DATE.

In official who had officiated in a post prior to the 1 January, 1986
but was not holding that post on that date and who on subsequent
appointment to the post draws pay in the revised scale of pay shall be
allowed the benefit of the proviso to Fundamental Rule 22 or the fourth
proviso to Fundamental Rule 22-C, as the case may be, the extent it
would have been admissible had he been holding that post on the 1
January, 1986 and had elected the revised scale of pay on and from that
date.

9. It is possible that the employees might exercise their option on
different dates within the prescribed three months period. It is, therefore,
requested to take steps to fix the pay and to pay the arrears of pay to
individual employees as and when their options are received and not to
postpone action in this regard until options from all the Council employees are received.
REVISED PAY RULES

10. To avoid delay in payment of arrears, it has been decided that arrear claims may be paid without pre-check. The payment of arrears claims without pre-check will be possible in the case of those who relinquished service on resignation, discharge, retirement etc., after the date of the recommendations but before the drawal date in the case of employees whose death took place before the fixation of initial pay in the revised pay scale. Information and necessary action, The statement in prescribed proforma should be prepared in triplicate. In the service book of the employee, the second copy should be sent to the Accounts Department. In case where subscription to the Provident Fund by the employees fall short of the minimum prescribed on the basis of pay fixed in the revised scale, the deficiency should be recovered from the arrears of pay.

11. In the absence of pre-check there is likelihood of wrongly calculated resulting in over-payment. The employees, while paying the arrears, that the payments are adjusted from any amounts due to them sub-discrepancies noticed later. For this purpose, the employees are required to give an undertaking in writing, while first time in the new scale to the effect that any amount found to have been made as a result of fault by him to the Council either by adjustment or otherwise.

12. The scientists will be entitled to H.R.A Dearness Allowance on revised pay as per Govt. applicable to the employees of the Council from in respect of residential accommodation allotted recovered in accordance with Government of India's instructions.

13. Anomalies, hardships and doubts, if any, in revised pay scales may be brought to the notice of the Council. Instructions regarding revision of pay scales will be followed, the scheme of as modified with effect from 01.01.86.
Chapter 10

NON-PRACTISING ALLOWANCE

It follows the Government of India orders mutatis-mutandis in
matters of the employees of the Council are concerned.

the orders of the Ministry of Finance, Council has issued the
the grant of Non-Practising Allowance (NPA) to the ICAR
on time to time, and they are summarised below.

at of NPA to the Veterinary Scientists of ICAR. The ques-
ting grant of NPA to the scientists holding posts for which a
degree in Veterinary Science is the minimum qualification, has
consideration of the Council for some time. After careful con-

I has been decided that Scientists holding posts for which a
degree in Veterinary Science is the minimum qualification be
non-practising allowance. It has accordingly been decided that
of NPA for scientists holding veterinary qualifications would be
below, and would be effective from the date a Scientist draws
the revised scale applicable to him in accordance with the
rules on the subject.

each Rs.3000 in the revised scale of pay at the rate Rs.450 per
h.

Rs.3000 and above in the revised scale of pay at the rate of Rs.600
month.

the above rates would be admissible only for those scientific
with a degree in Veterinary Science is the minimum qualifica-
conditions applicable for payment of NPA to MBBS Doctors
applicable mutatis-mutandis to Veterinary Scientists. The NPA
be treated as Pay for all service matters. In other words, the NPA
be taken into account for computing DA, entitlement of TA/DA and
awards as well as for calculation of retirement benefits as per
issued by the Finance Ministry from time to time.

(No.24-1/86-Cdn (A&A) dated 29.08.90)

Clarification regarding grant of NPA. The condition for grant of
the minimum recruitment qualification should not be lower
competence in discipline of Veterinary Science. Thus, NPA may be
held by holders of posts where the recruitment qualification pre-
is to the post is (I) Degree in Veterinary Science (II) Post graduate


(3) NPA to persons with qualifications other than Veterinary Science. A question has been raised as to whether Veterinary Officers holding posts to which persons with qualifications other than Veterinary Science are also eligible to be appointed, are entitled to grant of NPA or not. After careful examination of the matter, it is held that merely possessing the qualification/degree in Veterinary Science/Veterinary Science and Animal Husbandry does not entitle an employee to NPA. The employee must hold a post for which degree in Veterinary Science/Veterinary Science and AH is the exclusive qualification. It has further been decided that in relaxation of this provision NPA may be allowed to those holding degree in Veterinary Science/Deg. as in Veterinary Science and AH if the posts held by them relate to Technical, Technical Management, Field Service, Education, Research and Research Management in the general areas of Veterinary Science in the Council and its Institutes/Project Directorates/National Research Centres under the ICAR regardless of the alternative qualifications prescribed for such posts. The identification/categorisation of the posts for eligibility for grant of NPA based on the criteria laid down above would be done by the Personnel Division of ICAR headquarters. Necessary proposals in this regard would be sent by the Institutes/Project Directorates/National Research Centres to the Director (Personnel), ICAR. The other conditions viz., NPA will be treated as pay for all service matters, and will be admissible to posts in the scale of pay Rs.2000-3500 and above will remain unchanged. These orders will take effect from 01.03.86 or from the date an employee draws the pay in the revised scale applicable to him in accordance with the existing rules on the subject.

(No.24-l/93-Cdn.(A&A) dated 23.02.93)

(4) Registration with Veterinary Council of India/State Veterinary Council is compulsory for getting NPA. The conditions applicable for payment of NPA to MBBS Doctors would be applicable mutatis-mutandis...
to the Veterinary Scientist. Therefore, a doubt had arisen whether it would be necessary for Veterinary Scientists/Technical Personnel working under the ICAR to get their names registered with the Veterinary Council of India or State Veterinary Council for getting NPA at the prescribed rates, or not. The matter has been examined in consultation with the Medical Council of India and the Veterinary Council of India. Registration by the Veterinary Scientists/Technical Personnel with the Veterinary Council of India/State Veterinary Council for getting NPA is compulsory. In view of this, in cases where NPA has been sanctioned by the Council to the Veterinary Scientists/Technical Personnel, it may be ensured that they get their names registered with the Veterinary Council of India/State Veterinary Council if they have not already got themselves registered with the said Veterinary Councils, and further payment of NPA may be made to them only after production of copy of the registration certificate with Veterinary Council of India/State Veterinary Council as the case may be.

In future, the Institutes are requested to forward proposals for grant of NPA to the Veterinary Scientists/Technical Personnel to the Council in cases where the following conditions are fulfilled.

(a) The post held by the Scientists/Technical Personnel concerned is in the pay scale of Rs.2000-3500 and above.

(b) The Veterinary Scientists/Technical Personnel possess degree in Veterinary Science/degree in Veterinary Science and Animal Husbandry.

(c) The post held relates to technical, technical management, field service, education, research and research management in the general area of Veterinary Science in the Council and its Institutes, Project Directorates, National Bureau/National Research Centres under the ICAR regardless of alternative qualifications for such posts.

(d) The Veterinary Scientists/Technical Personnel is registered with Veterinary Council of India/State Veterinary Council. Date of registration/registration number be mentioned.

The proposal should also accompany attested copies of the certificates on item (b) and (d) above, and a certificate from the Director of Institute concerned regarding (a) and (c) above.

(No. 10-17/93-Pers IV/Vol VII dated 10.10.94)

(5) NPA to ARS scientists during the training period at NAARM.

Directly recruited scientists selected on the basis of ARS examination are required to undergo foundation training course for a period of five months at the NAARM, Hyderabad in different batches in conformity with the guidelines of ICAR. Thereafter, they are sent for Institutional training to
AGRICULTURAL SCIENTIFIC SERVICE RULE

Non Practising Allowance:

Pay below Rs.3000 in the revised scale of pay at the rate of Rs.600 per month.

Pay between Rs.3000 and Rs.5999 in the revised scale of pay at the rate of Rs.850 per month.

Pay Rs.6000 and above in the revised scale of pay at the rate of Rs.900 per month.

The grant of non-practising allowance at the enhanced rates will be subject to the conditions as incorporated in the Council’s OM dated 20.8.90 and other communications issued from time to time.

(No.24(l))/93-Cdn(A&A) dated 11.04.96)

Clarification about NPA can also be added for the purpose of calculating retirement/Death gratuity. Some of the Institutes have sought clarification as to whether a percentage (20%) of Non-Practising Allowance can also be added to the emoluments for the purpose of calculating Retirement/Death gratuity. The matter was referred to the Ministry of Finance, Department of Expenditure for clarification. As per clarification received from the Ministry of Finance (Department of Expenditure) vide their U.O. No.591/EV/95 dated 04.07.95, 20 per cent any specific percentage prescribed by Government of India from time to time of basic pay alone is to be taken into account for calculation of retirement gratuity.

(No.24(l))/96-Cdn(A&A) dated 23.01.96)

No NPA to scientists working under ICAR Projects/Schemes.

Clarified that Non-Practising Allowance would not be admissible to scientists working under Indian Council of Agricultural Research Projects/Schemes unless they are borne on the establishment/strength of Indian Council of Agricultural Research cadre of Scientists/ARS.

(No.24-1/86-Cdn(A&A) dated 09.10.90)

Delegation of powers to the Directors of Research Institutes

The payment of NPA. The Director General, ICAR has now been pleased to delegate the powers to the Directors to sanction the Non-Practising Allowance to the eligible officers of the Institutes in accordance with the instructions issued by the Council from time to time. However, in case of any specific case of Non-Practising Allowance the same may be referred to the Personnel Division of the Council for clarification/concurrence.

(No.62)/90-Cdn(A&A) dated 23.02.96)
Consequent upon the adoption of University Grants Commission Pay Package by the ICAR for its scientists, the question of framing ARS Study Leave Regulations in the same manner, as under the UGC system, has been under the consideration of the Council for some time past. After consultation with the Ministry of Finance and with the approval of the Governing Body and the President, ICAR, Study Leave Regulations 1991 have been formulated. The regulations are given as below. These regulations will come into force with effect from 27.12.1991. With regard to the scientists who had proceeded on Study Leave before 27.12.91 and are still on study leave duly sanctioned under the old rules, it has been decided that the benefits of the new regulations may be extended to them depending upon the merit of each case. It is, therefore, requested to examine the requests of such of the scientists as are on study leave from a date before 27.12.91, for grant of study leave under these regulations and forward proposals to this Council for consideration on merits. The cases of scientists proceeding on study leave from 27.12.91 and thereafter will be decided by the Directors themselves under the provisions of these Study Leave Regulations.

STUDY LEAVE REGULATIONS 1991

In exercise of the powers conferred under Byelaw 23 of the Bye-laws of the ICAR society, the Governing Body with the approval of the President makes the following regulations, namely.

1. Short Title and Commencement

(i) These regulations may be called the "Agricultural Research Service Study Leave Regulations 1991".

(ii) These regulations shall come into force with immediate effect.

2. Definitions. In these regulations, unless the context otherwise requires.
74 AGRICULTURAL SCIENTIFIC SERVICE RULE

(ii) Competent Authority means Directors of the Institute in the case of a Scientist posted in an Institute and the Director General of the Council in the case of a Scientist posted at the Council’s Headquarters or any other authority declared as such by the Director General of the Council.

(b) Council means the Indian Council of Agricultural Research

(c) Emoluments means pay and allowances attached to a post held by the Scientist before proceeding on study leave.

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

(e) Organisation means the Institute in case of a Scientist posted in an Institute, and the Council’s Headquarters in case of a Scientist posted at the Council’s Headquarters.

(f) Scientist means a member of the ARS, and up to the grade of Senior Scientist or Scientist (Selection Grade).

3. Eligibility

Study leave may be granted to a permanent whole-time Scientist (viz. Scientist/Scientist (Senior scale)/Senior Scientist; Scientist (Selection Grade) with not less than two years continuous service to pursue a special line of study or research, including a course for Ph.D. degree, directly related to his work in the Organisation. Principal Scientists and above are not eligible for Study leave. Study leave shall not be granted to a Scientist who is due to retire within 3 years of the date on which he is expected to return to duty after the expiry of the study leave.

4. Duration

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

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

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

a) $20,000 or above per annum, leave shall be granted without pay.

b) $10,000 and above but less than $20,000 per annum, leave on half pay and

c) Below $10,000 or equivalent in rupees per annum, leave with full pay.

If a scientist, who is granted study leave, is permitted to receive and retain remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave by the competent authority. But in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the competent authority may determine the study leave salary payable in each case.

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

Other Conditions

A scientist:

a) Who is unable to complete his studies within the period of study leave granted to him or

b) Who fails to rejoin the service of the organization on the expiry of his study leave, or

c) Who rejoins the service of the organization but leaves the service without completing the prescribed period of service after rejoining the service, or

d) Who within the said period is dismissed or removed from the service by the organization, shall be liable to refund to the organization, the amount of leave salary and allowances and other expenses, incurred on the scientist or paid to him or on his behalf in connection with the course of study.

Provided that if a scientist had served in the organization for a period of less than half the period of service under the bond on return from


STUDY LEAVE

In case the scientist has been granted study leave without pay and allowances, he shall be liable to pay the organisation an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the organisation in connection with the course of study.

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

(2) Notwithstanding the above, the competent authority may order that nothing in these rules shall apply to a scientist who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the competent authority may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a scientist under these rules.

7. Execution of Bond

(1) After the leave has been sanctioned, the scientist shall, before availing of the leave, execute a bond in favour of the organisation in the prescribed form undertaking to serve the organisation for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of three years.

(2) In addition to executing a bond as aforesaid, the scientist shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on half pay or no pay and give security of immovable property to the satisfaction of the organisation, or a Fidelity Bond of an Insurance company or a guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the organisation. When two sureties or one surety, as the case may be, provided by the scientist are those who are permanent scientists of the institution to which the scientist belongs, the organisation may, in its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance company or a guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the

study leave, he shall refund to the organisation half of the amount calculated as above.

In case the scientist has been granted study leave, he shall refund to the organisation half of the amount calculated as above.
persons giving surety shall be liable to pay to the organisation the amount recoverable from the scientist concerned on his failure to fulfil the obligations of the bond.

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

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

ICAR’s DECISIONS

(1) Scientists holding Master’s degree must be encouraged to take up higher studies leading to M.Phil/Ph.D. The Director General is keen that those scientists of ICAR who are holding Master’s degree must be encouraged to take up higher studies leading to M.Phil/Ph.D. If they want to take full advantage of the career advancement scheme in ICAR and to get the benefit of 1/3 years in the qualifying service, and requested to take timely action for encouraging such scientists for undertaking study leave and ensure that they are given preference over their juniors for this purpose.

(2) Forms to be used for executing sureties for the purposes of Rule 7(2) of the ARS Study Leave regulations 1991. The matter has been examined and it is clarified that for executing sureties as provided in Rule 7(2) of ARS Study Leave regulations 1991, Form 3 and Form 4, given below, are to be adopted.

(No.3(21)IBI-Per.IV dated 16.07.93 and No.3-21/81-Per.I dated 08.10.92)
AGRICULTURAL SCIENTIFIC SERVICE RULE

...and of no effect, otherwise it shall be and remain in full force and effect. ...

...that the liability of the sureties hereunder shall be impaired or discharged by reason of (time being granted or by any act or omission of the Council or any person authorised by it, whether with or without the consent or knowledge of the sureties) it shall be necessary for the Council to sue the obligors before suing any of them for amounts due hereunder.

...that in all respects be governed by the laws of India for the time in force and the rights and liabilities hereunder shall where applicable be accordingly determined by the appropriate Courts in India. The Council has agreed to bear the stamp duty payable on this bond.

...dated this ______ day of ________, one thousand one hundred and ______

...delivered by the obligor above-named Shri/Shrimati/Kumari ________ in the presence of

...delivered by the surety above-named Shri/Shrimati/Kumari ________ in the presence of

...delivered by the surety above-named Shri/Shrimati/Kumari ________ in the presence of

Accepted for and on behalf of the
President, ICAR
FORM 4

KNOw ALL MEN BY THESE PRESENTS THAT WE __________
resiDent of __________ in the District of __________ at present em­
ployed as __________ in the Ministry/Office as __________ (herein­
after called "the obligor") and Shri/ Shrimati/Kumari __________
son/daughter of __________ of __________ and Shri/Shrimati/Kumari __________
son/daughter of __________ of __________ (hereinafter called
"the sureties") do hereby jointly and severally bind ourselves and our re­
spective heirs, executors and administrators to pay to the President, of
ICAR (hereinafter called "the Council") on demand the sum of Rs. __________
(Rupees __________ only) together with interest thereon from the
date of demand at Government rates for the time being in force on Gov­
ernment loans, or, if payment is made in a country other than India, the
equivalent of the said amount in the currency of that country converted at
the official rate of exchange between that country and India AND TO­
GETHER with all costs between attorney and client and all charges and
expenses that shall or may have been incurred by the Council.

WHEREAS the obligor was granted study leave by the Council for the
period from __________ to __________ in consideration of which he
executed a bond dated __________ for Rs. __________ (Rupees __________
only) in favour of the President, ICAR.

AND WHEREAS the extension of study leave has been granted to the
obligor at his request until __________. AND WHEREAS for the better
protection of the Council obligor has agreed to execute this bond with
such condition as hereunder is written.

AND WHEREAS the said sureties have agreed to execute this bond as
sureties on behalf of the above bounden __________

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION
IS THAT in the event of the obligor Shri/Shrimati/Kumari __________
(failing to resume duty, or resigning from service or otherwise quitting
service) without returning to duty after the expiry or termination of
the period of study leave so extended or at any time within a period of three
years after his return to duty, the obligor and the sureties shall forthwith
pay to the Council or as may be directed by the Council on demand the said sum of Rs. _______ (Rupees __________ only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the obligor Shri/Shrimati/Kumari _____________ and, or Shri/Shrimati/Kumari _____________ and, or Shri/Shrimati/Kumari _____________ the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue. PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Council or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Council to sue the obligor before suing the sureties Shri/Shrimati/Kumari _____________ and, Shri/Shrimati/Kumari _____________ or any of them for amounts due hereunder. The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India. The Council has agreed to bear the stamp duty payable on this bond.

Signed and dated this _________ day of _________, one thousand nine hundred and _________

Signed and delivered by the obligor above-named Shri/Shrimati/Kumari _____________

Witnesses 1. _____________ 2. _____________

Signed and delivered by the surety above-named Shri/Shrimati/Kumari _____________ in the presence of

Witnesses 1. _____________ 2. _____________

Signed and delivered by the surety above-named Shri/Shrimati/Kumari _____________ in the presence of

Witnesses 1. _____________ 2. _____________

Accepted for and on behalf of the President, ICAR
Chapter 12
SABBATICAL LEAVE

As per regulation 3 of the Agricultural Research Service
Regulations 1991, Principal Scientist and above are not eligible
leave under these regulations. It has now been decided with the
consent of the Governing Body and the President, ICAR, that Principal
and Scientists holding Research Management Positions will
be covered under the ARS Study Leave Regulations 1991 for grant of study leave under the Central Civil Services Leave Rules as amended by GOI from time to time.

The issues associated with the grant of Sabbatical Leave to the ICAR/SALs have been under Council's consideration time. After detailed examination of these, and on the recommendation of the Governing Body, and the President, ICAR has been approved the Sabbatical Leave Rules explained as below.

1. Purpose

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

2. Eligibility

(i) Sabbatical leave may be granted to a Scientist (Rs.3700-5700 of Reader's Scale) and above. The Scientist must have rendered not less than six years of service in the ICAR.

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

(iii) The Scientist/Faculty Member must have at least five years left before superannuation after completion of the Sabbatical leave.
AGRICULTURAL SCIENTIFIC SERVICE RULE

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

Who to apply?

The Scientist desirous of availing Sabbatical Leave should apply in a proforma given at the end of this Chapter.

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

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

Competent authority

Director General, ICAR will be the competent authority to grant leave.

Entitlement of salary and other allowances

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

For all purpose, the period of Sabbatical Leave will be treated as a period spent on duty without entitlement of TA and DA. However, the scientist is not a recipient of a fellowship/travel grant, he/she will be entitled to lump sum amount not exceeding Rs.50,000 for meeting the cost of travel and other incidentals to and fro from the institute to host institution, while being on Sabbatical Leave and aid from the AHRD/Cess Fund support.
SABBATICAL LEAVE

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

7. Other conditions

(i) Sabbatical leave could be availed by a Scientist/Faculty Member while receiving any kind of Scholarship or Fellowship from ICAR or any other organisation, national or International.

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

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

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

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

8. Submission of report on completion of leave

On the completion of Sabbatical leave, the scientist will submit a detailed report on work done and objectives accomplished. A copy of the report will be forwarded by the Director of the sponsoring Institution/Vice Chancellor of SAU concerned, with his/her comments, to the ICAR Headquarters.
PROFORMA FOR APPLICATION

1. Name of the Scientist/Faculty Member ...
2. Designation ...
3. Scale of pay ...
4. Official address ...
5. Residential address ...
6. Date of entry in ICAR/SAU ...
7. Length of service up to the proposed date of commencement of leave desired ...
8. Name of the parent institution ...
9. What is the date of your superannuation? ...
10. Will you be serving the Council after leave for more than 3 years before superannuation? ...
11. Has the arrangement made at parent institution to look after the task assigned to the Scientist or Faculty Member ...
12. Has the scientist availed Deputation/Assignment/Study Leave of one year or more in the preceding ten years: Yes/No ...
13. Give statement of Deputation in preceding ten years (Annexure if space is inadequate) ...
14. Have you availed Sabbatical Leave earlier Yes/No If yes, indicate the date and the period of that leave?
15. Title of the proposed programme for Sabbatical Leave ...
16. Name and address of the Host Institution ...
17. Has the Host Institution approved the programme proposed Yes/No If yes, please attach letter of acceptance ...
18. Name and full address of the Supervisor or Coordinator ...
19. Give brief resume of the approved programme (Annexure if space is inadequate) ...

SABBATICAL LEAVE

20. Are you in receipt/like to receive any Scholarship/ Fellowship/Assistantship /any other assistance (please specify) during the leave. Yes/No
If yes, indicate the name of the organisation, its full address and emoluments and duration of Scholarship/Fellowships/Assistantship /any other assistance (please specify) during the period ... Please annex the communication received in this regard
Annexure/No

21. Does the Scientist/Faculty Member want to retain the official accommodation? Yes/No
If yes, name the contact person at the residence.

22. Name the nominee authorised to receive salary and other emoluments ...

UNDEARTAKING

I ............ hereby state that I shall fully abide by the Sabbatical rules, and I would return the salary and other emoluments received during the period of the leave if the conditions of Sabbatical are violated by me while on Sabbatical Leave, I shall also abide by service conduct rules of the Council/SAU.

Signature ..........
Name ............
(In Capital Letter)

23. Recommendations of the Directors/Head of the SAU/In Project.

Signature ..........
Name & Design

To: The Director General, Indian Council of Agricultural Research
Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001.
(No.8-4/91-Per.IV dated 02.0 No.8-4/91-Per.IV dated 1
Chapter 13

EPORTING AND REVIEWING AUTHORITIES

Assessment Reports (ARRs) are written every year for the period from 1 April of the year to 31 March of the following year i.e., for the previous year. The nomenclatures, viz., ARRs and CRs are interchangeably used in the ICAR system. The hierarchy of authorities for writing and reviewing the proformas used for scientific personnel are given in this chapter.

<table>
<thead>
<tr>
<th>Category/Grade</th>
<th>Reporting Officer</th>
<th>Reviewing Officer</th>
<th>Accepting Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAR Headquarters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leader General</td>
<td>DG</td>
<td>President</td>
<td>President ICAR</td>
</tr>
<tr>
<td>Leader scientists</td>
<td>ICAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>report to DG directly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, NARP</td>
<td>DDG (Edn)</td>
<td>DG, ICAR</td>
<td>President ICAR</td>
</tr>
<tr>
<td>Director General</td>
<td>Secretary</td>
<td>DG, ICAR</td>
<td>President ICAR</td>
</tr>
<tr>
<td>DG (PP/RM)/ADG</td>
<td>ICAR</td>
<td>DDG (Edn)</td>
<td>President ICAR</td>
</tr>
<tr>
<td>PD (NARP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>except those mentioned (II) above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scientists</td>
<td>DDG</td>
<td>DG, ICAR</td>
<td>President ICAR</td>
</tr>
<tr>
<td>concerned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICAR Research Institutes etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>centres of IARI, IVRI, BB, &amp; GIF etc.</td>
<td>DDG concerned</td>
<td>DG, ICAR</td>
<td>President ICAR</td>
</tr>
<tr>
<td>centres of other Institutes</td>
<td>DDG concerned</td>
<td>DG, ICAR</td>
<td>President ICAR</td>
</tr>
<tr>
<td>Research Centre, particular Directorates</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Reporting and Reviewing Authorities

<table>
<thead>
<tr>
<th>Designation/Category/Grade</th>
<th>Reporting Officer</th>
<th>Reviewing Officer</th>
<th>Accepting Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3. Project Co-ordinators located at ICAR Res. Institutes/Directorates/ Centres.</strong></td>
<td>Director/PD of the Institute/Bureau/Centre</td>
<td>DDG concerned</td>
<td>DG, ICAR</td>
</tr>
<tr>
<td><strong>4. Project Co-ordinators at SAUs</strong></td>
<td>ADG concerned</td>
<td>DDG concerned</td>
<td>DG, ICAR</td>
</tr>
<tr>
<td>(a) Those reporting to ICAR Hqrs</td>
<td>PD concerned</td>
<td>DDG concerned</td>
<td>DG, ICAR</td>
</tr>
<tr>
<td>(b) Those reporting to Project Directors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5. (a) Heads of Divisions/Divisions including previous HODs/Divisions of IARI, NDRI, NAARM &amp; CIFE</strong></td>
<td>Joint Director</td>
<td>Director</td>
<td>DG, ICAR</td>
</tr>
<tr>
<td>(b) Joint Directors of IARI, IVRI, NDRI, NAARM &amp; CIFE</td>
<td>Directors</td>
<td>DDG</td>
<td>DG, ICAR</td>
</tr>
<tr>
<td>(c) Joint Directors of other Institutes</td>
<td>Director</td>
<td>ADG concerned</td>
<td>DDG concerned</td>
</tr>
<tr>
<td>(d) HODs/Divisions including previous HODs/Divisions.</td>
<td>Joint Director</td>
<td>DDG concerned</td>
<td></td>
</tr>
<tr>
<td><strong>6. (a) All other Scientists in the Institutes (except IVRI, IARI, NDRI, NAARM &amp; CIFE)</strong></td>
<td>HOD/Division concerned</td>
<td>Jt. Director</td>
<td>DDG concerned</td>
</tr>
<tr>
<td>(b) All other Scientists in IARI, NDRI, IVRI, NAARM &amp; CIFE.</td>
<td>HOD</td>
<td>Jt. Director</td>
<td>Director</td>
</tr>
</tbody>
</table>

(No.211)/94-Per.IV dated 31.03.95)
Authorities where no Joint Director post exists. Director, Dy. Director General concerned and Director General, ICAR would be the reporting, reviewing, and the accepting authorities respectively for the Head of Divisions including previous Head of Divisions/Regional Stations of the Institute where no posts of Joint Director exist.

(No.2(33)/94-Per.IV dated 31.01.96)

Preparation and maintenance of Confidential Reports

(i) The ARs 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. (ii) Where 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. (iii) All adverse remarks in the Confidential Reports of Govt. servants, both on performance as well as on basic qualities and potential, should be communicated along with a mention of good points, within one month of their being recorded. The communication should be in writing and a record to that effect should be kept in the C.R. dossier of the Govt. servant concerned. (iv) Only one representation against adverse remarks (including reference to "warning" or communication of the displeasure of the Government or "reprimands" which are recorded in the confidential report of the Government servant) should be allowed within one month of their communication. While communicating the adverse remarks to the Govt. Servant concerned, this time-limit should be brought to his notice. (v) All the representations against adverse remarks should be decided expeditiously by the competent authority and in any case, within three months from the date of submission of the representation. Adverse remarks should not be deemed as operative, if any representation filed within the prescribed limit. If no representation is made within the prescribed time, there would be no further bar to taking notice of the adverse entries. (vi) No memorial or appeal against the rejection of the representation should be allowed six months after such rejection.

(DOF&T OM No.210111/1/77-Estt(A)) dated 30.01.78 and No.21(22)/93-CDN dated 4.5.94)

ICAR'S DECISIONS

(1) Report by Reviewing Authority on demission of office. If a Reporting Officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within one month of his retirement or demission of office. It has been decided to extend this provision hitherto.
REPORTING AND REVIEWING AUTHORITIES

neglected, backward, rural, etc., as defined by Govt. of India/ICAR

Part-II

SELF ASSESSMENT

(To be filled in by the Scientist reported upon)

1. Brief description of duties

2. Please specify the quantitative/physical/financial targets/objects set for yourself or that were set for you in respect of eight to ten items of work in order of priority and your achievement against each target

   TARGETS          ACHIEVEMENTS

3. (a) Please state briefly the shortfalls with reference to the targets/objects referred to in column-2. Please specify constraints, if any, in achieving the targets

   (b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto

4. Scientific/Technical achievements during the year.

   (a) Indicate scientific/technical publications during the year (list to be attached)

      i) Research Papers
      ii) Popular articles
      iii) Books
      iv) Technical Bulletins, etc
      v) Others (please specify)

   (b) Additional qualifications acquired

   (c) Scientific/technical/management training programmes attended during the year (indicate briefly the nature of programme, level of participation, etc)

   (d) Participation in deputations/delegations abroad

Place. Signature of the Scientist
Date. Reported upon
While doing so, he will also point out the failure of the officer regarding the non-submission of self-appraisal within the stipulated time. The Reviewing Officer should also monitor adherence to the time schedule by concerned.

In case of delay in the submission of the report by the Reporting Officer, an entry should be made in his AAR of that year by the Reviewing Officer.

Adherence to time schedule would avoid adverse affects on time completion of probationary period, confirmation, crossing of E.B., promotion, review for retention in service beyond the age of 50/55/58 years, also renewal of second tenure of scientific personnel.

Proforma
INdIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI 110001

Annual Assessment Report for the Scientific Personnel
Report for the year/period.............

Part-I
PERSONAL DATA

1. Name of the Scientist
2. Date of birth
3. Academic Qualifications and Discipline
4. Date of joining the ICAR service and the post which appointed
   Present grade and date of continuous appointment thereto
5. Present post and date of appointment thereto
6. Present salary
7. Period of absence from duty (on leave,training etc., during the year, if he has undergone training, please specify)
8. Period of service in difficult areas e.g., hilly, tribal.
A) NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled in by the Scientists and specially state whether you agree with the statements relating to targets, objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives, etc.

2. Quality of output
   Please comment on the Scientists quality of performance having regard to standard of work and programme objectives and constraints, if any.

3. Knowledge of sphere of work
   Please comment specifically on the Scientist's level of knowledge of:
   (1) Functions
   (2) Related Instructions and their application

B) QUALITY OF SCIENTIFIC / TECHNICAL ACHIEVEMENT

C) ATTRIBUTES

1. Attitude to work
   Please comment on the extent to which the Scientist is dedicated and motivated and on his/her willingness and initiative to learn and systematize his/her work.

2. Decision making ability
   Please comment on the quality of decision-making, and on ability to weigh pros and cons of alternatives.

3. Initiative
   Please comment on the capacity and resourcefulness of the Scientist in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work.

4. Ability to inspire and motivate
Please comment on the ability of the Scientist to motivate to obtain willing support by own conduct and to inspire confidence

5. Communication skills, written and oral
   Please comment on the ability of the Scientist to communicate and the present arguments..

6. Inter-personal relations and team work
   Please comment on the quality of relationships with superiors, colleagues and subordinates, and the ability to appreciate other point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.

7. Relations with the public
   Please comment on the Scientist's accessibility to the public and responsiveness to their needs.

8. Attitude towards scheduled castes/scheduled tribes/weaker sections of society
   Please comment on his/her understanding of the problems of SC/ST/Weaker Sections and willingness to deal with them.

(D) ADDITIONAL ATTRIBUTES (for Scientist of the level of selection grade & above)

1. Planning ability
   Please comment whether the Scientist anticipates problems, work-need and plans accordingly and is able to provide for contingencies.

2. Supervisory ability
   Please comment on the Scientist's ability relating to:
   (i) Assignment of tasks
   (ii) Identification of proper personnel for performing the tasks,
   (iii) Guidance in the performance of tasks, and
   (iv) Review of performance.

3. Co-ordination ability
   Please comment on the extent to which the scientist is able to achieve coordination in formulation and implementation of tasks and
programmes by different functionaries involved

4. Apitude and potential
Please indicate three fields of work and from amongst the following for possible specialisation and career development of the Scientist. Please mark 1, 2, 3 in the three boxes.

1. Research Management
2. Research & Development
3. Training
4. Planning
5. General Administration
6. Industrial Administration
7. Any other field (please specify)

5. Training for further advancement
Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Scientist (while specifying the areas of training. It is not necessary to confine to the fields referred to in column 4)

Part IV
GENERAL

1. State of health
(Comment on both physical & mental health)
2. (a) Integrity
(Please see note below the instructions given at the end of the Form)
(b) Scientific integrity
3. General assessment
Please give an over all assessment of the Scientist with reference to his/her strength and shortcomings, and also by drawing attention to the qualities if any not covered by the entries above.

4. Grading (Outstanding/Very good/Good/Average/Below average)
(A Scientist should not be graded outstanding
REPORTING AND REVIEWING AUTHORITIES

unless exceptional qualities and performance have been noticed, grounds for giving such grading should be clearly brought out.

Place.
Date.
Signature of the Reporting Authority
Name in Block letters
Designation
(During the period of Report)

Part-V
REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the Scientist given by the Reporting Authority? (In case of disagreement, please specify the reason) (Is there anything you wish to modify or add?)
4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about meritorious work of the Scientist including the grading
5. Has the Scientist any special characteristic, and/or any ability or aptitude which would justify his/her selection for special assignment or out of turn promotion? If so, specify

Place.
Date.
Signature of the Reviewing Authority
Name in Block letters
Designation
(During the period of Report)

Part-VI
REMARKS OF THE ACCEPTING AUTHORITY
(next superior authority)

Place.
Date.
Name
Designation
INSTRUCTIONS

1. The Confidential 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 high sense of responsibility.

2. Performance appraisal through CRs should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises 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. 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. 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 IV. The Government shall enter the remarks in the Confidential roll of the Reporting Officer.

5. 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 omnibus expressions like 'outstanding', 'very good', 'average', 'below average while giving your comments against any of the attributes.

6. 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. 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.
REPORTING AND REVIEWING AUTHORITIES

8. Assessment should be confined to the appraisee’s performance during the period of report only.

9. Same posts of the same rank may be more exacting than another. The degree of stress and strain in any post may also vary from one to another. These facts should be borne in mind during appraisal, and commented upon appropriately.

Note. The following procedure should be followed in line with procedure relating to integrity:

(i) If the Officer’s integrity is beyond doubt, it may be recorded.

(ii) If there is any doubt or suspicion, the item should be thoroughly investigated, and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the CR to the superior office who will ensure that the follow-up action is expeditiously. Where it is not possible either to certify or to record the secret note, the Reporting Officer should inform the superior office to form a definite judgement or to determine that he has not watched the Officer’s work for a further period or that he has heard nothing to the contrary, as the case may be.

(b) If, as a result of the follow-up action, the doubts or suspicions are cleared, the Officer’s integrity should be certified and entered accordingly in the CR.

(c) If the doubts or suspicions are confirmed, this fact should be recorded and duly communicated to the officer concerned.

(d) 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 accordingly at (b) and (c) above.

No. 2/11/94-Pol IV dated...
Chapter 14
FORWARDING OF APPLICATIONS

Applications from Government servants for appointment in other services can be categorised as under:

(i) Appointment in the same or other Central Government departments.
(ii) Appointment in Public Sector Undertakings, etc.
(iii) Appointment in private organisations.

The guidelines to be followed by the authorities in dealing with cases given in this Chapter.

(1) Number of chances in a year. Permanent and quasi-permanent scientific/non-scientific and technical/non-technical personnel may be given opportunities in a year to apply for posts outside their parent offices/ departments, unless there are compelling grounds of public interest to withhold them. For temporary employees, there would be no restriction, unless withholding is considered justified in public interest. Applications invited in response to UPSC advertisements, ICAR and other agencies need be counted against this limit. However, there is no restriction on the number of applications if the post applied for is in the Institute where the applicant is employed.

(2) Forwarding of applications for Research Management positions. (i) Scientists holding posts carrying research management responsibilities may apply for another equivalent post only in the last year of their tenure i.e. after completion of four years. However, scientists not holding research management positions may apply any time for equivalent posts involving research management. (ii) Scientists working in higher grades may not be allowed to apply for a position involving research management but carrying a lower scale of pay even if the advertisement mentions the granting of higher scale of pay to specially qualified candidates.

(3) Clarification on forwarding of application for Research Management Positions. It has been decided that applications of scientists holding Research Management positions for another equivalent Research Management Position under the ICAR system may be forwarded...
FORWARDING OF APPLICATIONS

after he/she has rendered two years service in the existing Research Management Position held by him/her.  
(No.8-4/86-Per.IV dated 06.08.1992)

(3) Submission of application for various posts against advertisement issued by the ASRB. The ICAR employees who wish to appear in competitive examinations conducted by the ASRB or who wish to apply for the posts advertised by the Board are to submit the application in the prescribed proforma direct to the ASRB, and are to inform immediately their Head of Office giving details of examination/post for which they have applied for communicating permission or otherwise of the Department directly to the Board as per the existing procedure. In view of some impediments in the existing procedure, it has been decided that henceforth the Board will not accept applications from the ICAR employees directly in response to its various advertisements and to submit their applications to the Board only through proper channel. While forwarding applications, the Head of Office should clearly indicate that service particulars filled in the application form are correct, and the candidate is clear from vigilance/disciplinary angle. In case where delay is anticipated in forwarding applications through proper channel, the candidate may send an advance copy to the Board on the basis of which the Board will consider the candidature of the applicant provisionally pending receipt of application through proper channel.  
(No.8(2)/95-R(II) dated 12.01.1996)

(4) Forwarding of applications for outside posts during the period of probation. Reference is invited to the Council’s Endorsement No.12(4)/83-Cdn.II dated 17.05.83 forwarding therewith Ministry of Agriculture letter No.9(3)/82-Admn.Cdn. dated 21.04.83 containing instructions that applications for outside posts in respect of officers/officials may not be forwarded if he/she has not completed at least two years service from the date of appointment. Since the Ministry of Agriculture have already withdrawn their above mentioned orders, it has now been decided that the applications of the employees of the Council for outside posts who have rendered less than two years service may be considered for forwardal as per instructions issued by the Government of India, Department of Personnel and Training from time to time.  
(No.8(2)/89-Per.IV dated 19.07.1993)

(5) Forwarding of applications of Scientists by the Directors under intimation to the Director General, ICAR. The question of forwarding of applications of the Council’s employees to Government/Semi-Government organisations, Universities, etc., has been considered
in the Council. It has been decided that the applications may be forwarded by the Directors under intimation to the Director General, ICAR with a certificate that work in hand of the applicant would not suffer if he is selected for the post applied for. No Scientist should be relieved after his selection without the approval of the President, ICAR. The prescribed certificate is to be sent to the Council only in respect of those employees for which the President, ICAR or Director General, ICAR is the appointing authority.

(No.1-2179-Per.IV dated 26.02.82 and dated 03.05.82)

(6) Forwarding of applications for posts advertised by other Agencies like UPSC, etc. Clarifications have been sought for by some Directors whether applications can be sent by Council’s employees to posts advertised by ASRB and UPSC direct with copies to the Head of the concerned Department as envisaged in Ministry of Home Affairs’s (Department of Personnel and AR) OM No.42015/4/78-Estt(C) dated 01.01.79 circulated to all Institutes under Endorsement No.12(1)/78-C.Add.II dated 25.06.79. The matter has been considered in Council, and it has been decided that Council’s employees, may send advance copies of the application for examination or posts advertised by the ASRB only. The original applications should, however, be sent only through proper channel. In respect of posts advertised by other Agencies like UPSC etc., applications should be sent only through proper channel. It was further clarified that the employees of the Council should send their applications for the posts advertised by the UPSC through the ICAR and not directly to the UPSC.

(No.1-2179-Per.IV dated 15.02.82 and dated 27.09.84)

(7) Retention of Lien of ICAR employees who are appointed in other organisations. In the matter of retention of lien of employee of the Council on their appointment in other organisations or ex-cadre posts, the employees of the ICAR are governed by the rules and regulations of the Government of India on the subject. The employees are required to apply for outside posts through proper channel. However, instances have come to the notice of the Council where employees send their applications direct to other organisations in disregard of this procedure. The question whether the lien of such employees should be retained in the Council on their appointment in other organisations had been under consideration of the Council for quite sometime past. It has now been decided with the approval of the President, ICAR that the lien of the employees of the Council will be retained only if they are selected for appointment by other organisations on the basis of their applications routed through proper
FORWARDING OF APPLICATIONS

channel. The lien of the employees who apply directly for service will in no case be retained in the Council, and such employees, on completion of their selection for the posts applied for, will have to resign from service of the Council before joining their new posts.

(No. 8-17/82 Per. No. dated 3.8.1982)

(b) Forwarding of applications of employees under Bond: The question of forwardal of applications of the ICAR employees who have executed bonds for receiving scientific and technical training at ICAR or its constituent bodies, has now been decided that applications of such employees seeking employment elsewhere may be forwarded subject to fulfillment of the prescribed conditions and the terms of the bond should not be enforced in the case of Council's employees who leave service with proper permission to secure employment under Central Government/State Government/Public Sector Undertakings, owned wholly/partially by the Central Government or by a State Government or under Quasi-Government Organisations/Public Enterprises, (other than private employment). However, it will be subject to the condition that a fresh bond is taken to ensure that Council's employee serve the new employer for the balance period of his original bond period or for an appropriate period to be determined in each case by the Council taking into account the amount spent by its employees in their training. To ensure that the requirement of obtaining a fresh bond from a person, where necessary is fulfilled, the Council with whom the employee has executed the original bond, may at the time of forwarding of his applications (and if it is not possible before his release for another post) may write to department/organisation, etc., under whom the employee intends to take up another appointment, intimating him about the bond obligation of the individual and clarifying that in the event of his selection to the new post, his release will be subject to the condition that the new department/organisation, etc., takes from him a fresh bond binding him to serve them for the balance of the original bond period, or in case he fails to serve the new department/organisation etc., the proportionate bond money should be realised from the individual and refunded to the Council from whom he originally executed a bond. The Ministry/Department/organisation where the person is newly employed should also duly intimate the Council, the fact of a fresh bond having been executed by the person concerned.

These instructions are not restrictive but cover all aspects of training including apprenticeship. It is further, clarified that exemption from
recovery of expenses applied to all types of expenditure, direct or indirect including payments made as training allowance or stipend. It may be clarified that for the purpose of these instructions any employment other than the employment under the Central Government, State Government, a Public Enterprise wholly or partly owned by the Central Government or State Government/Autonomous Body wholly or substantially owned/financed/controlled by the Central Government or a State Government, will be treated as private employment. Further amendments/modifications, in this context as may be issued by the Government of India from time to time will also be applicable in the case of ICAR employees. These instructions will also be applied to cases where the ICAR employee has been selected for a post/service (other than private employment) for which he had applied before joining the Department/Organisation with whom he has executed a bond.

(No.8-2/89-Per.IV dated 09.07.93)

(9) Applications not in response to advertisements or circulars not to be forwarded. It has been decided that applications from Government servants for employment elsewhere, submitted otherwise than in response to advertisement or circulars inviting applications, should not be forwarded.


(10) Application of Government servants for employment in private business and industrial firm, etc. The rules quoted above do not specifically deal with applications of this category. On general grounds, however, it is highly improper for a Government servant to apply, without permission, for employment in a private business or industrial firm etc. Where a Government servant seeks permission to apply for such employment, he should first offer to resign or retire from Government service. He cannot complain of hardship if he is not granted permission to apply for such employment if his application is withheld.

(GM.HA.OM.No.170/5/1-Estt. dated 21.12.52)

(11) Procedure to be followed in the case of those who apply for posts in the same/other Central government departments. The question as to what procedure should be followed in respect of Government servants working in a particular department/office who apply in response to advertisements or circulars inviting applications for posts in other Central Government departments/offices has been under consideration for some time past. It has been decided that the following procedure should be followed in respect of such Government servants.
(I) The application may be forwarded in accordance with the 'General Principles', contained in MHA DM dated the 21 October, 1952, irrespective of whether the post applied for in the other department/office is permanent or temporary.

(II) In the case of permanent Government servants, their lien may be retained in the parent department/office for a period of two years. They should either revert to the parent department/office within that period or resign from the parent department/office at the end of that period. An undertaking to abide by these conditions may be taken from them at the time of forwarding the applications to other departments/offices.

(iii) In the case of quasi-permanent government servants who wish to revert to the parent department/office within a period of two years, they may be taken back in the parent department/office, provided the posts held by them prior to their joining the new department/office continue to exist. In any case, at the end of two years from the date of release from the parent department/office, they will have to resign from the parent department/office if reversion does not take place. An undertaking to abide by these conditions may be taken from them at the time of forwarding their applications.

(iv) As for temporary employees, they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that they will resign from the parent department/office in the event of their selection and appointment to the post applied for may be taken from them at the time of forwarding their applications.

(v) In exceptional cases where it would take some time for the other department/office to confirm such Government servants due to the delay in converting temporary posts into permanent ones, or due to some other administrative reasons, the permanent Government servants may be permitted to retain their lien in the parent department/office for one more year. While granting such permission, a fresh undertaking similar to the one indicated in sub-para (ii) above may be taken from the permanent Government servants by the parent department/office. A similar treatment may be accorded to the quasi-permanent employees on their giving an undertaking similar to the one indicated in sub-para (iii) above.
During the period of two years referred to in sub-para (ii) and (iii) above, the pay of the office in ex-cadre post will be fixed in the pay scale of that post and will be subject to the limits prescribed in Ministry of Finance, OM No. F.10(21)E.III/60 dated the 9 March, 1964 in cases where the minimum of the scale of pay of the new post is substantially in excess of his grade pay in the parent department, and such other orders as may be issued by them from time to time (and subject also, in the case of members of CSS/CSIS/CSCS, to such orders as have been issued by the MHA). No deputation allowance will be admissible in any case.

These Instructions are applicable to the employees in all the departments/offices of the Government of India (excluding the Ministry of Railway and Civilians in Defence Services). The members of the Central Secretariat Service/Central Secretariat Stenographers Service will also be governed by these Instructions in supersession of the practice hitherto followed in respect of them. A question has been raised as to whether in the case of a temporary Government servant who applies for post occurring in the same Department/office which is to be filled on the basis of direct recruitment an undertaking to the effect, that in the event of his selection to the post he will resign from the post held by him, is to be obtained or not. It is clarified that the above Instructions apply in all such cases, i.e., if a quasi-permanent government servant applied for a post, occurring whether in other department or the same department, recruitment to which is made on direct recruitment basis he will be allowed to come back to his post held by him earlier within a period of two years provided the post exists. In the case of a temporary Government servant, he should invariably be asked to resign from the post held by him at the time of release from that post in the event of his selection and appointment to the post applied for. An undertaking to this effect may be taken from him at the time of forwarding his application.

(No.G1.MHA.DM.No.60/77/63-Estt.(A) dated 14.07.67 and 28015/2/80-Estt.(C) dated 22.07.80)

(12) Procedure to be followed in the case of those who apply for posts in Public Sector Undertakings. It has now been decided that permanent Government servants who are selected for appointment in public sector undertakings or autonomous, semi-government organisations on the basis of their applications for such posts should be allowed to retain a lien on their permanent posts in their parent office for a period of two years or till they are permanently absorbed in the undertaking, etc., whichever is earlier, subject to the following conditions.
FORWARDING OF APPLICATIONS

(I) The leave salary and pension contributions should be paid either by the undertaking/organisation or by the Government servant concerned himself.

(II) The pay allowed to him by the undertaking/organisation should not exceed the limits specified in G.D., Department of Personnel and Training, OM No. 6/30/86-Ext III (Pay) dated 04.06.1987, and such other orders restricting pay on foreign service as may be issued by the Ministry of Finance/Department of Personnel and Training from time to time.

(III) If it is proposed to absorb the government servant permanently in the public sector undertaking/autonomous, semi-Government organisation before the expiry of the period of two years mentioned above, it would be incumbent on the foreign employer to consult the parent office before issuing orders of permanent absorption. The orders of permanent absorption should be issued by the foreign employer only after the resignation of the Government servant has been accepted by the government with effect from the date of such acceptance.

(iv) Since the transfer in such cases is not in the public interest, the government will not accept any liability to pay any retirement benefits or carry forward of leave for the period of service rendered under the Government. (Now pro-rata retirement benefits and carry forward of leave admissible in such cases also).

(v) If the government servant is not permanently absorbed within a period of two years from the date of his appointment in the public sector undertaking/autonomous semi-Government organisation in the manner indicated at (iii) above, he should immediately on expiry of the said period of two years, either resign from Government service or revert to his parent office.

In view of the above decision, applications from permanent Government servants for posts (whether temporary or permanent) in public sector undertakings/autonomous, semi-Government organisations should be forwarded only after taking from them a written undertaking accepting the conditions stipulated above and the foreign employer should also be informed of these conditions. With regards to quasi-permanent employees, it has been decided that all quasi-permanent employees applying for posts in the public sector undertakings/autonomous, semi-Government organisations should be treated as on foreign service with the undertakings/organisations for a period of two years, and given the same treatment as permanent employees as above.
These orders do not apply to temporary employees, who will have to resign from Government service before they are appointed in such undertakings/organisations on the basis of their own applications. It is, therefore, necessary in such cases to obtain from the Government servants concerned before their applications are actually forwarded, an undertaking that in the event of selection for the post applied for, they will resign from Government service.

(GMHA.O.M.No.70/62/62-Estt.(A) dated 22.01.1966)

DECLARATION

I, ...................... a quasi-permanent/permanent (Grade .... of ......... ) do hereby give in writing that in event of my appointment to the ..................

I agree to the unqualified acceptance of the following conditions in the terms of the Ministry of Home Affairs OM No.70/62/62-Estt(A) dated 22.01.1966.

1. I agree to the payment of leave salary and pension contribution, if the same is not pay by the ...................... (undertaking/autonomous, semi-Government organisation).

2. The pay to be allowed to me by the said undertaking/organisation should not exceed the limits specified in the Ministry of Finance, OM.No.10(24)/Estt.III/60 dated 09.03.1964 and such other orders restricting pay on foreign service as may be issued by the Ministry of Finance from time to time.

3. If I am proposed to be absorbed permanently in the said organisation/undertaking before the expiry of the period of two years service in that organisation it would be incumbent on the foreign employer to consult my parent office before issue of such orders, and the orders of permanent absorption should be issued by the foreign employer only after acceptance of my resignation from permanent post by the Government/Council and with effect from the date of such acceptance vide Ministry of Finance OM.No.4(3)/E.IV/A/63 dated 01.10.1963.

4. The Government/Council will have no liability to pay retirement benefits or for carry forward of leave for the period of service rendered by me under the Government/Council.

5. If I am not permanently absorbed within a period of two years from the date of my appointment in the said undertaking/organisation in the manner indicated at (iii) above, I will, immediately, on expiry of the said period of two years, either resign from Government/Council service or revert to my parent office.

Signature........................................

Date...........................................

Designation..................................
Chapter 15

ARS SCIENTISTS FORUM

1. Recognition of ARSS Forum. The proposal for the grant of formal recognition to the Agricultural Research Service Scientists Forum of ICAR has been under consideration of the Council since many years. The issue has been examined in depth in the light of recommendation (Item 7.56) of 'ICAR Review Committee 1988' under the Chairmanship of Dr. G.V.K. Rao, and also in terms of the Notification vide No. 2/10/80-JCA (Vol.IV) dated 05.11.1993 issued by Government of India, Department of Personnel and Training. The Director General, ICAR is pleased to grant formal recognition to the ARSS Forum constituted by the Scientists of ICAR (Registration NO. SR/ARSSF-164/80).

2. Terms and conditions for recognition of the Forum. The terms and conditions for recognition of the Agricultural Research Service Scientists Forum (ARSSF) by the Council are as under:

(a) the ARSS Forum shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Forum. The Forum shall not address any communication to or enter into correspondence with the Council except through an office bearer authorised in this behalf by the Central unit.

(b) the ARSS Forum shall not espouse or support the cause of individual ICAR scientist relating to the service matters.

(c) the ARSS Forum shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.

(d) all presentations by the forum shall be submitted only through proper channel i.e. through its Central unit, and shall be addressed to the Head of the Department/organisation.

(e) the representation from Forum shall be admitted through the Central based unit. Each individual unit outside Delhi will not submit their representation directly to ICAR.

(f) a list of members and office bearers, and up-to-date copy of the rules and an audited statement of accounts of the Forum shall be furnished to the ICAR annually through proper channel after the general annual meeting so as to reach the ICAR before the 1st July every year.
(g) the ARSS Forum shall abide by, and comply with all the provisions of its constitution/by-laws.

(h) any amendment in the constitution/by-laws of the Forum after its recognition under these rules, shall be made only with the prior approval of ICAR.

(i) the ARSS Forum shall not start or publish any periodical, magazine or bulletin without the prior approval of the ICAR.

(j) the ARSS Forum shall cease to publish any periodical, magazine or bulletin, if directed by the ICAR to do so, on the ground that the publication thereof is prejudicial to the interests of the ICAR/Central Government, the Government of any state or any Government authority, or to good relations between Government servants and the Governments or any Government authority, or to good relations between Government of India and the Government of a foreign state.

(k) the ARSS Forum shall not address any communication to, or enter into correspondence with a foreign authority except through the ICAR which shall have the right to withhold it.

(l) the ARSS Service Forum shall not do any act or assist in doing of any act which, if done by an ICAR scientist would contravene any of the provisions of the Central Civil Service (Conduct) Rules, 1964.

(m) communications addressed by the ARSS Forum or by any office bearer on its behalf to the ICAR or any other authority shall not contain any disrespectful or improper language.

(n) If, in the opinion of the ICAR, ARSS Forum recognised under these rules has failed to comply with any of the above conditions, the ICAR may, after giving an opportunity to the ARSS Forum to present its case, withdraw the recognition accorded to such Forum.

(o) the ICAR may dispense with or relax the requirements of any of these rules to such extent and subject to such conditions as it may deem fit in regard to any Service Association/Forum.

(p) If any question arises as to the interpretation of any of the provisions of these rules or if there is any dispute relating to fulfillment of conditions for recognition it shall be referred to the Head of the Department/organisation whose decision thereon shall be final.

(q) Funds of the Forum shall consider exclusively of subscriptions from members and grant, if any, made by ICAR/Government, and are to be applied only for the furtherance of the objects of the Forum.

(r) the recognition to the ARSS Forum will not entitle it in any way to membership in Management Committee etc., of Institutes.

(No.10(39)/85-PerIV dated 23.02.1996)
Chapter 16

TRAINING OF ARS SCIENTISTS

The direct recruits selected on the basis of ARS examination, undergo a Foundation Course Training programme for a period of five months at NAARM, Hyderabad in different batches. After initial Foundation Course, they are attached for institutional training to different major institutes as identified by the Council. It has been decided that the period of attachment for such institutional training will be six months. The training content will be as under.

This consists of two parts, Part 1: Core training of about one month and Part 2 training at the discipline level, for about five months.

1. Core Training at the Institute level

This training will be given at the Headquarters of the Institutes where most of the disciplines are located and major facilities exist. This core training will stretch over a period of one month, and will include the objectives of the Institute, its structure and organisation to match the functions it has to perform, the overall research thrust of the institution and its accomplishments and administrative and accounting procedures. There will also be study visits to various Divisions of the Institute, field units and farms etc. The trainees may be sent to the different Regional Stations/Centres of the Institutes to get acquainted with the local problems handled by such centres. Wherever necessary, they may be sent on visits even to other Institutes working on similar problems or in similar disciplines.

2. Training at the Discipline level

The trainees will be exposed to all methods of work and programme of the discipline including formulation, monitoring and evaluation of projects specific to the discipline. During this period on-the-job training is emphasised. The trainee will learn the skills and methods of work specific to the discipline, and also in this process contribute to the on-going work. An action programme for each trainee will be prepared and the necessary facilities provided. In institutions, which have regional stations, sub-stations, etc., the probationer assigned to such units may do on-the-job work at those units.
While the above will be the general pattern of institutional training, it would be the responsibility of the institutions to arrange them in a convenient sequence. It is emphasised that immediately after the core training at the Institute, the trainee should be put on a job of the discipline so that the required skills are learnt by working on the job. It is also possible that in some of the institutes where the work is not organised in terms of disciplines but in terms of inter-disciplinary programmes, the core training and the training in the discipline would go on concurrently.

The Directors of the Institutes will be responsible for ensuring that the training programme in the Institute is implemented according to the schedule. The probationers should have an opportunity to meet the Director/Head of Division to discuss the progress of the training. The programme of the training should be developed and a copy given to each of the probationers so that they know what they are expected to do during the period of training, and how completion of all that is given in the programme is required of them. A senior scientist of the institution should be designated as co-ordinator to plan and execute the training programme. Periodic meetings should be held between the co-ordinator and the probationers to get a feedback on the training programme to make the programme more useful to them. The suggestions emanating from such discussions should be taken up with the Head of Division to which the probationer belongs and also with the Director to keep them not only informed of the progress of training, but also to seek their assistance in bringing about changes that may be required.

After the training, each probationer will give a written report on a proforma to be prescribed by the Director in regard to the completion of the different components of the institutional training programme and how in his judgement the programme has met his needs and indicate any suggestions that he has to give. This proforma will be similar to the annual assessment proforma. It will state the criteria for assessment, and one part of the proforma will indicate the different components of the training programme that were offered to the probationers to report on them. The part two of this proforma will give the remarks of the immediate supervisory scientist under whose charge the probationer had been placed as to what he thinks of the report made by the probationer in his own assessment. The Director of the Institute after consulting the Head of Division/Discipline to which the Scientist belongs and the Co-ordinator has to complete the report.

(No.35-3/88-Pers/ dated 19.01.1990)
ICAR'S DECISIONS

(1) **Actual training period to ARS scientists.** Under Rule 13(1) of the ARS rules, the training period is mandated to be one year, and all ARS probationers have to complete one year training. It has already been decided that the training will be in two different spells i.e., five months Foundation Course training at NAARM, Hyderabad, and six months Institutional training. The residual period of around 30 days would be roughly spent on travel from NAARM, Hyderabad to the Institutes of attachment and there from to the Institutes of posting. The period should be treated as travel time and not as joining time in the manner as prescribed in the TA rules. Therefore, all the scientists (on probation) are entitled to 10 days time to join their respective Institutes of attachment irrespective of the distance involved. (No. 35/3/88-Per.t/II dated 10.06.1990)

(2) **On the job training for ARS scientists in the discipline of Agricultural Statistics.** Indian Agricultural Statistics Research Institute (IASRI) has formulated a project for training entitled "On job training in Agricultural Statistics", for ARS scientists belonging to the discipline of Agricultural Statistics. The above Project has been formulated so that newly appointed ARS scientists in the discipline of Agricultural Statistics can be exposed to the newer and important statistical techniques as applicable to different agricultural fields. It has, therefore, been considered whether the ARS newly recruited scientists in the discipline of Agricultural Statistics may be deputed for the above training after completion of their training at NAARM, Hyderabad. Keeping in view the need for such a training, it has been decided with the approval of Director General, ICAR that all the newly recruited scientists in the discipline of Agricultural Statistics may be deputed for the above training to be conducted at IASRI, New Delhi. The scientists concerned will be eligible for TA/DA for undertaking the training at IASRI, New Delhi. (No. 16(43)/87-Per.t/B dated 14.04.1988)

(3) **Posting of Scientists should be at the headquarters of the Institute.** It has been decided that the posting of the scientists (on probation) should be at the headquarters of the Institute, and they should not be posted to the Regional Station of the Institute before completing three years service at its headquarters. Further, a new ARS scientist, posted at a particular Institute, must continue in the same Institute till such time he is promoted or appointed to the next higher grade. These instructions may be followed strictly. (No. 35/3/88-Per.t/II dated 10.06.1990)
(4) Decision on posting of scientist at the headquarters of the Institute. The posting of ARS scientist (on probation) is made at the various institutes in accordance with the vacancies of scientist in various disciplines intimated by the respective Institutes. It has been experienced that in some cases after posting the scientists, the Directors of the Institutes do not allow them to join on the pretext that there are no vacancies, whereas the scientists are posted on the basis of vacancies reported by the Institutes. As a result of this, it not only creates an embarrassing situation for the Council, but also puts the new ARS scientists in difficulties. It is, thus, requested that while furnishing the vacancies of scientists in various disciplines, utmost care may be taken to avoid any confusion. Further it has been decided that the posting of the scientists (on probation) should be at the headquarters of the Institute only, and they should not be posted at the Regional Station of the Institute before completing three years of service at its headquarters. If any vacant post is not available at the headquarters of the Institute the existing scientists may be transferred from the headquarters of the Institute to Regional Stations where there are vacancies. And for this purpose the Directors of the Institute may transfer scientist(s) with longer spell of stay as laid down in the transfer guidelines. It is reiterated that the orders may be implemented firmly.

(No.35/4/91-Per.III dated 13.07.1992)

(5) Placement of ARS scientists at the Regional Stations of the ICAR Institutes. With regard to ARS scientists (on probation), it was agreed that the ARS scientists may be placed at the Regional Station of the ICAR Institutes provided these stations are adequately equipped with infrastructural facilities for research and training to the scientists on probation.

(No.10/3/92-CSC dated 29.10.1992)

(6) Decision regarding posting of ARS scientists to the Regional Stations of the Institutes. The matter has been examined in depth in the Council, and it has been decided that the instructions dated 14.03.1991 (not printed) may be modified to the following extent. (i) A new entrant can be posted at a regional station provided a Senior Scientist/Principal Scientist in the relevant discipline is in position there. (ii) Reasonable facilities should exist at the Regional Stations for doing relevant research. (iii) Directors of the Institutes should identify the vacant positions at the Regional Stations on the basis of the above guidelines and inform the ICAR headquarters. And (iv) The posting orders will be issued by the ICAR headquarters.

(No. 35-3/86-Per.III dated 25.06.93)
(7) Entitlement of TA/DA to ARS scientists during their training

It has been decided in supersession of all previous orders that the grant of TA/DA to direct recruit S-1 Scientists joining the ICAR may henceforth be regulated as follows.

(i) No travelling allowance should be allowed for the members in cases where the direct recruit S-1 Scientists join the institutions direct on first appointment in the ICAR service.

(ii) TA as on tour may be allowed to the direct recruit S-1 Scientists who are already in Council's service and are required for training at NAARM from their place of posting henceforth be admissible in any case for the period of such NAARM.

(iii) TA (including DA) as admissible under the normal rules, allowed for tours to outstations undertaken from the ICAR Institutes/Regional Centres or Agricultural Universities, where such tours are undertaken as a part of training at NAARM.

(iv) No DA will, however, be admissible in cases where the direct recruit S-1 Scientists are required to attend training at the Institute of their posting as a part of the training referred to in the above.

(8) Clarification on entitlement of TA/DA to ARS scientists during their training.

The question of applicability of DA to the recruited S-1 Scientists during their Field Experiment Training program from retrospective date has been under consideration for quite some time. It has now been decided that the Instructions No. (7) will be effective from the date of issue of these orders 31.05.1989, and the past cases cannot be reopened.

(9) Payment of HRA to Scientists during training at Hyderabad.

The scientists joining ARS on the basis of open competitive examinations are direct recruits for all practical purposes in cases where they were holding a position earlier in ICAR. As such the scientists (on probation) are not entitled to draw their training period at NAARM, Hyderabad.

(No. 35-1/88-Per I (Part I) dated...
10) Record of performance during the period of training of ARS scientists at NAARM. According to the terms and conditions of the agreement of ARS scientist(s), he/she will be on probation from the date of appointment for a period of two years which may be extended at the discretion of the competent authority. During the period of probation, the scientists are required to undergo training at NAARM, including subject-matter training at ICAR Institutes. It has been observed that the CR folders of the scientists do not contain the record of performance during the period of their training. It has been decided to forward the evaluation reports of the period pertaining to the training institutes where the scientists are finally posted so that this could be part of CR folders of scientists.

(No.35-34/91-Per) dated 28.12.1992)
Chapter 17

PAST SERVICE BENEFITS

According to the existing recruitment rules for various categories of posts under the Council, direct recruitment is required to be made to various grades either through the competitive examination or by open advertisement, whether by Agricultural Scientists' Recruitment Board or by the Appointing Authorities themselves. It has been observed that the persons selected for these posts, especially those in the scientific category, already hold positions in Central/State Governments, Agricultural Universities and other scientific organisations. Since the ICAR is mutatis-mutandis following the service and financial rules and other regulations of the Government of India issued from time to time, the persons appointed from organisations other than the Central/State Governments are not allowed for benefits like the continuity of past service, retention of lien in the previous post, fixation of pay with reference to the pay drawn by them in the previous post, joining time and TA. However, the employees of the Central/State Government, on their appointment to posts under the Council are eligible for the aforesaid benefits.

One of the objectives of the revised personnel policies recently introduced in the Council is to induct proven talent and experts in various fields. In order to achieve this object, and to encourage the mobility of personnel, particularly those in the scientific stream, from one organisation to another, the question of extending the above mentioned facilities to employees of scientific organisations has been considered. It has been decided, with the approval of the Governing Body and the President of the Council, to extend the service benefits at present admissible to Central and State Government employees on their appointment to the Council, to the employees coming from the scientific organisation/universities which are wholly or substantially financed by the State/Central Governments. Accordingly, such employees would, like the Central/State Government employees, be eligible for service benefits like continuity of past service, retention of lien in the previous post, fixation of pay with reference to the pay drawn them in the previous post, joining time pay and travelling allowances. The instructions will apply to appointments made on or after 10.09.1977.

(No. 8-25/77-Per.IV dated 26.09.1977 and dated 01.04.78)
AGRICULTURAL SCIENTIFIC SERVICE RULE

(1) **Applicable to direct recruits ARS Scientists.** The instructions contained in the Council's letter No. 8-25/77-Per.IV dated 26.09.1977 in so far as the direct recruits to the ARS through the competitive examinations held by the Agricultural Scientists Recruitment Board will be applicable with effect from 01.10.1975.

(2) **Extension of past service benefits to all the appointments made in the ICAR.** In the context of extending certain benefits like continuity of past service, retention of lien in the previous posts for a certain period of time, fixation of pay with reference to the pay drawn by them in the previous posts, joining time, joining time pay and travelling allowance to the employees coming from the scientific organisations/universities which are wholly or substantially financed by the State/ Central Governments, a question arises whether this decision is applicable to persons appointed to technical and other categories of posts also. It has now been decided with the approval of the Governing Body and the President of the Council that the following instructions should be made applicable to all the appointments made in the Council under the Agricultural Research Service, Technical Service and other categories.

(a) The past service of the employee coming over from the scientific organisations/universities shall be counted for grant of pensionary benefits provided the organisations/universities concerned agree to bear the proportionate pensionary liability on pro-rate or service share basis, as the case may be, and pay the amount of pensionary liability in lump-sum immediately when the employee is confirmed in the service of the Council.

(b) The employees shall be allowed the minimum of time scale of the post to which they are appointed in the Council but the higher start of pay (up to five increments) shall be allowed in individual cases meriting such an advancement in accordance with the recommendations of the Selection Committees recommending the appointment.

(c) The grant of travelling allowance, joining time and joining time pay of the employees, who come from non-official organisations shall be agreed to only in those cases where the appointments are certified to be in public interest and not on the volition of the employees, and where the organisations/universities concerned agree to retain the line of the employee until they are confirmed in the service of the Council.
PAST SERVICE BENEFITS

(d) The benefits of carry-forward of leave shall be allowed to such employees only where their previous organisations/universities agree, to bear the charge of the liability in respect of leave earned by the employee in their organisations/universities.

These instructions are applicable with effect from the date of issue and past cases already decided otherwise cannot be reopened.

(3) Counting of past service for pension purposes be decided at the level of the Institutes. The Council has been receiving proposals from the Institutes/Units for its approval to count the past service rendered by the scientists in other Government of India/State Government organisations/autonomous bodies before joining the Council and their subsequent permanent absorption in its service. The Government of India has laid down detailed procedure for discharge of pensionary liabilities by the previous employers through instructions issued from time to time. Since the Council is following rules/instructions/procedures laid down by the Government of India mutatis-mutandis all such cases as required to be settled in accordance with the rules/instructions/procedures laid down by the Government of India. It has, therefore, been decided that cases involving counting of past services for pension purposes, which are fully covered by the instructions issued by the Government of India from time to time may be settled by the Head of Offices in consultation with the Financial & Accounts Officers in the Institute with the approval of the Directors. Only cases of doubt or which are not covered by the instructions need be referred to the Council for consideration. This would ensure speedy disposal of cases and avoid undue references. This issues with the approval of the Secretary ICAR.

(4) Applicable to all categories of employees as well as employees absorbed in the service of other Central Government/State Government/Autonomous bodies. In the context of the instructions contained in Council’s circular dated 31.05.1990 clarifications have been sought from certain Institutes whether the instructions can be made applicable to all categories of employees including technical/auxiliary/administrative/scientific etc. as also whether the cases of Council’s employee absorbed in the service of other Central Government/State Government/Autonomous bodies be decided at the level of the Institutes in the light of the Council’s circular referred to above. It is clarified that the instructions contained under Council’s circular dated 31.05.1990 are applicable to
AGRICULTURAL SCIENTIFIC SERVICE RULE

Categories of employees absorbed in the service of the Council as well as the cases of those Council's employees absorbed in the service of other Departments/Organisations. It may, however, be ensured that the cases be decided are fully covered by the instructions issued by the Government of India/ICAR on the subject from time to time. All cases involving relaxation of rules or which are not fully covered by the rules/instructions may be referred to the Council.

(No. 98(Sc)5/90-Per.I dated 26.07.1990)

Benefit of added years of service for superannuation pension

According to the provisions made in the ARS rules (Rule 22-A and 22-B) and in the recruitment rules for higher scientists posts (Rule 9 and 10), the benefit of added years of service under Rule 30 of the Central Civil Services (Pension) Rules, 1972 to the members of the ARS, to the scientists holding higher scientific posts as well as to those scientists under the Council who have not yet opted for the ARS subject to the conditions laid down thereon and option to scientists recruited at the age of 35 years or more to subscribe to the Contributory Provident Fund.

(No. 877-Pen.I dated 09.05.1979)

(1) Clarifications on the benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 to the members of the ARS. In this context, certain clarifications with regard to the application of these order have been sought for by the Directors of the Institutes. The points raised by the various Institutes for clarification have been examined in detail in consultation with the Ministry of Finance/DOP. The points raised, and the decisions thereon are mentioned below:

Point raised. (1) The date of effect of Council's order dated 09.05.1979 extending the benefit of Rule 30 to ICAR Scientists.

Clarification. The Rule 30 of the CCS (Pension) Rules, 1972 has been adopted by the Council for its scientific employees viz. ARS scientists and scientists who are not under this service with the approval of the Governing Body and the President, ICAR. These are effective from 14.06.1978 i.e. the date on which the President gave his approval to the proceeding of the Governing Body.
**PAST SERVICE BENEFITS**

**Point.** (2) Whether this benefit would be admissible to those Council's scientists who had been recruited after attaining the age of 25 years or more after 31.03.1960, and had since retired/continuing in service.

**Clarification.** The benefit of Rule 30 of CCS (Pension) Rules, 1972 is admissible to those scientists who have been recruited after attaining the age of 25 years or more after 31.03.1960, subject to the condition that specific provision regarding the admissibility of the benefit envisaged under the said rule exists in recruitment rules. Since the provision regarding the benefit of the rules has been made in the recruitment rules with effect from 14.06.1978, the scientists who have retired/will retire from this date onwards would be entitled to the said benefit.

**Point.** (3) Whether it is necessary in the cases of scientists who were recruited after 31.03.60 i.e. after attaining the age of 35 years to exercise an option to elect within a period of 3 months, to forgo this right to pension as provided under the rules from the date of Council's order.

**Clarification.** Yes, the concerned scientists are required to exercise options. Since specific options for this purpose have not already been given to them to do so, they may now be given to them to do so, they may now be given a chance to exercise options within three months from the date of issuance of this letter, to forgo right to pension whereupon, they shall be liable to subscribe to Contributory Provident Fund. Options may also be obtained from the scientists who have already retired on or after 14.06.78, and are entitled to the benefit of Rule 30 of CCS (Pension) Rules, 1972.

The case of all eligible scientists who have retired, or are continuing in service of the Council where the benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 is to be allowed for purpose of retirement benefits on superannuation pension, are to be processed by the Administration at ICAR headquarters/institutes on the basis of the above clarifications, and decided with the approval of the DG, ICAR in his capacity as Head of the Council. After doing so, suitable endorsements are also to be recorded in the Service Book/Service Cards of the concerned scientists by the Administration concerned. In the case of retired scientists, their revised pension papers are to be forwarded by the concerned Administrative Sections to Pension Section at ICAR headquarters for revising their retirement benefits on superannuation. Entries are also to be recorded in the cases of future entrants whether the benefits of added years of service is admissible to the scientists concerned or not, in
his/her service book/card to avoid any difficulty in settling their pension claim at the time of retirement.

(No.8-7/77-Per.N dated 17.08.1983)

(2) Benefit of Rule 30 of CCS (Pension) Rules allowed automatically at the time of superannuation with effect from 14.06.1978. A suitable provision to the effect that post/service carries the benefit of Rule 30 of CCS (Pension) Rules, 1972 has been made in the recruitment rules of the ARS and higher scientific posts which is effective from 14.06.1978, the scientists holding those posts may be granted the benefit of Rule 30 of the CCS (Pension) Rules, 1972, automatically at the time of superannuation from that date onward. The cases of the scientists who were recruited after 31.03.1960 but retired before 14.06.1978 have to be decided individually with the approval of the Council. The post/service carried the benefit of Rule 30 of CCS (Pension) Rules, 1972, has to be specifically mentioned in the advertisement. This may therefore, please be included in the requisitions/advertisements of the posts to which this is applicable.

The cases of the employees appointed to a service or post in ICAR after 31.03.1960 who are still in service and who fulfil the prescribed conditions under Rule 30 of CCS (Pension) Rules, 1972, may be reviewed by the Head of Office/Head of the Departments at the Institutes/Headquarters. If they are satisfied, suitable endorsement may be made in the service books of the officers about the admissibility of benefit of addition to qualifying service for superannuation pension (but not for any other class of pension) under proper authentication. In the case of new appointments, where benefit of Rule 30 is available specific provision should be made in the office order of appointments, and on the basis of such order, suitable endorsement made on the first page of the Service Book.

Para 2 of this office letter No.8-7/77-Per.N dated 17.08.1983 stands modified to the above extent.

(No.8-7/77-Per.N dated 24.04.1985)

Retirement/Resignation

The Hon'ble Minister (A) has desired that in future whenever any proposal for acceptance of voluntary retirement of a scientist from ICAR's service is processed for his approval, it should contain the detailed service particulars of the concerned scientist. It is, therefore, requested that these instructions may be brought to the notice of all concerned for compliance and follow up scrupulously. It may also be ensured that in future the
PAST SERVICE BENEFITS

proposals for the voluntary retirement/resignation of the scientists working under your Institute may invariably be sent to this Council with their full service particulars as in the Check List given below, along with their requests, to avoid further correspondence/delay in processing such proposals at this end.

(No. 51(5)-81/85-Per. dated 15.05.1986-

CHECK LIST

(to be submitted along with the cases of resignation/voluntary retirement of I CAR scientists)

1. Name of the Scientist
2. Present address
3. Permanent address
4. Discipline to which he belongs
5. Date of birth
6. Age of the scientist as on the date of his seeking relief on resignation/voluntary retirement
7. Date of joining ICAR and total period of service
8. Post to which first appointed
9. Present post held and from which date
10. Scale of pay and present emoluments
11. Place of present posting
12. Whether temporary/quasi-permanent/permanent/on tenure
13. Whether under any bond, if so full details thereof
14. Details of foreign training, if any, received at the expense of ICAR
15. Contributions to Research and achievement, if any
16. Any vigilance case pending against him
17. Any disciplinary proceedings contemplated against him
18. Date of submission of resignation/notice of voluntary retirement
19. Reasons for resignation/voluntary retirement
20. Date from which acceptance of resignation/voluntary retirement is requested for
21. Whether any advance including House Building Advance is recoverable
22. Whether attended/attending duty during notice period
AGRICULTURAL SCIENTIFIC SERVICE RULE

23. Whether no demand certificate obtained/ would be obtained before the recommended date of resignation/voluntary retirement.

24. Discrepancies, if any,
   (a) Has he left the duty before acceptance of the resignation/notice of voluntary retirement?
   (b) Whether resigned/sought voluntary retirement while on leave, please indicate period and kind of leave.
   (c) Whether resigned/sought voluntary retirement during unauthorised absence, please indicate period.
   (d) Has he left the country with or without permission?
   (e) His present whereabouts, if known.
   (f) Whether files/records/books/apparatus/etc. under his charge have been recovered and accounted for.
   (g) What action taken/proposed to recover outstanding items/dues?
   (h) Any action taken/proposed for any of the discrepancies on the part of the employee mentioned above.

25. Recommendations of the Head of Division/ Centre/Sub-Station/Co-ordination Project

   Signature..................................................
   with date of Head of Division/Centre
   Sub-Station/Co-ordination Project.

   (to be filled up by Director of the Institute and sent to the Council within three days)

   Date of receipt of resignation/letter of voluntary retirement from Head of Division/Centre/Station

26. Whether any vigilance case is pending against him?

27. Whether any disciplinary proceedings are contemplated against him?

28. Whether acceptance of resignation/notice of voluntary retirement is recommended.
29. Date from which the acceptance of resignation/ voluntary retirement is recommended

30. Whether an undertaking for the recovery of outstanding advances/dues etc., if any, from his gratuity amount obtained from the scientist concerned and attached

31. Certified that Dr/Shri ................. has rendered 20 years of qualifying service, and is eligible for seeking voluntary retirement under Rule .....

Signature..................
of the Director with date
(to be filled up by the Headquarters office)

32. Date of receipt of resignation/letter of voluntary retirement from the Institute. Vigilance certificate to be done within 2 days of receipt of the papers..

33. Scrutiny and submission of case of final decision within five days of receipt of papers

34. Approval of the competent authority obtained on..

35. Conveying the final decision on

Section Officer

(1) Orders of retirement of the scientists on attaining the age of superannuation are also issued at the level of the Institutes. It has been observed that there was no uniformity with regard to notification to retirement ARS scientists on their attaining the age of superannuation. While some Institutes issue the office orders in this regard and endorse copies thereof along with a copy of the charge relinquishment report of the scientist to the Council for information and record, the others send an intimation of the fact of retirement of the scientists to the Council for issuing formal office orders. Since service books and other documents of the scientists are maintained at the Institutes, it would be advisable and more expedient, if orders of retirement of the scientists on attaining the age of superannuation are also issued at the level of the Institutes. It may, however, be ensured that copies of such office orders are invariably endorsed among others to the Council’s Personnel I/Personnel II Sections, as the case may be, and Computer Cell for updation of the record.

(No.51(S-3)/85-Pct.II dated 13.02.1989)
Chapter 18
DISCIPLINARY AND APPELLATE AUTHORITIES

ICAR is a Society registered under the Societies Registration Act, 1860. As per Bye-law 30 of the Bye-laws of the Council, the rules and regulations framed by the Government of India are followed by ICAR mutatis-mutandis. According to Bye-law 31, the Central Civil Services (Classification, Control and Appeal) Rules, 1965 of the Government of India, which is in force now, have been made applicable to the employees of the Society, subject to the modification that any reference to the 'President' and 'Government servants' in the CCS (CCA) Rules is to be construed as reference to the 'President of the Society' and 'Officers and employees of the Society', respectively.

The various penalties which can be imposed on the ICAR employees are mentioned in Rule 11 of the said rules. An important requirement of these rules is that the penalties cannot be imposed by any officer on any employee but only by the officers so authorised by Rules, technically termed as the 'Disciplinary Authority'. The disciplinary authority, therefore, means any authority competent under CCS (CCA) Rules to impose on the officers and employees of the ICAR any of the penalties specified under Rule 11 of these Rules. As per provision of Rule 12 of CCS (CCA) Rules, 1965, the attached schedule of Disciplinary/Appellate Authorities for imposition of penalties, etc., has been drawn up with the approval of President, ICAR in respect of various posts covered under ARS and Research Management Positions.

<table>
<thead>
<tr>
<th>Description of service/Grade</th>
<th>Authority to impose penalties</th>
<th>Authority competent to impose penalties</th>
<th>Appellate Authority</th>
<th>Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scientist President</td>
<td>President</td>
<td>All</td>
<td>President</td>
<td>ICAR</td>
</tr>
<tr>
<td>5-8 to 5-4</td>
<td>ICAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Scientist President</td>
<td>President</td>
<td>All</td>
<td>President</td>
<td>ICAR</td>
</tr>
<tr>
<td>5-3 to 5</td>
<td>ICAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Assistant Director ICAR</td>
<td>DG, ICAR</td>
<td>(i)</td>
<td>President</td>
<td>ICAR</td>
</tr>
<tr>
<td>4. Manager ICAR</td>
<td>DG, ICAR</td>
<td>(ii)</td>
<td>President</td>
<td>ICAR</td>
</tr>
<tr>
<td>5. Secretary ICAR</td>
<td>DG, ICAR</td>
<td>(iii)</td>
<td>President</td>
<td>ICAR</td>
</tr>
</tbody>
</table>
As per provision of Rule 29A of CCS (CCA) Rules, 1965, the President ICAR may at any time, either on his own motion, or otherwise, review any order passed under these Rules when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come or has been brought to his notice.

Under Bye-law 42 of the Bye-Laws of the Council, Director General, Indian Council of Agricultural Research has been pleased to authorise Director (P) in addition to Secretary/Additional Secretary, Indian Council of Agricultural Research to authenticate orders made in the name of President/Vice-President and Director General ICAR under the CCS (CCA) Rules.

Appeals preferred by the aggrieved officers will be disposed of by the President of the ICAR. As part of the reorganisation of the personnel system in the ICAR two centralised cadres—one relating to the scientists of the ARS and the other for the Administrative Officers, has been constituted. In terms of the rules relating to these cadres, the Appointing Authority is the President of the Council and the Director General, ICAR, respectively. Apart from these, there are certain other posts in different categories for which the powers of appointment vest either with the President or the Director General, ICAR. The question of prescribing the Disciplinary and Appellate Authorities in respect of the Service/Cadre/posts for which the President or the Director-General, ICAR, is the Appointing Authority has been under consideration for some time past. A schedule of disciplinary and Appellate Authorities for these posts for imposition of major and minor penalties in terms of the CCS (CCA) Rules has since been finalised and approved by the President, ICAR. All vigilance cases in respect of the employee of your Institute/Project may be processed in accordance with this schedule, a copy of which is enclosed (not printed).

In respect of the posts for which the Disciplinary Authority and the Appellate Authority is the President of the Council, it has been decided that the appeals preferred by the aggrieved officers will be disposed of by the President of the ICAR (a) in respect of the members of the ARS in consultation with the Committee on Agricultural Research Service and (b) in the case of other officers in consultation with ASRB.

Disciplinary and Appellate Authorities

As per provision of Rule 29A of CCS (CCA) Rules, 1965, the President ICAR may at any time, either on his own motion, or otherwise, review any order passed under these Rules when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come or has been brought to his notice.

Under Bye-law 42 of the Bye-Laws of the Council, Director General, Indian Council of Agricultural Research has been pleased to authorise Director (P) in addition to Secretary/Additional Secretary, Indian Council of Agricultural Research to authenticate orders made in the name of President/Vice-President and Director General ICAR under the CCS (CCA) Rules.

Appeals preferred by the aggrieved officers will be disposed of by the President of the ICAR. As part of the reorganisation of the personnel system in the ICAR two centralised cadres—one relating to the scientists of the ARS and the other for the Administrative Officers, has been constituted. In terms of the rules relating to these cadres, the Appointing Authority is the President of the Council and the Director General, ICAR, respectively. Apart from these, there are certain other posts in different categories for which the powers of appointment vest either with the President or the Director General, ICAR. The question of prescribing the Disciplinary and Appellate Authorities in respect of the Service/Cadre/posts for which the President or the Director-General, ICAR, is the Appointing Authority has been under consideration for some time past. A schedule of disciplinary and Appellate Authorities for these posts for imposition of major and minor penalties in terms of the CCS (CCA) Rules has since been finalised and approved by the President, ICAR. All vigilance cases in respect of the employee of your Institute/Project may be processed in accordance with this schedule, a copy of which is enclosed (not printed).

In respect of the posts for which the Disciplinary Authority and the Appellate Authority is the President of the Council, it has been decided that the appeals preferred by the aggrieved officers will be disposed of by the President of the ICAR (a) in respect of the members of the ARS in consultation with the Committee on Agricultural Research Service and (b) in the case of other officers in consultation with ASRB.

Disciplinary and Appellate Authorities

As per provision of Rule 29A of CCS (CCA) Rules, 1965, the President ICAR may at any time, either on his own motion, or otherwise, review any order passed under these Rules when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come or has been brought to his notice.

Under Bye-law 42 of the Bye-Laws of the Council, Director General, Indian Council of Agricultural Research has been pleased to authorise Director (P) in addition to Secretary/Additional Secretary, Indian Council of Agricultural Research to authenticate orders made in the name of President/Vice-President and Director General ICAR under the CCS (CCA) Rules.

Appeals preferred by the aggrieved officers will be disposed of by the President of the ICAR. As part of the reorganisation of the personnel system in the ICAR two centralised cadres—one relating to the scientists of the ARS and the other for the Administrative Officers, has been constituted. In terms of the rules relating to these cadres, the Appointing Authority is the President of the Council and the Director General, ICAR, respectively. Apart from these, there are certain other posts in different categories for which the powers of appointment vest either with the President or the Director General, ICAR. The question of prescribing the Disciplinary and Appellate Authorities in respect of the Service/Cadre/posts for which the President or the Director-General, ICAR, is the Appointing Authority has been under consideration for some time past. A schedule of disciplinary and Appellate Authorities for these posts for imposition of major and minor penalties in terms of the CCS (CCA) Rules has since been finalised and approved by the President, ICAR. All vigilance cases in respect of the employee of your Institute/Project may be processed in accordance with this schedule, a copy of which is enclosed (not printed).

In respect of the posts for which the Disciplinary Authority and the Appellate Authority is the President of the Council, it has been decided that the appeals preferred by the aggrieved officers will be disposed of by the President of the ICAR (a) in respect of the members of the ARS in consultation with the Committee on Agricultural Research Service and (b) in the case of other officers in consultation with ASRB.
Directors of the Institute may not be delegated powers of suspension of the members of the service. Some of the Directors of the Institutes have enquired whether they can place a scientist of ARS under suspension. The matter has been considered and decided by the Controlling Authority of the Service that since the Appointing Authority for the members of the Service is the President of the Council, the Directors of the Institute may not be delegated powers of suspension of the members of the service.

(No.7-1/77-Per.IV dated 03.02.1979)

Application of Rule 20 of CCS (Conduct) Rules

Instructions have been issued from time to time in the past drawing attention of the employees to the provisions of Rule 20 of CCS (Conduct) Rules 1964 as extended to ICAR that no employee shall bring or attempt to bring any political or outside influence to bear upon authority to further his/her interest in respect of service matters. Despite these instructions, quite a large number of representations are still being received from outsiders in respect of service matters of the employees. In order to curb this tendency on the part of the employees, which also attracts the provisions of Rule 20 of CCS (Conduct) Rules, 1964, it has been decided that,

(a) No notice shall be taken of a representation on service matters submitted by an outsider or a relative of an employee.

(b) Whenever an outsider makes a representation for furthering the service interests of an employee of the Council, it will be assumed that it is being done at the instance of the employee concerned. In the interest of discipline, displeasure of the Council shall be conveyed to the employee concerned for violating the Conduct Rules. If the same thing is repeated, a warning shall be issued and further repetition shall invite disciplinary proceedings, and

(c) An employee shall make representation through his/her superior officer. It will be incumbent on the superior officer to forward the representation to the authority concerned without delay. No notice shall, however, be taken of a representation received by an authority if the same has not been routed through the concerned superior officer. In the interest of discipline, displeasure of the Council overstepping the appropriate channels of correspondence. If the same thing is repeated, a warning shall be issued, and further repetition shall invite disciplinary proceedings.

(No.6(33)/87-WS dated 31.08.1988)
Standard proforma of the memorandum communicating the displeasure of the Council. Orders have been issued by ICAR regarding the application of the provisions of rule 20 of CCS (Conduct) Rules, 1964, and the decision that in case of violation of these provisions displeasure of the competitive authority shall be communicated to the employee concerned in the first instance, and if the provision of the conduct rules are still violated a warning shall be issued. If the violation is further repeated disciplinary action would be initiated. Standard proforma of the memoranda communicating the displeasure of the Council and warning to the defaulting employee are given below. In case of any violation of the CCS (Conduct) Rules on the subject, these proforma may be used for communicating the displeasure of the Council and for issuing warning, as the case may be, in all cases of violations of rules without any discrimination regardless of the action taken on such references which may be positive or negative in the judgement of the Council. A copy of the memorandum of displeasure or warning along with a copy of the document will be sent to the Administration for placing the same in the personal file of the officer. The memorandum will be issued from the Division controlling the employee concerned.

(No.6(33)/87-WS dated 07.02.89)

MEMORANDUM

Sub: Violation of Rule 20 of CCS (Conduct) Rules 1964 communication of displeasure.

As is clear from the copy of the document enclosed, Shri/Smt./Kum. Dr. ...... has attempted to bring political/outside influence to bear upon the Council to further his/her interests in respect of matters pertaining to his/her service under the Council. This violation of Rule 20 of the CCS (Conduct) Rules, 1964, as applicable to ICAR employees, has been viewed seriously by the Council. Consequently, the undersigned is constrained to communicate to him/her the displeasure of the Council and he/she is advised that a repetition of such a violation would invite a more severe action. A copy of this memorandum is being placed in the personal file of the officer.

Director (P & T)/
Deputy Secretary

1. Copy with a copy of the document forwarded to the Director. It is requested that the original memorandum may please be delivered to the officer and his/her acknowledgement obtained.

2. Copy with connected papers placed in the personal folder of the Officer.
MEMORANDUM

Sub: Violation of Rule 20 of CCS (Conduct) Rules, 1964 warning for.

Vide this Council's memorandum No.... dated..... Shri/Smt./Kum. / Dr...... was communicated the displeasure of the Council and advised not to repeat the violation of Rule 20 of the CCS (Conduct) Rules 1964. It is, however, seen from the copy of the document enclosed that Shri/Smt./Kum./Dr...... has again attempted to bring political/outside influence to bear upon the Council to further his/her interests in respect of matters pertaining to his/her service under the Council. This repetition of the violation of the said Rule has been viewed very seriously by the Council and Shri/Smt./Kum./Dr...... is hereby warned to be careful and to ensure that there is no further repetition of this violation. Failure to maintain the conduct strictly in conformity with the Rules will invite disciplinary action against him/her under the relevant disciplinary rules. A copy of this warning is being placed in the personal file of the officer.

Secretary

1. Copy with a copy of the document forwarded to the Director.... It is requested that the original memorandum may please be delivered to the officer and his/her acknowledgement obtained.

2. Copy with connected papers placed in the personal folder of the officer.

Copies of correspondence indicating use of political and outside influence by the Council's employee may be kept in the personal file. In connection with the violation of the provisions of rule 20 of CCS (Conduct) Rules, 1964, as applicable to ICAR, it has been decided that the copies of correspondence indicating the use of political and outside influence by the Council's employee in violation of the provisions of the said rules, may be kept in the personal file of the employee concerned and this fact may be taken into account while writing his/her annual confidential reports. This will be without prejudice to other steps that may be taken for violation of the provisions of the Conduct Rules.

(No.6/33/87-WS dated 23.08.89)
Chapter 19

SCIENTIFIC ASSIGNMENTS

Scientists are assigned with various scientific activities by the parent foreign organisations. They are also actively involved in writing to media. Government of India/ICAR have formulated guidelines on the subject.

1. **Guidelines for accepting examinerships.** The following guiding regulatory principles may be adhered for accepting examinerships offered by the various Universities without reference but with an intimation to the Council.

   (i) Not more than five examinerships may be accepted in a year by a Scientist.
   (ii) The Director and other Scientists in Senior Class-I scales and above may ordinarily accept examinerships of only graduate or post-graduate levels.
   (iii) The other Scientists in Junior Class-I and below may accept examinership below degree levels also.
   (iv) T.A. and D.A. for the journey will be paid by the University concerned.
   (v) The acceptance and/or grant of honoraria/fees will be governed by the provisions of the Fundamental and Supplementary Rules and other rules of the Government of India in this regard, which are being followed by the Council, mutatis mutandis.
   (vi) The period of absence will be treated as duty.

   All the cases should be decided on merits keeping in view the paramount importance of ensuring that the work of the Institute/centre which the Director or the other employees is/are engaged in is not in any way adversely affected by the acceptance of the examinerships.

   (No.2-76/66-Reorg/Adm) dated 05.01.73

2. **Internal examinerships and its counting against limitation.** The internal examinerships which are assigned to the Scientists of the Research Institutes for conducting teaching courses and/or by the ICR for the fellowships examinations conducted by the Council will be in addition to the five examinerships referred in Council's letter dated 05.01.71.

   (No 2-76/66-Reorg/Adm) dated 29.01.73)
3. Guidelines for publishing research findings in Scientific Journals. A Scientist is authorised to forward his/her research papers to a Scientific Journal for publication if the Head of the Division or the Director does not give his constructive comments within a fixed period of time. The onus for assessing the suitability of the Paper for publication will rest in the Editor of the Journal. The full responsibility of the paper will rest with the author(s).

The following guidelines are drawn on the subject with the approval of the Governing Body and the President, ICAR.

(i) All research workers will be encouraged to write the results of their research work in good scientific journals.

(ii) For this purpose, the research worker(s) would be required to submit the manuscript of his/her/their research paper(s) to the Director of the Institute or Head of Division in which he/she/they are working, seeking his clearance.

(iii) The manuscripts of scientific papers should be cleared by the Head of the Division in large Institutes (IARI, IVRI, and NDRI), and Directors in the other Institutes positively within a month from the date of submission of the manuscript by the Scientist.

(iv) All Directors (and Heads of Divisions, IARI, IVRI, and NDRI) shall maintain a register specifically for keeping a record of all such manuscripts cleared (with dates of receipt and clearance of the manuscript).

(v) While communicating the clearance of the manuscript, the Official No. in accordance with the Register mentioned at (iv) above shall be recorded on the approved copy of the manuscript as (Paper No. from ______ from ______ (Name of the Inst./Division).

(vi) Where the Head of a Division/Director considers that the paper does not merit publication, but the individual scientist does not agree with that view, or where there is undue delay in offering comments, the scientist concerned could forward the paper for publication on his/her responsibility making it explicit in the forwarding letter to the Editor of the Journal that the Institute does not hold responsibility for the opinion expressed therein. A copy of the paper should be endorsed to the Head of the Division/Director.

(vii) If any paper had been withheld in the past by the Director/Head for any reason but the scientist still holds the view that the paper is worthy of publication, he/she may forward the paper to a scientific journal as provided under guideline (vi).
These guidelines are applicable only to research papers and not to material of extension value. Papers giving advice to farmers, fishermen or public should be cleared by the appropriate screening committee set up by the Institute for this purpose so as to ensure that only well-tested and economically proven results are passed on to farmers/fishermen.

(No.10-11/77-Per.IV dated 09.11.1977)

4. Young Scientists to be encouraged. The Estimates Committee in their 35th Report to the Lok Sabha have observed that the Senior Scientists in the ICAR Institutes pressurise Junior Scientists to insert their names even in those papers in which they (Senior Scientists) have not made any contribution. Some young Scientists complained that their research papers were not published because they did not want the name of the Head to be associated with the publication. The Committee, therefore, felt that such a tendency, if there is any, is not good. There should be full freedom for scientists to publish their research findings in scientific journals. The Committee would expect the Senior Scientists to be generous enough to allow their Juniors to claim sole credit for the research papers in which they (Sr. Scientists) have made no contribution, and thus establish a healthy climate of goodwill in their units.

(No.10-20/79-Per.IV dated 16.07.1979)

5. Receipt of royalty or honorarium from the Publishers. In accordance with the Rule 8 of the CSS (Conduct) Rules 1964, no Council's employee shall publish a book himself or through a publisher or contribute an article to a book or compilation of articles except with the previous sanction of the Council. However, no such permission is required if the publication is of a purely literary, artistic and scientific character. It is, therefore, necessary for the scientists/technicians who propose to bring out the publications to ensure that the publication is of a purely scientific character. If the publication is not of scientific character, he has to take prior permission of the Council through the Director before undertaking the publication.

With regard to the acceptance of royalty, the royalty is to be considered as fee, and is subject to S.R.12. The provisions of S.R.12 will not however be applicable if the income derived by a Council's employee from sale or royalties of a book written by him with the aid of the knowledge acquired by him during the course of his service, and if such a book is not a mere compilation of Government rules, regulations or procedures but it reveals the author's scholarly study of the subject A
certificate to the above effect should be furnished by the Secretary of the Ministry/Department concerned while recommending to the Ministry of Finance the relaxation of S.R.12 in such cases. In the case of publication brought out by the employees of the Institutes, the Directors concerned should examine if the conditions mentioned above are fulfilled and if so they should furnish such a certificate to the Council to enable the Director-General, ICAR in his capacity as Secretary (DARE) to issue such a certificate to the Ministry of Finance if relaxation of S.R.12 is to be given.

(No.10-13/80-Per.IV 19.06.80)

6. Presentation of scientific papers in the international conferences. Whenever the Institute receives any reference from foreign Government/Organization, etc., directly and decide to suggest topics and papers for presentation by Scientists working in the Institute, careful consideration should be given particularly to the quality, relevance and standard of the papers being forwarded by them to the international agencies, etc. Simultaneously, a copy of the paper so forwarded should be sent to the DDG concerned at the ICAR Headquarters. However, in cases where there is any other relevant aspect, the views/concurrence of ICAR should invariably be obtained before forwarding the paper. It should also be noted that mere forwarding of the paper must not be taken as a commitment on the part of the ICAR/Government of India/Institute for the deputation abroad of the Scientist(s) concerned for presenting the paper in the Conference, meeting etc. Full details of the Scientists whose papers are finally accepted by the foreign agency concerned for presentation, should be invariably forwarded to the ICAR, for decision of the competent authority, as to who if anyone, need be deputed abroad for personally presenting the papers and or for taking part in the discussions.

(No.10/31/84-I.C/I dated 13.02.85)

ICAR'S DECISION

(1) Channel for publication. (a) Scientists and others in the ICAR system must invariably send articles for popular journals through the Director concerned. (b) The articles from agricultural and other Universities must be forwarded through the respective Head of Division. (c) If there is delay of one clear month, a copy of the article may then be sent directly to the Editor of ICAR popular journal, under intimation, in writing, to the Director/Head of the Division, as the case may be.

(No.20-3/85-Pub.II dated 15.04.85)
(2) **Membership/Editing of Scientific and other Journals.** In accordance with the provisions of the CCS(Conduct) Rules, 1964, as adopted by the Council, no employee shall, except with the previous sanction of the Competent Authority, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication. In view of this, the previous sanction of the competent authority is essential for accepting such assignments. The Directors of the Research Institutes may grant permission to the scientists and other employees of the Institutes to accept editorship/membership on editorial boards of journals published by scientific societies and private organisations, subject to the following conditions.

1. The acceptance of such assignments will not in any way adversely affect the work of the Institute.
2. The acceptance of fee, if any, on this account will be governed by the provisions of the FRs and SRs and other rules of the Government of India in this regard.
3. The name of the Institute/Council should not be associated in any manner in the course of carrying out such assignments.
4. So far as the Directors of the Research Institutes are concerned, approval of the Council should be obtained before accepting such assignments.

(No.2-21/73-Recorgn(Adm) dated 11.10.78)

7. **Participation in Radio Broadcasts.** The ICAR Scientists are not required to obtain any sanction to broadcast on All India Radio if such broadcasts are of a purely literary, artistic or scientific character. In such cases the onus of ensuring that the broadcasts are of such a character rests on the scientist concerned. In cases in which no sanction is required for such broadcasts, no permission is necessary for ICAR employees to receive the honorarium. In cases where sanction to broadcast and receive honorarium is necessary, such sanction, should be taken to carry with:

(GOI Decision No.1 below Rule 8 of CCS(Conduct) Rules vide MHA OM No 25/32/56-Estd(A), dated 15.01.19)

8. **Delivering Lectures.** Where lectures are delivered by the Council employees under any well defined lecture series like the Lal Bahadur Shastri Memorial lectures or Nehru Memorial lectures etc., honorarium as
(1) Where lectures are delivered in one Institute by scientists from another ICAR Institute, no honorarium is admissible. TA and DA as admissible may, however, be paid to them.

(2) Where a scientist from an ICAR Institute is permitted to deliver a lecture in an Institution outside the control of the ICAR, he is entitled to receive the fee as admissible according to the rules of that Institution subject to any limitations under the rules of the ICAR.

(3) No remuneration should be paid to outside experts if such experts are engaged by the Research Institute for delivering lectures on Rural Orientation Training to Agricultural Research Probationers who may visit their Institutes.

(4) The part-time lectureship amounts to regular remunerative occupation attracting need for sanction under Conduct Rule 15. However, if an ICAR Scientist undertakes to perform some work of casual or occasional nature like delivering lectures occasionally in some educational institutions, can be permitted under Supplementary Rule 11.

9. Undertaking Private Consultancy work. The private practice (whether it be in the nature of consultancy work or of some other type of work) shall not be permitted to any member of the staff in any ICAR Institute. The purpose of permitting private practice to officials, viz. to enable them to keep pace with the scientific/technological advancements that are taking place in their respective fields and to improve their professional competence, can be served by the Institute concerned itself taking up the consultancy work.

10. Directorship on the Board of Directors of Public Sector Undertakings. There is no objection to the scientists of the Council taking up the Directorship on the board of Directors of Public Sector Undertakings, subject to the following conditions.
(1) The competent authority under the Council should be satisfied that the taking up of such assignment will not be detrimental to the efficient performance of duties by the Scientists concerned; the competent-authority in respect of the Directors of the Research Institutes and other scientists at the Council's headquarters will be Director-General, Indian Council of Agricultural Research, while in respect of the other scientists in the Research Institutes it will be the Directors of the respective Research Institutes.

(2) The approval of the Council should be obtained for allowing the Scientists to accept the Directorship and to permit him to attend the meetings of the Board of Directors, so that the period of attendance can be construed as duty.

(3) The acceptance of such Directorship will be limited to three at any time.

(4) The Scientists will not be permitted to accept any sitting fees for attending the meetings of the Board of Directors. They may, however, draw TA & DA from the Public Sector Undertakings in accordance with the rules and regulations being followed by them.

(No. 2.13/69-Recorg(Adm) dated 23.02.70)
In order to finalise the cadre strength of various Institutes and considering the need for redeployment of scientists to new Centres in different division of the Council keeping in view the importance of new thrust areas, it has been decided by the Competent Authority in consultation with all the Heads of Subject Matter Division to revise the cadre strength of the Institutes/National Research Centres/Project Directorates of ICAR in the different grades of Scientist/Sr. Scientist/Principal Scientist. The proposal has also been approved by the Governing Body and President ICAR. The revised cadre strength of the divisions has been fixed as under.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Division</th>
<th>Revised Cadre Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Scientist</td>
</tr>
<tr>
<td>1.</td>
<td>Animal Science</td>
<td>644</td>
</tr>
<tr>
<td>2.</td>
<td>Soil and Agronomy</td>
<td>585</td>
</tr>
<tr>
<td>3.</td>
<td>Horticulture</td>
<td>562</td>
</tr>
<tr>
<td>4.</td>
<td>Fisheries</td>
<td>486</td>
</tr>
<tr>
<td>5.</td>
<td>Engineering</td>
<td>268</td>
</tr>
<tr>
<td>6.</td>
<td>Crops Science</td>
<td>1275</td>
</tr>
<tr>
<td>7.</td>
<td>Extension</td>
<td>20</td>
</tr>
<tr>
<td>8.</td>
<td>Education (NAARM)</td>
<td>00</td>
</tr>
<tr>
<td>9.</td>
<td>ICAR Headquarters</td>
<td>41</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>3881</strong></td>
</tr>
</tbody>
</table>

The distribution of the above cadre in various Institutes is given division-wise at the end of this Chapter. The cadre of scientists has further been distributed discipline-wise, after the approval of Director General, ICAR on the proposals received from the Deputy Director General. The Directors are to report vacant posts in each grade after discipline-wise redeployment of scientists to the concerned Deputy Director General, who in turn will compile data of the Division as a whole and inform Personnel Division. The DDGs may ensure that these vacant posts being informed to the Personnel Division have been identified after adjusting the vacancy in the discipline of an Institute with the excess present in any other Institute, so that only the net vacant position in a particular discipline for the whole division is informed.
In the same manner, any discipline found to be in excess in any case, should be informed by the DDG to the Personnel Division, after collecting the same from the Institutes. It is likely that there may be more scientific position in a discipline than what has been fixed as per revised cadre strength. In such cases, the existing incumbents need not be disturbed immediately. Efforts for readjustment will be made gradually to ensure implementation of revised cadre strength. It may be noted that the cadre of Principal Scientists includes Heads of Division and Project Co-ordinators. The positions of Directors/Joint Directors, etc., are in addition to the posts of Principal Scientists, and have not been included in the cadre strength. The Director of the Institute/Research Centre is not permitted to change the disciplines of the posts in the Institute, unless it has the prior approval of the Director General. The proposals for any change should be made by the Director to his DDG and submitted for Director General's approval. All such changes made after DG's approval must be informed to the Personnel Division.

For the purpose of this exercise, and for calculating vacant posts in different disciplines, it must be remembered that the present incumbents with the designations of Scientists (Selection Grade)/Sr. Scientists Principal Scientists who have got this designation by virtue of her/its one of the grades S-2 or S-3 or even higher personal scale, and that scale is a way of assessment promotions, will be considered and counted again Scientist or Sr. Scientist cadre, as the case may be, for depicting vacant positions in the concerned discipline. To elucidate, the following examples are given.

1. Scientist ‘A’ got assessment promotion from S-1 to S-2 and is now designated as Scientists (SG) or Sr. Scientist, then he will be counted in the cadre of Scientist and not Sr. Scientist.

2. Scientist ‘B’ who got assessment promotion from S-1 to S-2, and even higher personal scale and is now designated as Principal Scientist will be counted in the cadre of Scientist and not Principal Scientist.

3. Scientist ‘C’ was directly recruited as S-2 and got assessment promotion to S-3 and even higher personal scale and is now designated Principal Scientist. He will be counted in the cadre of Sr. Scientist and not Principal Scientist.
### AGRICULTURAL SCIENTIFIC SERVICE RULE

### SUMMARY OF CADRE STRENGTH OF ARS

<table>
<thead>
<tr>
<th>Name of Division</th>
<th>Revised Cadre Strength</th>
<th>Scientist</th>
<th>Senior</th>
<th>Principal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Animal Science</td>
<td>644</td>
<td>276</td>
<td>124</td>
<td>3044</td>
<td></td>
</tr>
<tr>
<td>2. Soil and Agronomy</td>
<td>585</td>
<td>265</td>
<td>125</td>
<td>975</td>
<td></td>
</tr>
<tr>
<td>3. Horticulture</td>
<td>562</td>
<td>199</td>
<td>77</td>
<td>838</td>
<td></td>
</tr>
<tr>
<td>4. Fisheries</td>
<td>486</td>
<td>133</td>
<td>63</td>
<td>682</td>
<td></td>
</tr>
<tr>
<td>5. Engineering</td>
<td>268</td>
<td>113</td>
<td>65</td>
<td>446</td>
<td></td>
</tr>
<tr>
<td>6. Crops Science</td>
<td>1275</td>
<td>567</td>
<td>241</td>
<td>2083</td>
<td></td>
</tr>
<tr>
<td>7. Extension</td>
<td>20</td>
<td>23</td>
<td>6</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>8. Education (NAARM)</td>
<td>00</td>
<td>22</td>
<td>18</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>9. ICAR Headquarters</td>
<td>41</td>
<td>53</td>
<td>29</td>
<td>123</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3881</strong></td>
<td><strong>1651</strong></td>
<td><strong>748</strong></td>
<td><strong>6280</strong></td>
<td></td>
</tr>
</tbody>
</table>

### CADRE STRENGTH OF SCIENTISTS IN ICAR INSTITUTES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Division</th>
<th>Revised Cadre Strength</th>
<th>Scientist</th>
<th>Senior</th>
<th>Principal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IVRI, Izatnagar</td>
<td>222</td>
<td>110</td>
<td>45</td>
<td>377</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NDRI, Karnal</td>
<td>147</td>
<td>58</td>
<td>25</td>
<td>230</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CSWRI, Avikanagar</td>
<td>72</td>
<td>20</td>
<td>9</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CIRG, Makhdoom</td>
<td>37</td>
<td>12</td>
<td>7</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CARI, Izatnagar</td>
<td>33</td>
<td>18</td>
<td>4</td>
<td>55</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>CRB, Hisar</td>
<td>21</td>
<td>10</td>
<td>4</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>NBAGRINIAG, Karnal</td>
<td>21</td>
<td>10</td>
<td>4</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>PD Cattle, Mernut</td>
<td>9</td>
<td>4</td>
<td>2</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>PD Poultry, Hyderabad</td>
<td>7</td>
<td>4</td>
<td>4</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>NRC Camel, Bikaner</td>
<td>12</td>
<td>4</td>
<td>4</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>NRC Equine, Hisar</td>
<td>12</td>
<td>6</td>
<td>2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>NRC Mithun, Shillong</td>
<td>7</td>
<td>3</td>
<td>1</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>NRC Yak, Dirang, Arunachal Pradesh</td>
<td>7</td>
<td>3</td>
<td>1</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>
### CADRE STRENGTH OF ARS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Division</th>
<th>Revised Cadre Strength</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Scientist</td>
<td>Senior</td>
</tr>
<tr>
<td>14.</td>
<td>NCAP, New Delhi</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>15.</td>
<td>NIAN &amp; Physics, Bangalore</td>
<td>27</td>
<td>8</td>
</tr>
<tr>
<td>16.</td>
<td>Project Coordinator at State Agr. University</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>644</td>
<td>276</td>
</tr>
</tbody>
</table>

### SOIL AGRONOMY AND AGRO-FORESTRY

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Division</th>
<th>Revised Cadre Strength</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Scientist</td>
<td>Senior</td>
</tr>
<tr>
<td>1.</td>
<td>CSSRI, Karnal</td>
<td>41</td>
<td>22</td>
</tr>
<tr>
<td>2.</td>
<td>CRIDA, Hyderabad</td>
<td>39</td>
<td>20</td>
</tr>
<tr>
<td>3.</td>
<td>NRC for Weed Science, Jabalpur</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>4.</td>
<td>ICAR Res. Complex, Shillong</td>
<td>127</td>
<td>51</td>
</tr>
<tr>
<td>5.</td>
<td>NRC Agroforestry, Jhansi</td>
<td>16</td>
<td>7</td>
</tr>
<tr>
<td>6.</td>
<td>Directorate Water Management, Rahuri</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>7.</td>
<td>WTC, Bhubaneshwar</td>
<td>17</td>
<td>8</td>
</tr>
<tr>
<td>8.</td>
<td>PD for CSR, Modipuram</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>9.</td>
<td>CSWCR&amp;T, Dehradun</td>
<td>85</td>
<td>31</td>
</tr>
<tr>
<td>10.</td>
<td>ICAR, Port Blair</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>11.</td>
<td>IESS, Bhopal</td>
<td>22</td>
<td>15</td>
</tr>
<tr>
<td>12.</td>
<td>NBSS&amp;LUP, Nagpur</td>
<td>71</td>
<td>21</td>
</tr>
<tr>
<td>13.</td>
<td>CAZRI, Jodhpur</td>
<td>91</td>
<td>40</td>
</tr>
<tr>
<td>14.</td>
<td>Project Coordinator at State Agr. University</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>585</td>
<td>265</td>
</tr>
</tbody>
</table>

### HORTICULTURE DIVISION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Division</th>
<th>Revised Cadre Strength</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Scientist</td>
<td>Senior</td>
</tr>
<tr>
<td>1.</td>
<td>IIHR, Bangalore</td>
<td>140</td>
<td>47</td>
</tr>
<tr>
<td>2.</td>
<td>CISH, Lucknow</td>
<td>32</td>
<td>7</td>
</tr>
<tr>
<td>3.</td>
<td>CITHT, Srinagar</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>CPRI, Shimla</td>
<td>105</td>
<td>39</td>
</tr>
<tr>
<td>5.</td>
<td>CTCRI, Trivandrum</td>
<td>39</td>
<td>17</td>
</tr>
<tr>
<td>6.</td>
<td>PDVR, Varanasi</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>7.</td>
<td>CPCRI, Kasargod</td>
<td>75</td>
<td>25</td>
</tr>
</tbody>
</table>
### AGRICULTURAL SCIENTIFIC SERVICE RULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Division</th>
<th>Revised Cadre Strength</th>
<th>Senior Scientist</th>
<th>Principal Scientist</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Scien-tst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>IIISR, Calicut</td>
<td>25</td>
<td>13</td>
<td>3</td>
<td>41</td>
</tr>
<tr>
<td>9</td>
<td>NRCO(AH), Bikaner</td>
<td>14</td>
<td>5</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>10</td>
<td>NRC(C), Nagpur</td>
<td>15</td>
<td>3</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>11</td>
<td>NRC(B), Trichy</td>
<td>10</td>
<td>4</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>12</td>
<td>NRC (Grapes), Pune</td>
<td>10</td>
<td>4</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>13</td>
<td>NRC (Musroom), Solan</td>
<td>13</td>
<td>4</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>14</td>
<td>NRC (Orchid), Gangtok</td>
<td>6</td>
<td>3</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>NRC (O&amp;G), Nasik</td>
<td>6</td>
<td>3</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td>NRC (Cashew), Puthur</td>
<td>10</td>
<td>5</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>ICAR Res. Com. Goa</td>
<td>14</td>
<td>4</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>18</td>
<td>NRC (M&amp;AP), Anand</td>
<td>10</td>
<td>4</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>562</td>
<td>199</td>
<td>77</td>
<td>838</td>
</tr>
</tbody>
</table>

### FISHERIES DIVISION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Division</th>
<th>Revised Cadre Strength</th>
<th>Senior Scientist</th>
<th>Principal Scientist</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CICFRI, Barrackpore</td>
<td>76</td>
<td>16</td>
<td>8</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>CMFRI, Cochin</td>
<td>132</td>
<td>38</td>
<td>19</td>
<td>189</td>
</tr>
<tr>
<td>3</td>
<td>CIF, Cochin</td>
<td>72</td>
<td>19</td>
<td>9</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>CIF, Bhubaneswar</td>
<td>57</td>
<td>14</td>
<td>7</td>
<td>78</td>
</tr>
<tr>
<td>5</td>
<td>CIBA, Madras</td>
<td>47</td>
<td>14</td>
<td>4</td>
<td>65</td>
</tr>
<tr>
<td>6</td>
<td>CBIE, Bombay</td>
<td>60</td>
<td>20</td>
<td>10</td>
<td>90</td>
</tr>
<tr>
<td>7</td>
<td>NBFGR, Lucknow</td>
<td>28</td>
<td>8</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>8</td>
<td>NRCCWF, Haldwani</td>
<td>14</td>
<td>4</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>486</td>
<td>133</td>
<td>63</td>
<td>682</td>
</tr>
</tbody>
</table>

### ENGINEERING DIVISION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Division</th>
<th>Revised Cadre Strength</th>
<th>Senior Scientist</th>
<th>Principal Scientist</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ITRI, Ranchi</td>
<td>39</td>
<td>12</td>
<td>4</td>
<td>55</td>
</tr>
<tr>
<td>2</td>
<td>JTRL, Calcutta</td>
<td>34</td>
<td>12</td>
<td>6</td>
<td>52</td>
</tr>
<tr>
<td>3</td>
<td>CIPHEH, Ldth/Abochar</td>
<td>34</td>
<td>18</td>
<td>11</td>
<td>63</td>
</tr>
<tr>
<td>4</td>
<td>CIRCOT, Bombay</td>
<td>36</td>
<td>9</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>5</td>
<td>CIAE, Bhopal</td>
<td>45</td>
<td>30</td>
<td>21</td>
<td>96</td>
</tr>
<tr>
<td>6</td>
<td>IASRI, New Delhi</td>
<td>80</td>
<td>32</td>
<td>18</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>268</td>
<td>113</td>
<td>65</td>
<td>446</td>
</tr>
</tbody>
</table>
## Cadre Strength of ARS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Division</th>
<th>Senior Scientist</th>
<th>Principal Scientist</th>
<th>Total Scientist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CICR, Nagpur</td>
<td>57</td>
<td>20</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>CRRI, Barrackpore</td>
<td>60</td>
<td>14</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>CRRI, Cuttack</td>
<td>86</td>
<td>40</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>CTRI, Rajamundry</td>
<td>51</td>
<td>22</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>IARI, New Delhi</td>
<td>430</td>
<td>202</td>
<td>88</td>
</tr>
<tr>
<td>6</td>
<td>IGFRI, Jhansi</td>
<td>105</td>
<td>42</td>
<td>13</td>
</tr>
<tr>
<td>7</td>
<td>IPRA, Kanpur</td>
<td>47</td>
<td>20</td>
<td>11</td>
</tr>
<tr>
<td>8</td>
<td>IISR, Lucknow</td>
<td>53</td>
<td>25</td>
<td>12</td>
</tr>
<tr>
<td>9</td>
<td>NBPG, New Delhi</td>
<td>83</td>
<td>37</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>SBI, Coimbatore</td>
<td>58</td>
<td>22</td>
<td>9</td>
</tr>
<tr>
<td>11</td>
<td>VPKAS, Almora</td>
<td>34</td>
<td>16</td>
<td>5</td>
</tr>
<tr>
<td>12</td>
<td>NCIPM, New Delhi</td>
<td>13</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td>NRC Groundnut, Junagadh</td>
<td>22</td>
<td>14</td>
<td>4</td>
</tr>
<tr>
<td>14</td>
<td>NRCR Seed, Bharatpur</td>
<td>21</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td>NRC Sorghum, Hyderabad</td>
<td>22</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>16</td>
<td>NRC Soybean, Indore</td>
<td>18</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>17</td>
<td>PD Bio.C., Bangalore</td>
<td>15</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>18</td>
<td>DOR (Oilseeds), Hyderabad</td>
<td>21</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>19</td>
<td>DRR (Rice), Hyderabad</td>
<td>37</td>
<td>16</td>
<td>8</td>
</tr>
<tr>
<td>20</td>
<td>Directorate on Wheat, Karnal</td>
<td>34</td>
<td>18</td>
<td>8</td>
</tr>
<tr>
<td>21</td>
<td>Director Coordinator at</td>
<td>00</td>
<td>00</td>
<td>0</td>
</tr>
<tr>
<td>22</td>
<td>State Agricultural University</td>
<td>8</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>National Centre on Finger Printing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1275</td>
<td>567</td>
<td>241</td>
</tr>
</tbody>
</table>

### Agricultural Extension Division

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Division</th>
<th>Senior Scientist</th>
<th>Principal Scientist</th>
<th>Total Scientist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NRC on Women in Agriculture</td>
<td>4</td>
<td>7</td>
<td>6*</td>
</tr>
<tr>
<td>2</td>
<td>Zonal Co-ordinating units</td>
<td>16</td>
<td>16</td>
<td>00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>20</td>
<td>23</td>
<td>6</td>
</tr>
</tbody>
</table>

*One post of Principal Scientist will be converted into the post of Director.
<table>
<thead>
<tr>
<th>Name of Division</th>
<th>Revised Cadre Strength</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scien.</td>
<td>Senior</td>
</tr>
<tr>
<td>EDUCAITON DIVISION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. NAARM, Hyderabad</td>
<td>00</td>
<td>22</td>
</tr>
<tr>
<td>ICAR HEADQUARTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Existing Posts, Reserves and for scientists placement scheme (being developed)</td>
<td>41</td>
<td>53</td>
</tr>
</tbody>
</table>

(No.8(9)/95-Per./IV dated 12.04.96)
Chapter 21

PATENTS

Protection of Intellectual property assumes greater importance in today's liberalisation and globalisation policies for generation of resources and recognition of efforts made by Scientists/Technologists.

Efforts have been to introduce the salient features of the subject. ICAR has brought out a comprehensive publication on "Guidelines for obtaining Patents for Intellectual Property Developed in the ICAR System" during September, 1996. Salient features of the Patent Act, 1970, procedure and mechanism for obtaining patents and various proforma for filing applications have been enumerated in detail in the publication. For further information the subject, Assistant Director General (IPR), ICAR may be contacted.

Introduction. Just as any property, moveable or immovable, needs to be protected for its safety, the intellectual property created as a result of intellectual input of an individual also deserves protection from infringement. The laws for such protection are generally enacted by the state through appropriate statutes which entitle the "property owner" to get the reward/remedy for the time, labour and money spent in creating the property. It is an asset which can be bought, sold, licensed, exchanged or gratuitously given away like any other form of property. Further, such property has to be made available to the public for the well being of the society and for further improvements to ensure economic and industrial development of the country. However, the intellectual property owner has the right to prevent the unauthorised use or sale of the property.

The laws of intellectual property rights cover four distinct types of intangible property, viz. patents, trade marks, copyrights and trade secrets. Patents are now universally acknowledged as the means for stimulating and encouraging research and for establishing and promoting industries in a country.

Definition of a patent. A patent, generally speaking, is a grant from the government which confers on the grantee for a limited period of time the exclusive privilege of making, selling and using the invention for which a patent has been granted and also of authorising others to do so.

The grant of patents for Inventions in India is governed by the Patents Act, 1970 (hereinafter referred to as the Rules) which came into effect from 20 April, 1970. A patent granted under the Act is subject to the
condition stipulated in Section 47 of the Act. A patent granted under the Act confers upon the patentee where the patent is for an article or a substance, the exclusive right by himself, his agents or licensees to use or exercise the method or process in India. The patents granted under the Act are operative in the whole of India but not outside India. Similarly, the legal rights in the patents granted in another country can be enforced only in that country.

**Definition of an Invention.** An "Invention" which is patentable has been defined under Section 2(1) of the Patent Act 1970 as one which is new and useful and relates to (i) art, process, method or manufacture (ii) machine, apparatus or other articles, and (iii) substance produced by manufacture and includes any new and useful improvements of any of them and an alleged invention.

According to the above definition, if a starting material is subjected to a process of operation to convert it in a manner that it produces a new and useful article or a substance, it is patentable invention. But if the starting material remains unaltered by the process and the said product also remains the same, then the said process is not an "invention" under the Patent Act.

**Procedure for obtaining a patent.** The following are the successive stages of the procedure for obtaining a Patent.

1. Filing an application for a patent accompanied by either a provision specification or a complete specification;
2. Filing the complete specification if a provisional specification accompanied the application;
3. Examination of the application;
4. Acceptance of the application and advertisement of such acceptance in the Official Gazette;
5. Overcoming opposition, if any, to the grant of a patent;

Detailed guidelines are enumerated for each stage of the procedure.
Existing provisions for obtaining Patents. The ICAR has adopted the following procedure in the matter of processing the cases for obtaining patents of the process/design, etc., developed at the research institutes.

i) The patent will be obtained in the name of ICAR only and not jointly in the name of ICAR and the concerned institute.

ii) The application for patent in appropriate proforma will be forwarded by the Director of the institute without obtaining the prior approval of SRC, RAC and IMC.

iii) The application for patent duly forwarded by the Director will be sent to the ADG(IPR) at the ICAR Hqrs who will get it scrutinised from technical and legal angle and submit to Patent Office.
Chapter 22
AWARDS

ICAR and other institutions offer various awards to Agricultural Scientists of ICAR/SAUs for their outstanding contributions to the agriculture and allied fields. The awards may be of annual, biennial or triennial. Efforts have been made to compile information on the subject. However, for further information, it is suggested to refer ICAR's publication on ICAR Award Ceremony, 1996 or contact ADG (CS), ICAR.

BEST INSTITUTION AWARDS

The Indian Council of Agricultural Research (ICAR) was bestowed with the King Baudouin Award in 1989 for its valuable contribution in ushering the green revolution in India and making the country self-reliant in food production. Interest accrued from the prize money (about Rs. 1.5 lakh) and an equivalent sum provided from A.P. Cess Fund have been utilised for instituting these awards. Three awards of Rs. 1 lakh each to two ICAR Institutes and one State Agriculture University will be awarded annually for the best performance in Agricultural Research, Extension and Education. The Institutes and SAUs may utilise the interest accrued from the award money to reward annually their best departments/groups recognising their contributions in whatever form they wish to promote research and education including social welfare of their staff. All the Institutions under the ICAR system including State Agricultural Universities are eligible. The performance of the Institution during the preceding 10 years will be judged on the following criteria.

i) Outstanding contribution of applied and/or basic significance in any one or more disciplines as evidenced by research output patents obtained and technologies developed and extent of their adoption.

ii) Economic impact in terms of production growth, import substitution, export promotion and industrialisation.

iii) Achievements towards food and nutrition security.

iv) Achievements towards ecological security leading to natural resource protection.

v) Accomplishments in human resource development.
vi) Innovations introduced in Research, Training and Education as well as development of Inter Institutional linkages.

vii) Generation of additional funds from sources outside the ICAR/SAU system

viii) Knowledge generated and disseminated.

**RAFI AHMED KIDWAI MEMORIAL AWARD**

'Rafl Ahmed Kidwai Memorial Awards for Agricultural Research' is given in memory of the late Shri Rafl Ahmed Kidwai, the President of ICAR from 1952 to 1954 to create an incentive for research workers in India and to recognize outstanding research work done in the fields of Agriculture, Animal Husbandry and Allied Sciences. Nine prizes in seven different categories will be given once in three years. Each prize carries a value of Rs. 1 lakh.

**FAKHRUDDIN ALI AHMED AWARDS**

In March 1977, the ICAR instituted Fakhruddin Ali Ahmed Awards for outstanding Agricultural Research in Tribal Areas. The Award has been named after the late Shri Fakhruddin Ali Ahmed, who was the President of ICAR during 1971-74. Two awards carrying a cash prize of Rs. 50,000/- each are given biennially, i.e. once in 2 years, for outstanding research in the tribal regions of the country: one in the field of Agricultural Sciences and the other in Animal Sciences including Fisheries.

**VASANTRAO NAIK AWARD**

The Vasant Rao Naik Award for Research Application in Agriculture was instituted in 1994 out of a corpus fund of Rs. 10 lakhs given to the ICAR by the Vasant Rao Naik Agricultural Research and Rural Development Foundation, Mumbai. An annual award of Rs 1 lakh is given to a scientist or an extension worker who has made outstanding contribution in the area of Water Conservation and Dryland Farming as under:

i) Analysis of the problems, complexities and constraints in rainfall production systems, which will advance our knowledge in the area, as evidenced by publications.
Development of improved water conservation and dryland farming technique(s) as evidenced by publications in research extension journals.

Adoption and execution of technique(s) (developed through research and development) by the Central/State Departments, non-governmental organizations, farmers and its extent of spread, as can be assessed from official reports, surveys and media reports.

**JAWAHARLAL NEHRU AWARDS**

In January 1969, the ICAR instituted the 'Jawaharlal Nehru Awards for Post-graduate Agricultural Research' based on Ph.D. thesis of the young scientists as an incentive for high-quality fundamental or applied research among post-graduate students in India, to recognize outstanding research work done by them in different categories of research - Agriculture, Animal Husbandry, Fisheries, Social Science, etc. There will be 16 prizes of Rs.10,000/- each.

**OUTSTANDING WOMAN AGRICULTURAL SCIENTIST AWARD**

In the wake of 1995 it being the United Nation's International Year for Women, the ICAR, for the first time, has constituted an Outstanding Woman Agricultural Scientist Award to recognise and reward a woman agricultural scientist for her contribution to agricultural research and development. All the women scientists working at the Institutions under the ICAR system including State Agricultural Universities are eligible.

Outstanding contributions of applied and basic nature having significance in any one of the disciplines of Agriculture including Horticulture/Agro-forestry/Animal Science/Fisheries/Engineering/Home Science as evidenced by published research work patents obtained/technology development; and also the extent of their adoption will be the sole criterion for selection. The work should have an economic impact in terms of production growth, import substitution/export promotion and industrialization. The award carries a citation and a prize money of Rs.25,000/- to be given away annually.
BEST KVK AWARDS

Best KVK Awards instituted for the first time, consist of two awards of Rs. 50,000 each to be given away in alternate years. The cash amount shall be used exclusively for development of additional facilities for the KVK. All Krish Vigyan Kendras of the country which have run for minimum period of 5 years shall be eligible for the award. Achievements of the last 5 years or more but not exceeding 10 years shall form the basis for considering their best performance as given in next page:

i) Outstanding contribution as evidenced by extension output in terms of vocational training, on-farm research, training of the extension workers and other extension programmes keeping in view the mandates of the KVK.

ii) The impact of the institution in a well defined geographical area.

iii) Assets and infrastructure facilities created in the adopted villages through increasing the income and production of the farmers.

iv) Innovative methods of extension/training introduced and perfected in the area for wide scale use.

v) The linkage developed with the line departments in the district.

vi) The impact created in the area in terms of Improvement in the quality of life of the people of the area.

OUTSTANDING EXTENSION SCIENTIST/WORKER AWARDS

For the first time, the ICAR has created four awards of Rs. 10,000 each to be given away once in 3 years to the outstanding Extension Scientists/Workers from the ICAR-SAU-NGO/State Govt. Research Extension Network for their innovativeness in developing extension education programmes, adopting extension methodologies and creating impact of the programme on the farming community, especially on the downtrodden. The visible impact of the programme/project of the scientist will be judged on the basis of change in the social system/farming community in terms of increase in the productivity of various enterprises, improvement in the living condition of the people, creation of assets and infrastructure for the use of community, organizations and catalization of the community for a
common cause and the appreciation from various categories of persons on the work done by the extension scientist in a well defined geographical area and within a specified period.

The impact may also be judged on the basis of linkage developed by the scientists with the sister organisations/line departments at the district and down level. The published materials in the form of success stories, annual reports, extension oriented research papers, etc., should also form a basis for judging the outstanding work of an extension scientist.

**NATIONAL AWARDS FOR OUTSTANDING TEACHERS**

To provide incentive and encouragement for good teaching and to recognise outstanding teachers in the field of Agriculture which includes Crop Science, Horticulture, Animal Husbandry, Fisheries, Natural Resource Sciences, Agricultural Engineering, Home Science and Extension Education. The ICAR, for the first time, has instituted eight National Awards of Rs.20,000 each for outstanding teachers once in two years. The Award is given in seven fields viz., Crop Sciences, Horticultural Sciences, Resource Sciences (Soil, Water Management, Meteorology, Forestry etc.), Engineering & Food Technology, Fisheries, Veterinary & Animal Sciences and Social Sciences carrying one award each except Crop Sciences which carries two prizes.

All staff members engaged in undergraduate or postgraduate teaching in Deemed Universities, ICAR Institutes and State Agricultural Universities are eligible to apply for these awards. The participating teacher should have a minimum of 10 years teaching experience in the subject of his/her specialisation and should currently be spending a minimum of 66% or more of his/her time in teaching.

**DR. RAJENDRA PRASAD AWARD**

'Dr. Rajendra Prasad award for original standard works in Hindi on Agriculture including Animal Sciences and Fisheries' is given once in 3 years and carries a cash prize of Rs.20,000. A total of 8 prizes are given. The objective of the scheme is to encourage authors in India to write original books in Hindi on the subject of scientific agriculture, including Animal Sciences and Fisheries.
The award is open to Indian authors including Editors of multi-author books where the Editor has himself contributed substantially together with an editorial preface. Both published works and manuscripts proposed to be published by its author will be accepted provided that such a work is written originally and does not infringe the copyright of any other person.

The author shall be judged on the basis of the original work done by them as revealed in the book(s) manuscripts submitted by them during the past one year preceding the year of award.

**ICAR AWARD FOR TEAM RESEARCH**

'ICAR Award for Team Research' carries a cash prize of Rs.50,000/- and is given once in three years based on past 3 years continuous research of applied types. A total of 8 awards are given in the fields of Natural Resource Management (Soil Science, Agronomy, Agro-forestry), Engineering & Technology, Horticultural Sciences, Fisheries, Crop Improvement (Food Crops and Commercial crops) and Animal Production & Health. The last two fields carry two prizes each while the rest carry one prize each.

The objective of the scheme is to create incentive for promoting outstanding multidisciplinary research in agriculture and allied sciences in India and to recognise teams of research workers which have set high standards of cooperative endeavour in the fields of Agriculture, Animal Husbandry, Fisheries and allied sciences.

The award shall be made for either fundamental or applied research including inventions, discoveries, etc., leading to results of practical value in the field of Agricultural and Animal Production.

All the persons engaged in research in the field of agriculture, animal husbandry and fisheries sciences in India shall be eligible for the award. The award of each prize shall be made for notable and original multidisciplinary research, both fundamental and applied as reflected in books, monographs, papers or other forms of published account of outstanding research work, inventions or discoveries. In the case of contributions like new crop varieties or new breeds of animals, at least 3 years data on the performance of the strains will have to be provided.
Teams shall be judged on the basis of results of researches achieved/contributions made by them based on past 3 years continuous research of applied types.

HARI OM SHRAM TRUST AWARDS

The "Hari Om Ashram Trust Awards" is constituted by the Hari Om Ashram, Nadlad (Gujarat State) through ICAR and carries a cash prize of Rs.20,000/- each given once in two years. The total number of prizes are 4 given in the subject groups, namely Crops, Horticulture, Resource Management and Animal Sciences.

The awards are given to Scientists for notable and original research, fundamental or applied in the particular subjects as revealed in books, monographs, papers or any other published account of outstanding research work, inventions or discoveries.

Candidates shall be judged on the basis of results of researches achieved/contributions made by them during the five years preceding the year of award. In the case of a claim based on evolution of new varieties, the final trials should have been completed within the five years preceding the year of the award. Preference will also be given to work done in backward areas or more difficult problems of national importance.

ICAR YOUNG SCIENTIST AWARDS

The 'ICAR Young Scientist Award for Agricultural Research' is sponsored by the Indian Council of Agricultural Research and is given once in two years. The number of awards are 10 and given in the fields of Crop Sciences, Soil Sciences/Agronomy/Agro Forestry, Animal Sciences, Horticultural Sciences, Engineering, Fisheries & Aquatic Life Sciences and Social Science and Home Science. The first three fields carry two prizes each while the rest of the fields carry one prize each.

Each Award shall consist of the sanction of the proposed scheme and a cash prize of Rs.10,000/- 50% of the award money of Rs.10,000/- will be given at the time of the Award of research scheme and remaining 50% will be released on the successful completion of the scheme. The ICAR may compile a list of really challenging problems where a breakthrough is badly needed in solving the problems/constraints in a time bound manner.
All young Scientists/Lecturers/Asst. Professors and who have obtained the Ph.D. degree and are below the age of 35 years shall be eligible for the award.

The candidates should be holding a regular job at the recognised institutions.

The awards shall be made for notable and original research in the field of Agriculture/Animal Sciences and not for routine investigation.

The candidates shall be judged on the basis of the previous original research work done by them as revealed from their work and the merit of the technical programme of the proposal.
Forwarding of applications

ASRB 101
During bond 103
During Probation 101
Limitations 100
Private Sector 104
Public Sector 106
Res. Management Positions 100
UPSC etc. 102

Head of Divisions
Guidelines 14
Qualifications 17
Hindi Teaching Scheme 61
Honorarium
Publications 133
HRA
During training 115
Counting of NPA 68

Incentives
Ante-dating 65,66
Bunching 65
DNA 64
Intellectual Property Rights
See under Patents
Interim arrangements
Director's absence 40

Lectures delivering 135
Lien 102

NPA
As pay 68,72
During training 70
Non-Veterinary Scientists 69
Rates 71
Registration with Council 69
Veterinary Scientists 68

Papers presentation
International conferences 134
Past service benefits 117
Patents 145
Pay scales (revised)
DDGs & Directors of deemed
Universities & NAARM 51
Directors 46
DNA 64
Fixation 11,58,66
Pay 56
Scientists appointed on or
after 1.1.1986 52
Scientists appointed during
1.1.86 to 17.9.90 56
S-2,S-3 Grades on or
before 1.1.1986 55
Personal Pay 61
Postings
Probationers 113
Private consultancy 136
Probation
Clearance 9
Promotions
See under Career Adv.Scheme
Public interest 31
Publications
Research findings 132
Royalty/Honorarium 133

R
Radio broadcasting 135
Recruitment
DDGs 18
Directors 18
Head of Divisions 17
Requisition form 19
RMP 28,42
Scientific positions 16,27
Redeployment 21
Reservations 11
Resignation 122
Retirement
Added years of service 120
Issuance of orders 125

RMP :
Appointments 42
Forwardal of application 100
Royalty
Publications 133

S
Sabbatical Leave 83
Study Leave 71
Suspension 128

T
Training
Performance Report 116
TA/DA,HRA 115
Transfer
Committee 33
Guidelines 32
Liability 11
Policy 30
Retention of accommodation 33
INDEX

This index has been compiled solely for the purpose of assisting reference and no expression used in this should be considered as in any way interpreting the rules.

A

AARs
See under CRs
Age relaxation
ARS Exam 21,22
Allowances
Newspaper 55
Alternative arrangements
Director's absence 40
Appeal Authority 126
Appointing Authority 5,127
Appointments
Tenural 11,42
ARS
Disciplines 38
Forum 109
Grades 3
Objectives 2
Scope 3
Assignments
Boradcasts in AIR 135
Examinership 131
Lectures 135
Membership/Editorship 135
on Boards of PSUs 136
Private consultancy 136
Awards 148

C

Cadre strength 4,35
Career Advancement Scheme 23
Competent Authority 84
Powers 10

D

Conduct Rules 129
Confidential Reports
During training 116
Instructions 98
Proformae 92
Rep. & Reviewing Auth. 88
Consultancy
Private 136
Controlling Authority 5

E

Dearness Allowance
During training 115
counting of NPA 68
Deemed University 51
Deputation
Designations
Change 25,26,28,56
Director
Acting 41
Directorship
In PSUs 136
Disciplinary Authorities 12
DPC
Probation 9
Promotions 24,29

Editorship 131
Examinership 131